

## Global Studies Policy

### **I. Purpose**

All global studies programs or courses operated, sponsored, or approved for academic credit by any TBR institution are expected to maintain standards of quality in the delivery of instruction, support services, and administration which are consistent with educational excellence. Dyersburg State Community College in conjunction with the Tennessee Board of Regents (TBR) will provide students with opportunities to earn postsecondary credit and non-credit service and internship experiences at off-campus international sites.

### **II. Scope**

DSCC is authorized by the Tennessee Board of Regents to provide international education and study abroad programs.

### **III. Policy**

- I. Introduction
  - A. DSCC and TBR support off-campus international educational programs, service, internship or courses as a valid and valuable part of undergraduate education. DSCC is committed to engaging in international opportunities that meet the academic needs of our students and further prepare students for the global workforce.
  - B. In general, programs or courses operated or sponsored by or in combination with any TBR institution abroad shall be:
    - 1. Within the scope of the mission of the institution;
    - 2. Integrated into the undergraduate curricula of DSCC;
    - 3. Feasible and sustainable;
    - 4. Subject to regular, periodic evaluation and assessment according to DSCC's normal review procedures for academic programs; and
    - 5. In compliance with all applicable federal and state laws and regulations.
  - C. Global Studies Division of TBR (formerly known as Tennessee Consortium for International Studies or TnCIS)
    - 1. The Center for Global Innovation, Partnerships, and Student Success, the Global Studies Division operates under the administration and fiscal oversight of the Tennessee Board of Regents.
    - 2. The Center reports to the Vice Chancellor for Student Success and Strategic Partnerships at the Tennessee Board of Regents.
    - 3. All Global Studies Division faculty employed by a TBR college must sign dual-service contracts with the Tennessee Board of Regents.
  - D. Governance

1. The Center for Global Innovation, Partnerships, and Student Success has responsibility for the overall administration of study abroad programs for TBR colleges. A TBR college may not sponsor an international program independently of the Center. Any TBR college seeking to send students abroad must coordinate academic and programmatic efforts through the Center for Global Innovation, Partnerships, and Student Success.
2. All for-credit programs offered through the Global Studies Division programs must be approved by the Global Studies Advisory Council.
3. DSCC has two representatives to serve on the Global Advisory Council appointed by the President. The role of the Advisory Council is to approve the for-credit consortium model courses and programs that colleges may adopt as part of the college's offered curriculum.
  - a. The Advisory Council will meet on a semi-annual basis.
  - b. The Advisory Council will also approve new programs for Global Studies Division.
4. TBR institutions must establish policies regarding enrolling TBR students and awarding credit in a timely fashion to these students for international education programs or courses.
  - a. DSCC is a Global Studies Member Institution;
  - b. DSCC Admissions and Records Office enrolls individual students in courses for which they are approved by the Global Studies Division;
  - c. At the completion of the course, instructors submit official grades to the Global Studies Division.
  - d. The DSCC Global Studies Coordinator forwards the grades to the Admissions and Records Office for placement on the student's transcript. Courses taken as part of a Global Studies Division programs are not designated differently on the transcript and follow the same transfer rules as other DSCC coursework.

## II. Defining Roles

### A. Participants

1. Eligible DSCC students currently enrolled or accepted and in good standing may apply to any Global Studies program.
  - a. In keeping with best practices, only individuals over the age of 18 at the time of travel, enrolled in credit-bearing courses, either full or part-time, may participate in Global Studies programs.
  - b. Students must have at least a 2.0 GPA indicated on their official transcript. Students must have completed at least 12 college credits before participating in a Global Studies program. Any exceptions to eligibility can be made at the discretion of the TBR Assistant Vice Chancellor.
  - c. Each participant must submit the following to be considered for admission:
  - d. Completed student application (Exhibit A: Global Studies Student Application)
  - e. Application fee – non-refundable
  - f. An official transcript
  - g. A statement of purpose (part of the application)
  - h. A recommendation form from a faculty member – submitted online through the Global Studies website

### B. Admission

1. Admission decision will be made by the TBR Division of Global Studies;
2. Applications will be considered based on the following criteria:
  - a. GPA
  - b. Seriousness of purpose.
  - c. Contribution to student's course of study
  - d. Academic preparedness
  - e. All of the above being equal, TBR will seek a fair representation of students from member institution.

