



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Study Abroad

APPLIES TO:

Students

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

EXPIRATION DATE:

August 8, 2028

REGULATION STATEMENT:

This regulation provides the detailed guidelines, standards, and procedures for Kentucky State University (KSU) students who wish to pursue academic studies at international institutions, ensuring a safe and academically rewarding experience.

DEFINITIONS:

Faculty-led Program

A credit-bearing study abroad experience developed and led by KSU faculty or staff members.

Individual or Third-Party Program

A program where a student enrolls directly through a university or independent organization that is not directly sponsored by KSU.

Consortium Program

A program offered through a consortium of which KSU is a member, such as The Cooperative Center for Study Abroad (CCSA) or the Kentucky Institute for International Studies (KIIS).

PROCESS:

Student Eligibility Requirements

To be eligible to participate in a study abroad program, a student must:

- Be a full-time, degree-seeking student at KSU at the time of application.
- Have completed at least one (1) full semester at KSU before applying.
- Be in good academic standing and maintain at least a 2.5 cumulative GPA.
- Have a good disciplinary record and not be on active disciplinary or academic integrity probation.
- Not exceed a maximum of two (2) semesters of study abroad.

Application and Approval Procedures

- Students must consult with the Office of International Affairs and their academic advisor before submitting an application.
- For KSU-sponsored faculty-led programs, students must receive final approval from their Dean's Office and the Office of International Affairs.
- For individual or third-party programs, students must obtain a Leave of Absence from their Dean's Office and the Registrar's Office and ensure that the host institution's credits will be accepted by KSU.

Pre-Departure Orientation

All study abroad applicants are required to attend a Pre-Departure Orientation organized by the Office of International Affairs, which will focus on health, safety, and cultural adjustment. Failure to attend may result in dismissal from the program.

Health and Insurance

All students participating in study abroad programs must have health and emergency insurance that includes coverage for emergency medical evacuation and the repatriation of remains. Proof of coverage must be verified by the Office of International Affairs before departure.

Student Conduct

While abroad, students remain representatives of KSU and will be held accountable for any violation of the KSU Student Code of Conduct. Students are also subject to the laws of their host countries.

Cancellation and Withdrawal

- Students who withdraw from a program are responsible for all associated costs.

- KSU reserves the right to withdraw a student from a program for disciplinary action, failure to maintain the required GPA, or failure to make necessary payments. All associated costs are the responsibility of the student.

REFERENCES AND RELATED MATERIALS:

- KSU Domestic and International Exchange Policy
- KSU Student Code of Conduct

CONTACTS:

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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 Policy)	November 2023	Eric Yang
Substantive Revisions (Reclassified as a Regulation)	June 2025	Zach Atwell
