



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Domestic and International Exchange

APPLIES TO:

Students, Faculty, and Staff

ADMINISTRATIVE AUTHORITY:

**Office of Global Strategies and International Affairs
Division of Academic & Student Affairs**

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

This regulation implements the Domestic and International Exchange Policy by providing the specific guidelines, expectations, and procedures for all students, faculty, and staff participating in domestic or international exchange programs.

DEFINITIONS:

Study Abroad Programs

International teaching, learning, research, and service opportunities offered for academic credit. This includes faculty-led programs and reciprocal exchanges.

Study Away Programs

Domestic programs offered for academic credit at other North American colleges and universities. This includes short-term, faculty-led programs and service-learning trips.

PROCESS:

Faculty and Staff Leading Programs

- **Proposal and Approval:** Faculty and staff wishing to lead an international or domestic program must develop a plan of study and obtain approval from the Academic Exchange Committee, their Department Chair, their Dean, and finally the Provost, at least one semester prior to the activity.
- **Responsibilities:** A faculty or staff leader must:
 - Observe all cultural and local norms of conduct.
 - Prepare and distribute a course-appropriate syllabus or itinerary.
 - Maintain the confidentiality of student records.
 - Apply appropriate financial controls and academic assessment standards.
 - Attend all required training on topics such as health, safety, and risk management.
 - Maintain communication with their home department and adhere to all emergency protocols.

Student Participation

- **Requirements:** Students participating in any exchange, study abroad, or study away program shall:
 - Register for courses only after receiving all required departmental approvals.
 - Attend all required orientations and pay all applicable fees.
 - Comply with all academic advising and risk management policies.
 - Abide by all KSU policies, including the Student Code of Conduct.
- **Academic Credit:** Transfer work from institutions outside the United States is evaluated on an individual basis from official transcripts. The designated faculty in the appropriate department determines how transferred coursework applies toward degree requirements. Grade point averages (GPAs) from other institutions do not transfer to KSU.

Faculty and Staff Exchanges and Research Appointments

- Faculty and staff wishing to participate in a non-program-leading exchange must work with the partner institution and the KSU Office of Human Resources to determine the terms of a temporary appointment, including payroll and benefits.
- Participants must submit a written proposal and obtain approval from their Chair, Dean, and the Provost.
- An exchange opportunity will be counted as part of a faculty member's progress towards tenure and/or promotion.

Insurance and Financial Matters

- **Insurance:** Any participant in a university-sponsored international experience is required to purchase International Travel Medical Insurance. Exceptions may only be granted by the Office of Student Affairs if a participant's existing coverage meets KSU's minimum standards.
- **Financial Aid:** Students are encouraged to meet with their faculty advisor and the Office of Financial Aid at least six months prior to participation to determine aid eligibility.

REFERENCES AND RELATED MATERIALS:

- KSU Domestic and International Exchange Policy

CONTACTS:

Subject	Office	Telephone	E-mail
Policy Questions	Office of the Provost	(502) 597-6946	Michael.Dailey@kysu.edu
General Questions	Office of Global Strategies and International Affairs	(502) 597-6327	Eric.yang@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Regulation)	June 2025	Zach Atwell
