

Drexel University

Guideline for Approving of Non-Credit Experiences Abroad

Introduction

Non-Credit Experiences Abroad (NCEA) involve considerable risk for student, faculty, and staff travelers, as they often occur in areas with heightened security concerns, and/or without the level of general supervision that is inherent in other forms of international travel at Drexel. In order to provide the highest level of traveler support, and ensure full insurance and emergency services coverage, there are specific requirements for the approval of NCEA programs. These requirements and related guidelines will assist Program Directors and Student Directors in planning and organizing effective international projects and will assist department heads, college deans, Drexel Global, the Office of General Counsel, Risk Management, Research and Innovation, and other university stakeholders in evaluating proposals.

Definition

A Non-Credit Experience Abroad is an international travel experience by individual students or a group of students, not undertaken for academic credit, that meets at least one of the following criteria:

1. Funded, in full or in part, by Drexel and regardless of purpose (conference, research, field studies, performance, competition, service learning, etc.);
2. Substantially related to, or in furtherance of a student's academic course of study;
3. Undertaken by a registered student organization representing Drexel University or otherwise using the name or branded as associated with "Drexel University";
4. Actively arranged or advised by Drexel faculty or staff (examples include signing off on university documents or agreements associated with the travel, accessing funds from Student Organizations, arranging overseas housing, facilitating Institutional Review Board (IRB) approval, etc.);
5. Accompanied by a Drexel faculty or staff member in the capacity of his/her employment;
6. International students traveling to their home country for university affiliated/ sponsored travel

Examples of NCEA travel include, but are not limited to:

1. a research project abroad that includes undergraduate and/or graduate students;
2. an outreach project abroad that includes undergraduate and/or graduate students;
3. a clinical experience for graduate students;
4. a project abroad that involves civic engagement;
5. a project abroad that involves professional enrichment;
6. a project abroad that involves cultural enrichment;
7. a conference abroad that is related to the student's course of study;
8. an international residency that involves undergraduate and/or graduate students

Pre-Approval Guidelines

1. Consider the project goals and objectives, predeparture requirements, housing and meals, transportation, tentative daily schedule, site demographics, safety measures, etc.
2. 6 to 8 months prior to intended departure, contact Drexel Global to discuss the program concept.
3. Obtain preliminary approval from the department chair and college/school dean.

Approval Procedure

1. Complete the approval form with all required signatures.
2. Submit to Drexel Global for approval (no later than 4 months prior to departure)
3. Upon approval, submit student traveler names and email addresses to Global@Drexel.Edu. Student travelers will be prompted to complete NCEA registration process.
4. Student travelers will be invoiced a health, safety, and security fee that includes On Call insurance. The fee varies based upon program duration.
5. Faculty and Staff travel must register their travel in the [Drexel University Travel Registry](#).