

# Augusta University

## Policy Library

# Study Abroad/Study Away Program Approval Process

**Policy Manager: Office of the Vice Provost for Instruction**

### **POLICY STATEMENT**

All study abroad and away programs and participants must follow the procedures set out in the study abroad policies and procedures manual for faculty.

In an effort to centralize Study Abroad and Away policies, procedures, and information as much as possible, and in light of risk assessment and liability issues, it is essential that all Study Abroad programs be developed in tandem with the Study Abroad Office from the earliest planning stages. All Augusta University Study Abroad and Away programs must go through a rigorous multi-level approval process that is outlined in this manual.

### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

### **DEFINITIONS**

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### **PROCESS & PROCEDURES**

Policies and procedures for study abroad and away programs are available on the Study Abroad Program webpage at: <http://www.augusta.edu/studyabroad/forfaculty.php>.

### **REFERENCES & SUPPORTING DOCUMENTS**

Study Abroad and Study Away Proposal forms are required for both new and existing Study Abroad and Away programs. Recurring programs must go through the evaluation and approval process each year. That form can be found at <http://www.augusta.edu/studyabroad/forfaculty.php>

### **RELATED POLICIES**

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**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University  
Date: 3/24/2023

President, Augusta University

Date:3/24/2023