



EST. 1979

NAVAJO TECHNICAL UNIVERSITY

NITSÁHÁKEES

NÁHATÁ

IINÁ

SIH HASIN

Study Abroad Policy

1. Purpose	2
2. Eligibility	2
3. Selection Committee	2
4. Medical Insurance.....	2
5. Risks	2
6. Travel Documents	2
7. Traveling Abroad with Guests	2
8. Accredited Institutions	3
9. Tuition and Fees	3
10. Funding Streams for Study Abroad Program	3
11. Post-Baccalaureate Study Abroad for NTU Students	3
12. Study Abroad for International Students.....	3
13. Conduct	3
14. Cultural Awareness of Host Country and Foreign Language	4
15. Memorandum of Understanding (MOU)	4
16. Contacting NTU While Abroad	4
17. Online Coursework While Abroad	4
18. Voluntary Withdrawal	4
19. Involuntary Withdrawal	5
20. Course Articulation	5
21. Course Participation	5
22. Independent Study Abroad	5
23. Study Abroad Transcripts	5
24. Travel Abroad Checklist	5
25. Travel Abroad Waiver	6
26. References	7

1. Purpose

Navajo Technical University (NTU) pursues academic endeavors that strengthen critical thinking and lifelong learning while working with diverse groups of people to create positive change at community, state, national, and global levels.

Since the Navajo Nation is a foreign country to other states and universities in the U.S - hence a "Nation within a Nation". Study Abroad could also mean universities from the outside the Navajo Nation that send their students to NTU for a "Study Abroad Program".

2. Eligibility

Students who want to study abroad **must be eighteen (18) years or older, be in good academic standing and maintain a cumulative grade point average (CGPA) of 3.0 or higher for bachelor's and master's degree programs.** Students who have completed one academic year at NTU are eligible to participate in the study abroad program. Students are required to enroll as full-time students: undergraduates at twelve (12) credit hours and graduates at nine (9) **participation in the Study Abroad Program is limited to a maximum of two (2) semesters.**

3. Selection Committee

A selection committee consisting of the Program Advisor, Dean of Student Services, Dean of Graduate Studies, and the Dean Undergraduate Studies, interview students who want to study abroad to ensure that they are committed and will be successful while studying abroad.

4. Medical Insurance

Students participating in the NTU Study Abroad program are required to purchase and show proof of international health insurance coverage for the duration of their study. Students are responsible for proactively planning for their health and safety while studying abroad. Students who experience illness or injury while abroad should obtain appropriate medical care and inform the Dean of Student Services, program advisors, or department chairs.

5. Risks

Traveling abroad involves potential risks, such as bodily injuries, theft, or other kinds of harm that may arise. NTU will not be responsible for any or such risks. Students studying abroad must accept responsibility for their own safety. **All participants in the Study Abroad Program must sign the "NTU Travel Waiver" which is attached to this policy.** In the event of an emergency, students must immediately contact the Office of Dean of Student Services and the U.S. Embassy in the host country.

6. Travel Documents

Students are responsible for obtaining all documents necessary to successfully travel, study, and live abroad for the duration of their study. Travel documents include a valid passport, applicable entry visas, endorsements, and any other documents that a host country may require. It is the students' responsibility to obtain the most current visa information via the consulate website of their host country.

7. Traveling Abroad with Guests

Family members, friends, or other visitors are not permitted to accompany an NTU student during a study abroad program without specific permission of the host university or program

provider. Their presence obstructs conditions and agreements of the NTU student to study at the new environment. Students may host visitors during their free time while participating in a study abroad program with the exception that guests are not permitted to participate in the program activities. Guests bear their own travel costs.

8. Accredited Institutions

The program advisor must notify the registrar regarding the name and address of the host institution. The registrar must verify that the host university is accredited through the U.S. Embassy or Consular Office in the host country and ensure the institution is not on the U.S. Department of State travel advisory list.

9. Tuition and Fees

Students must understand the costs associated with their programs of study. Students are responsible for the full and timely payment of the costs encumbered for the Study Abroad Program. Failure to do so may result in cancellation of registration and/or loss of program credit hours.

With the exception of grant-funded programs that will pay for students' visas and travel expenses, students ~~are~~ will be responsible for paying for their visas and travel expenses. Students who need assistance with travel expenses can contact the Dean of Student Services for possible financial assistance.

10. Funding Streams for Study Abroad Program

The NTU Study Abroad Program may be funded by a combination of grants, scholarships, donations, and students' out-of-pocket contributions.

11. Post-Baccalaureate Study Abroad for NTU Graduates

Students who have graduated from NTU may study abroad in the semester immediately following their graduation. Post-Graduates will be enrolled at NTU either part-time or full-time during the semester they are studying abroad and must complete all coursework for the program. All grades earned abroad will be reflected on the student's transcript as post-baccalaureate. Graduates who study abroad may not be eligible for financial aid and are advised to notify the financial aid office for possible funding sources to support post-baccalaureate funding.

12. Study Abroad for International Students

NTU students who are not U.S. citizens may study abroad that excludes their home country. International students must consult the Dean of Student Services and the Registrar to determine eligibility for visas in the host country.

