



## NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

OFFICE OF INTERNATIONAL PROGRAMS  
ROOM A-16, C.H. MOORE BLDG.

### **Protocol for Academic Enrichment Programs Abroad**

*Academic Enrichment Programs Abroad* are short trips abroad (less than 2 weeks), usually faculty-led, for which **academic credit may or may not be received**. These include travel abroad imbedded in academic courses for credit, and spring break travel overseas that does not include academic credit.

- Faculty/staff members organizing *Academic Enrichment Programs Abroad* must submit the [Experience Abroad Proposal Form](#) to the Office of International Programs **before** the program is advertised to students.
- Leaders of *Academic Enrichment Programs Abroad* must submit the following items to the Office of International Programs (OIP) no later than two weeks before departure:
  1. [Insurance Roster](#) and payment
  2. Health Questionnaire Form
  3. Photo copy the first two pages of each traveler's passport
  4. The following release forms:
    - Aggie Pride Compact
    - Conduct Pledge
    - Parent/Guardian Communication Form
    - Travel Waiver Release Form
- Financial assistance may be available for students participating in programs for which **academic credit** will be received.
- Pre-departure orientations for *Academic Enrichment Programs Abroad* are provided by the faculty leader. OIP will assist upon request.

***Bon Voyage!***