International Field Trips and Study Abroad: A Simple Test

When determining whether international student travel should be treated as a field trip or study abroad, ask:

Will participation in the international experience, or work completed as part of that experience, be used to satisfy requirements or determine a grade in a current or future credit-bearing course?

- Yes: the activity must be treated as study abroad and follow the study abroad approval process.
- No: the activity may be considered an international field trip, subject to applicable student and international travel requirements.

The timing of the travel and the course does not change this determination. International travel that occurs before a course begins is still considered study abroad if the travel experience or work completed during the travel will subsequently be used for academic credit.

When the academic purpose or credit-bearing status of a proposed international activity is unclear, the college should consult with the Office of Study Abroad before approving the travel.

Resources:

- Study Abroad Office
  - Explanation of field trips & study abroad: https://www.cpp.edu/international/study-abroad/faculty-program-directors/definition-of-field-trip-study-abroad.pdf
  - Process for proposing a faculty-led study abroad program: https://www.cpp.edu/international/study-abroad/faculty-program-directors/index.shtml
- Academic Affairs Faculty and Staff Resources, including information on the international travel process: https://www.cpp.edu/academic-affairs/resources/index.shtml
- Risk Management's resources including:
  - Student Travel Guidelines: https://www.cpp.edu/rms/travel/student-travel-guidelines.shtml
  - Field Trip information for faculty & students: https://www.cpp.edu/rms/travel/field-trips.shtml
- Student Affairs page for students who are traveling: https://www.cpp.edu/student-affairs/studenttravel/