

SECTION: 5.0 STUDENT POLICIES  
SUBJECT: STUDY AWAY POLICY

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**Title:** Study Away Policy

**Background:** This policy outlines a clear path for Lewis-Clark State College (LC State) students to follow so that they may access applicable financial aid, enroll in transferable courses, and **adhere to appropriate risk management guidelines.**

**Point of Contact:** International Programs Office Study Away Coordinator

**Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy:** Student Affairs (Sr. Vice President/Vice President for Student Affairs, International Programs Office, Financial Aid, Student Accounts, Registrar & Records); Division Offices; Offices of the President, Vice-President for Administrative Services, and Provost; Public Safety, including Title IX Administrator.

**Date of approval by LC State authority:** July 2018

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** May 2025

**Summary of Major Changes incorporated in this revision to the policy:**

Removal of programs not on the approved list; additional guidance for dual-credit student eligibility; and addition of Study Away Risk Management (formerly Policy 5.318). LC State encourages students to study away for their academic, professional and personal development and enrichment.

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**1. Programs**

1. Definitions

- A. Campus Responsible Parties: The Office of International Programs serves as the primary party responsible for mitigating risk to students who participate in approved study away programs. However, in the case of faculty led study abroad, faculty and academic leadership also share this responsibility.
- B. Partners: Partners include educational institutions overseas or in the U.S. with which LC State has a signed MOU.
- C. Approved Third Party Providers: LC State contracts with approved third-party providers, such as NSE and ISA by WorldStrides

**2. Approved LC State Study Away Providers and Programs:**

- A. National Student Exchange (NSE): LC State students can pursue a summer, semester or year away at institutions across the United States and Canada, including Guam, Puerto Rico, and the U.S. Virgin Islands, through NSE. Through the NSE, LC State is a “home pay” institution, which means students pay LC State tuition during the term away.
- B. Approved Third-Party Providers: LC State students can pursue a summer, semester or year away at universities worldwide through programs including International Studies Abroad (ISA) by WorldStrides and The Education Abroad Network (TEAN). Approved third-party providers are listed at [Study Away](#). Approved third-party providers have demonstrated a proven record of providing excellent academic offerings, value, risk management, and participant support. Students do not pay LC State tuition during the

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- term away through these approved third-party providers and are personally responsible for all costs and fees associated with their chosen program.
- C. Approved Partner Schools: LC State students can pursue a summer, semester or year abroad at specific post-secondary institutions with which LC State has a memorandum of agreement. Approved partner schools are listed at <https://www.lcsc.edu/study-away/choosing-a-program>. LC State works with partners who have demonstrated a proven record of providing excellent academic offerings, value, risk management, and participant support. Students pay the host university (“host pay”) and do not pay LC State tuition during the term away. Students are personally responsible for all costs and fees associated with their chosen program.
  - D. Approved Faculty-Led Programs: Academic departments may arrange for groups of LC State students to experience/study international culture and earn college credit through institutional, faculty-led programs overseas. Acceptance into these programs is at the discretion of the faculty/department offering the program, as are credits/grades received. Students are personally responsible for all costs and fees associated with their chosen program.

Students using approved LC State Study Away Providers and Programs are registered at LC State for the duration of their term abroad. Full-time or part-time enrollment is dependent on the specific program requirements. Credits and grades earned are transcribed as LC State courses. Host institutions/programs will also be listed on the transcript. Students using these approved programs may be eligible to use financial aid toward their program costs.

While students are strongly encouraged to use an LC State approved provider/program, students may elect to take a term away to study at another institution. However, any study away outside of approved LC State Study Away providers and programs will result in a determination by LC State that the student is no longer an active, enrolled LC State student and is therefore ineligible for support and services, including financial aid. If a student is considering a program or provider outside of the approved list, they should contact the Study Away Coordinator as soon as possible to discuss the process for approving a new program/provider and/or the feasibility of creating a self-directed program.

### 3. Eligibility

Students must fulfill the following criteria in order to be eligible.

- a. Study Away applicants must have completed their secondary education and be fully admitted, degree-seeking LC State students.
- b. Students must be registered full-time on campus in the fall or spring semester before the proposed term away/abroad. High school students taking dual-credit courses may not use those credits toward the full-time, on-campus semester requirement.
- c. Students must have at least sophomore standing (transfer credit is applicable).

Students must have a current (at the time of application and term abroad) cumulative GPA of 2.75 or greater, based on courses completed at LC State.

### 4. Approval to Study Away

The Study Away Coordinator will approve participation in Study Away programs contingent upon the following:

- a. Student meets all eligibility requirements as stated in item 2. Eligibility

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- b. Student has met with the Study Away Coordinator, their academic advisor, and Financial Aid (assuming the student is receiving or plans to receive financial aid) to discuss suitability of the desired program. Student completes any application(s) and pays the necessary Study Away application fee(s) to LC State.
    - i. Student has consulted with his/her academic advisor and relevant division chairs to confirm in writing course equivalency for courses the student intends to take while studying away.
  - c. Student does not have significant Student Code of Conduct violations.
- 5. Study Away Program Requirements:**Pre-Departure: Attend mandatory pre-departure orientation, enroll in the appropriate Student Development (SD) course to act as a placeholder for credits earned abroad (SD 200-203) and notify key offices/submit documentation of study away plans.
- a. During Study Away Experience: Meet LC State and program/provider requirements, confirm participation, check in with LC State Study Away Coordinator as directed, and maintain communication with key LC State offices.
  - b. Returning Study Away Students: Meet all LC State Study Away returning student requirements, including having official transcripts sent directly from program/partner and participating in LC State Study Away programming for returning students. The Registrar & Records Office will process transcripts, using the students' signed study away advising form and assigning grades and credits that will replace the placeholder course (SD 200-203). Students who believe their study away transcript is incorrect, or incomplete must go through the official appeal process of the host program/institution.