C. Cancellation

1. A clear cancellation policy with firm dates will be published on the TBR Global Studies website each year.

D. Pre-Departure Required Documentation and Orientation

1. Required documentation to participate in all Global Studies programs can be found in Exhibit B. Students may not submit their applications until verifying that they have read these forms.
2. Attendance at the TBR Global Studies orientation is mandatory for all participants.
3. Participants are required to attend a pre-departure orientation specific to the program they enroll in with the Program Director.
4. All participants will be given pre-departure information which outlines all of the items treated more fully in the Pre-Departure Orientation sessions. The document includes sections on:
  - a. Logistics
  - b. Health and safety
  - c. Behavior and removal from a program
  - d. Academics
    - 1) Individual Program Directors also have the option of providing students with additional orientation materials.
  - e. On-site Orientation
    - 1) Each Program Director is given an outline of items to be addressed after arrival at the program site (Exhibit C: On-Site Orientation Outline).
    - 2) If multiple sites are used in a program, an orientation session for each site must be held.
  - f. Program Evaluation
    - 1) At the end of a program, each student will be asked to complete an evaluation for the program and course that they participated in (Exhibit D: Program and Academic Evaluation). Program Directors and faculty will be given a summary of the evaluations.
    - 2) The evaluations will be summarized in the Global Studies office and provided to each program's faculty and director.
    - 3) Evaluation summaries will also be available during the next Global Studies Advisory Council meeting after the program ends.
  - g. Students from non-TBR schools who elect to participate in TBR institution-sponsored international education programs as fulltime transfer students are responsible for transferring credit back to their home institutions.

- h. Individuals who are students at non-TBR institutions or are not students at any institution of higher education must enroll in a TBR institution under “Non-Degree” or “Continuing Education” or “Transient” or “Transfer” student status for the duration of the international education experience. Enrolling in one of these classifications requires that these individuals meet all qualifications, prerequisites, and requirements for selection as a participant in an international education program, participate in all orientation meetings, and pay all tuition and fees to the sponsoring TBR institution.
- 5. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group while abroad.
- 6. Community partnering organization members who serve a coordinating or mentoring role to students engaged in the experience. In such instances, the community partner members must be registered as a volunteer with the institution.
- E. Program Directors and Group Leaders
  - 1. These are individuals who administratively lead and/or teach international education experiences, including individuals outside the institution and those employed at another higher education institution outside the TBR system. One who serves in the role of a Program Director is typically a faculty member who is teaching and leading other faculty. A Group Leader is typically someone who assists with larger groups of students.
  - 2. For non-credit bearing service and internship experiences, a group leader may consist of:
    - a. A student leader for an institutionally recognized student organization coordinating the experience for a group of students.
    - b. Faculty or staff employed by the institution serving in an advisory or coordinating capacity to the student or student group.
  - 3. Faculty teaching for TBR Global Studies must submit their academic credentials to the Tennessee Board of Regents and be appointed by a TBR college as an adjunct faculty member for the Global Studies program.
- F. Non-Credit Experience Program Sponsors
  - 1. For non-credit bearing service and internship experiences, program sponsors may be:
    - a. Faculty.
    - b. Institutionally recognized student organizations.
    - c. Student support services office or academic department.
    - d. Sponsoring entity - organization where the student will be placed to do internship or service experience. This would include any non-profit organizations, business or associations located abroad who agree to host the student(s).
- G. Accompanying Spouses, Partners, and Minors
  - 1. The duties of the faculty, program leaders and group leaders for TBR Global Studies short term programs are such that faculty, program leaders and group leaders are prohibited from having their spouses, partners or children travel with them during the programs.
  - 2. In cases where a Program Director, group leader, or faculty instructor will be traveling abroad for more than 30 days, the employee may request an exception to this policy. The decision is left to the discretion of the Office of Student Success as to whether to

allow spouses and minors to travel with the employee after considering the nature of the employee's duties as part of the specific program(s).

3. Spouses and children (regardless of age), if allowed to participate, cannot impair the operation or administration of the program, or otherwise infringe on the participants, or incorporate any of their expenses into the program budget.
4. Spouses, partners, and minor children, if allowed to participate, must complete an Assumption of Risk form for the program, consortia (if relevant) and TBR prior to departure.

III. Types of Programs & Program Documentation. The following types of programs fall under this policy:

- A. Programs sponsored through the Center for Global Innovation, Partnerships, and Student Success which are credit-bearing. See Guideline A 07: Global Studies Academic Procedure.
- B. Partnership programs sponsored through the Center for Global Innovation, Partnerships, and Student Success, either credit or non-credit bearing. See Guideline A 07: Global Studies Academic Procedure
- C. Reciprocal exchange programs which are bilateral or multilateral exchanges require either an MOA or MOU.
  1. A Memorandum of Understanding (MOU) is a document signifying the mutual interest in the development of collaborative educational activities related to instruction, research, and extension between units at cooperating institutions. No financial or legal obligations are incurred with an MOU. It is often the preliminary step to a Memorandum of Agreement (MOA).
  2. A Memorandum of Agreement (MOA) is a contract between units at cooperating institutions to develop collaborative activities related to instruction, research, and/or extension and thus, establishes the parameters for student exchanges between two institutions.
  3. Prior to pursuing an MOU, College faculty/staff must obtain approval of the institutional Chief Academic Officer and the President or the President's Designee. All collaborations involving either a MOU or MOA through which a TBR institution agrees to work with a non-TBR institution, whether domestic or international, must be approved by the System Office of Student Success and reviewed by the General Counsel's Office prior to the college president signing.
  4. Partner institutions may be proposed by anyone in the institution but the decision to pursue a formal agreement with any institution abroad must be supported by the Chief Academic Officer, President of the institution, or the President's designee.
  5. Institutions must have an official, written agreement with institutions abroad or consortia prior to commencing an international studies program and such agreement must be reviewed by legal counsel prior to its execution.
- D. All institutions must follow TBR policy and guidelines for the operation of international programs.
  1. Global Studies Academic Procedures follow TBR Guideline A-070
  2. Global Studies Business Procedures follow TBR Guideline B-075.
  3. Global Studies Health, Safety, and Conduct Procedures follow TBR Guideline S-040.