13. Conduct

NTU students studying overseas are subject to the laws of the host country and the rules and regulations of the host university (i.e., an institution of higher learning that NTU collaborates with, which accepts foreign exchange students). Students sponsored by NTU to study abroad are representing not only the university but also the Navajo Nation. Therefore, it is important that NTU policies governing the use of alcohol, drugs, or other substances are followed as well as all other NTU policies concerning off-campus travel.

14. Cultural Awareness of Host Country and Foreign Language

Students are advised to respect the culture of the host country. The Dean of Student Services and the Academic Deans will provide information regarding the culture of the host country to NTU students who plan to study abroad.

Students may be required to study the language of the host country in non-English-speaking countries; otherwise, students are recommended to attend international schools, where English is the language of instruction.

15. Memorandum of Understanding (MOU)

An MOU is not always required for study abroad. It depends on the duration of the study abroad program; the number of participants involved; the academic credit and degree recognition; the legal and regulatory requirements of the host country and institution; and the health, safety, and security risks of the study abroad destination.

Therefore, it is advisable to consult with the appropriate education study abroad office on each campus to determine if an MOU is required or recommended for the student study abroad program.

16. Contacting NTU While Abroad

Students shall contact the Dean of Students Services and program advisors through email, international phone calls, and social media such as, Facebook, Instagram, LinkedIn, Threads, WhatsApp, etc. at least one a week, to ensure students' mental wellbeing as well as physical and academic wellness. Students need to be mindful of time zones when contacting NTU personnel.

17. Online Coursework While Abroad

NTU students studying abroad for a full semester must take in-person classes while abroad; however, if a necessary class for the plan of study is not offered in-person, but is available remotely, students may take one fully online course for no more than four (4) credit hours via NTU or the host institution while studying abroad. In addition, if the one remote course is only available through NTU, and not through the host university, students must still meet the minimum onsite enrollment requirements of the host university.

18. Voluntary Withdrawal

Students who choose to withdraw from a study abroad program must be aware that NTU will not assume any financial responsibility for such voluntary withdrawal. Furthermore, NTU students must be meticulously attentive to the cancellation or withdrawal policies and penalties imposed of the host university. Students who withdraw after a program begins will be expected to repay financial aid, including scholarships, awarded for the program.

Payments made to NTU for the study abroad program may be refunded if a student withdraws due to unforeseen circumstances, such as war, illness, and approved conditions. (These situations will be evaluated on a case-by-case accordingly.) Refunds may be made from the onset of the emergency.

19. Involuntary Withdrawal

NTU students may be required to withdraw from a study abroad program involuntarily. The reasons could be, but are not limited to, medical needs, political instability, natural disasters, or other evacuations. NTU will make every reasonable effort to advocate for refunds of unspent expenses; however, NTU will not assume any financial responsibility for such involuntary withdrawals.

It is expected that after a program is canceled, or once it is determined that a student must withdraw from a program involuntarily, the student will depart from the program location within 24 hours. Students must always follow the Department of State travel directives.

20. Course Articulation

It is the students' responsibility to secure the necessary approval for each course enrolled at the host institution abroad and ensure its equivalency evaluation. Students will actively work with their academic advisors, department chairs, registrar, or the academic deans on all curriculum matters relating to their degree progress.

21. Course Participation

It is the responsibility of students to attend all scheduled courses, take all examinations, and complete all coursework required by their programs. Students will enroll in the required minimum number of credits hours as specified in the program brochure and outlined by the host university.

22. Independent Study Abroad

NTU does not advise or support students studying abroad independently without approval from the NTU partners. Students who study abroad independently do so at their own risks.

23. Study Abroad Transcripts

NTU recommends students request multiple official transcripts from their study abroad program or host university for future use soon after completing their semester abroad. Students must submit an official transcript to the registrar at the conclusion of each semester completed. Failure to submit transcripts will result in no credit hours earned.

24. Travel Abroad Checklist

Students must ensure they have completed the following before traveling abroad:

- I. Submitted a passport application at the post office-
- II. Completed the Visa Application (varies from country to country)
- III. Obtain current Vaccination cards
- IV. Identified and contacted Embassy or consulate location
- V. Secured Medical insurance
- VI. Knowledgeable of Currency denominations and restrictions
- VII. Attended Cultural training
- VIII. Completed Smart Traveler Enrollment Program (www.step.state.gov)
- IX. Submitted Emergency contacts
- X. Understood the duties and responsibilities of NTU and the host institution
- XI. Met with the Dean of Student Services to ensure that all items on the travel abroad checklist are completed

25. Travel Abroad Waiver

I, _____, assume full responsibility for any risk of loss, liability, damage, costs, or injury, including damage to property, bodily injury, etc. that I may sustain as a result of my participating in the Study Abroad Program.

Signature

Date

26. References

<https://www.engineering.cornell.edu/students/undergraduate-students/special-programs/study-abroad/study-abroad-policies-and-credits> (retrieved on March 7, 2023)

<https://www.purdue.edu/IPPU/SA/Policy/participationPolicy.html> (retrieved on March 7, 2023)

<https://www.google.com/search?q=Rutgers+Universssity+Study+Abroad+Participation+Agreement&source=hp&ei=leNeZJrSJbGM0PEP6PK> (retrieved on May 12, 2023)

<https://www1.villanova.edu/villanova/provost/abroad/mission.html> (retrieved on March 7, 2023)