## 6. Study Away Risk Management

### Expectations of Campus Responsible Parties

1. As the entity charged with oversight and administration of study away programs for LC State students, the International Programs Office (IPO) shall:
  - i. Vet potential partner institutions to evaluate and document facilities, services, local conditions and emergency protocols before sending students.
  - ii. Conduct and document periodic assessment of approved partners to monitor any changes in facilities, services, local conditions, and emergency protocols.
  - iii. Restrict student travel to regions and countries that carry a level 4 U.S. Department of State travel advisory (Do not travel) and consider level 3 travel (Reconsider travel) on a case-by-case basis.
  - iv. Develop and maintain emergency preparedness processes and a crisis response plan that includes a communication plan for students, families, partners, and campus responders.
  - v. Monitor world events in order to prepare a response to crises that affect students.
  - vi. Ensure that student participants are informed about the site-specific health and safety risks associated with travel.

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- vii. Maintain regular contact with students who are away.
  - viii. Consider health and safety issues when evaluating the appropriateness of an individual's participation in a study away program.
  - ix. Require student participants to have medical insurance that can be used in the host location and that includes emergency evacuation and repatriation.
  - x. Provide a mandatory pre-departure orientation that includes but is not limited to education for sexual and mental health, cultural attitudes, host destination laws and taboos, and procedures for emergencies, including harassment, rape, assault, natural disaster and political unrest.
  - xi. Provide information for participants regarding the risks of participation and those liabilities that are assumed by the college.
- b. Responsibility for faculty or staff led programs rests first with the individual department and associated supervisory chain with support from IPO. LC State faculty or staff who are organizing faculty-led programs (FSA) shall:
- i. Secure appropriate dean or vice president approval for the trip.
  - ii. Ensure that travelling faculty or staff have a recent criminal background check (one year or less). LC State's Human Resource Services can provide confirmation of the background check or assist in having it completed.
  - iii. Consult the International Programs Office during early planning stages.
  - iv. Work with Risk Management to ensure adequate insurance covers all participants.
  - v. Prioritize contracting with LC State approved third-party providers above new vendors or faculty-planned logistics.
    - 1. Provost approval is required to consider new vendors or faculty-planned logistics.
    - 2. New vendors must provide evidence of reputable services in the country. Evidence may consist of references from other higher education institutions, length of time in operation, and membership in professional associations or governmental registries.
    - 3. Faculty must advise such vendors of LC State expectations with respect to their role in the health and safety of participants.
  - vi. Provide a pre-departure orientation in conjunction with International Programs.
  - vii. Document their emergency management plan that shall include appropriate on-site staffing in the event of an emergency that requires accompanying a student to the hospital or other situation that requires leaving the group. House the plan in the home department and provide a copy of the emergency management plan to Risk Management. Risk Management will inform all members of the cabinet of staff and faculty who are traveling overseas.

**a. Expectations of partners and third-party providers**

Third-party providers shall comply with LC State Policy 4.131 (Contracts). In addition, partner institutions and third-party providers shall:

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1. Provide a thorough arrival orientation that includes information about site-specific health and safety risks, getting a phone, and location of and how to use local medical facilities.
2. Share with students and LC State responsible parties their emergency preparedness processes and crisis response plan.

**b. Expectations of students**

Students participating in LC State Study Away shall agree to:

1. Understand and abide by the terms of participation, LC State and host codes of conduct, and emergency procedures of the program.
2. Obtain and maintain health insurance that meets Study Away and host institution standards.
3. Upon acceptance, inform LC State Study Away of any physical, mental health, or other personal circumstances that is necessary for planning a safe and healthy experience.
4. Obey host country laws.
5. Avoid the use of illegal drugs and irresponsible use of alcohol.
6. Be aware of local conditions and take reasonable precautions for health and safety.
7. Provide family members with emergency contact information and communicate with them periodically as appropriate.
8. Inform LC State Study Away program or faculty leader of any health and safety concerns.
9. Follow program guidelines regarding keeping LC State staff informed regarding whereabouts and wellbeing.
10. On a case-by-case basis, students may be required to obtain a criminal background check at their expense.

**7. Related websites:**

LC State Study Away	<a href="https://www.lcsc.edu/study-away">https://www.lcsc.edu/study-away</a>
Dept. of State Travel Information	<a href="https://travel.state.gov/content/travel/en/international-travel.html">https://travel.state.gov/content/travel/en/international-travel.html</a>
LC State Risk Management	<a href="https://www.lcsc.edu/administrative-services/risk-management">https://www.lcsc.edu/administrative-services/risk-management</a>
CDC Travelers' Health Page	<a href="https://wwwnc.cdc.gov/travel">https://wwwnc.cdc.gov/travel</a>