**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**. Examples of academic enrichment programs include:

* *Travel abroad imbedded in academic courses for credit*
* *Spring break travel overseas that do not include academic credit*
* *Conferences abroad*
* The faculty leader/organizer must have each participating student complete the required documentation, and must collect all documentation to submit to the Office of International Programs *in one packet*. Documentation includes:
1. Academic Enrichment Programs Abroad Notification Form
2. Health Form (requires parent/guardian signature if under 21)
3. Student Overseas Insurance Roster & Payment (all NC A&T students are required to purchase HTH Worldwide Insurance for the duration of their trip abroad). *Faculty can choose to pay for student insurance from a University fund. If using a University fund, please indicate on the insurance roster upon submission to OIP.*
4. Photocopy of the student’s passport/signature page
5. Flight Itinerary
6. The following release forms:
* Conduct Pledge
* Parent/Guardian Communication Form
* Student Activity Travel Waiver (requires parent signature if under 18)
* Faculty are required to follow all University procedures for international travel as established by the Office of the Provost.
* Financial aid may be available if you are participating in a program 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.

**Faculty/staff members** organizing Academic Enrichment Programs Abroad (with the exception of conferences) must submit the ***Experience Abroad Proposal Form*** to the Office of International Programs ***before*** the program is advertised to students.