IV. Host Country Consideration

- A. To promote the free exchange of ideas and knowledge, no restrictions shall be placed on the establishment or maintenance of programs in other countries based on the political, religious, racial, ethnic, or ideological characteristics of a host country or its government.
- V. Use of Technology Abroad
- A. TBR requires that its institutions fully comply with federal regulations that control the conditions under which certain information, technologies and commodities can be exported to a foreign country, person, or entity, including U.S. citizens in a foreign country.
1. Institutions are responsible for implementing export control procedures to determine whether an activity is covered under export control regulations, whether the U.S. Department of State's International Traffic in Arms Regulations (ITAR) 22 CFR §120-130, U. S. Department of Commerce's Export Administration regulations (EAR) 15 CFR § 734-774 or the Office of Foreign Assets Control (OFAC) 31 CFR §500-599.
  2. All faculty, staff, or students involved in international travel including study abroad, restricted research, international collaborations, or foreign exchanges that risk export or violation of the regulations must comply with the provisions of any license (or other governmental approval), policy, procedure, or campus-based Technology Control Plan (TCP) as required by ITAR. Before traveling internationally, faculty/staff/students should determine whether any item, device, component, or document is covered by ITAR and/or requires a license or other government approval/agreement for export or import as defined in those regulations. Where unsure, faculty/staff/students should consult with their general counsel's office or institutional research office.
  3. Institutions are responsible for determining if self-disclosure of any violations, real or perceived, of the export control regulations or TCP occurs during the courses of the sponsored activity to the federal agency is required.
- B. European Union General Data Protection – EU GDPR
1. Faculty and institutions must comply with the provisions of Regulation (EU) 2016/679 ("Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data", "the EU GDPR"), when students are participating in a program taking place in the European Union.
  2. All students participating in programs in the European Union must sign NOTICE REGARDING PROTECTION OF PERSONAL DATA AND REQUEST OF CONSENT FOR THEIR PROCESSING - STUDENTS FROM THE HOME CAMPUS ON STUDY ABROAD IN THE EUROPEAN UNION (Exhibit E).

Related Policies and Guidelines:

- TBR 3.08.10.00 Development & Operation of Global Study Programs including exhibits:
  - Exhibit A – Student Application
  - Exhibit B – Student Application Requirements
  - Exhibit C – Onsite Orientation Outline
  - Exhibit D – Program and Academic Evaluation
  - Exhibit E – EU Notice and Consent
- TBR A-070 Global Studies Academic Procedures and Exhibits D, F, G, H, I, K, M, N, O, P, Q

- TBR S-035 Global Studies Health, Safety, and Student Conduct Procedures and Exhibits R, S, T, U, V, W, X
- TBR B-075 Business Guidelines for Global Studies
- DSCC 7.08.01.00 Contracts and Agreements; TBR 4.02.01.00 Approvals of Agreements and Contracts
- DSCC 7:01:01:00 DSCC Purchasing Introduction Policy; TBR 4.02.10.00 Purchasing Policy
- DSCC 4.03.01.00 Student Conduct; TBR 3.02.00.01 General Policy on Student Conduct & Disciplinary Sanctions
- DSCC 1:07:00:00 DSCC Uniform Administrative Procedures Policy; TBR 3.02.01.00 Student Due Process Procedure
- DSCC 4.04.01.00 Student Rights and Freedoms; TBR S-020 Confidentiality of Student Records

## **I. Compliance**

DSCC employees and students promoting and traveling with international education programs are expected to comply.

## **II. Definitions**

- Study Abroad - When a student pursues their academic goals in a foreign country.
- Center for Global Innovation, Partnerships, and Student Success – the center is responsible for managing and leading efforts related to international education, international student supports, and global partnership programs.
- Global Studies Division – the division within the Center that represents colleges and universities devoted to making international education and cultural understanding a central goal of higher education throughout the state of Tennessee.
- Program Director –TBR employees who administratively lead and/or teach international education experiences, including individuals outside the institution and those employed at another higher education institution outside the TBR system, who serve in the role of Program Director or Group Leader.
- Program Sponsor- Either TBR’s Center for Global Innovation, Partnerships and Student Success or an institution that proposes a partnership program.

## **III. Revision History**

- Policy Approved by the DSCC Administrative Council on 04/25/2024
- Revision approved 2/20/2025
- Revision approved 11/20/2025