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INTERNATIONAL RECIPROCAL STUDENT EXCHANGE AGREEMENTS AND PROGRAMS (“GLOBAL EXCHANGES”)

Responsible Executive: Provost and Executive Vice President for Academic Affairs
Approving Official: Provost and Executive Vice President for Academic Affairs and Vice President for Student Affairs
Effective Date: xx-xx-2026
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I. INTRODUCTION

International Reciprocal Student Exchange (“IRSE” or “Global Exchange”) Agreements permit FSU students and students from universities in other countries to participate in an educational experience abroad while paying tuition at the home institution pursuant to an approved exchange agreement predicated on a balance of outgoing and incoming students. This document sets the general policies for proposing, approving, renewing, and implementing international reciprocal student exchange agreements, including individual agreements between one educational partner and one Florida State University (FSU) College or Department and for multi-unit IRSE agreements between one educational partner and multiple FSU Colleges or Departments. It also describes how the global exchange transfer credits earned by FSU students are recorded on the FSU transcript and delineates student rights and responsibilities as program participants. Procedures for managing international reciprocal student exchange programs are outlined in "International Reciprocal Student Exchange Program Procedures" as maintained by the Center for Global Engagement in collaboration with the Division of Academic Affairs. Program information for students, including relevant student support services and resources, is outlined in the Pre-Departure Handbook and the Global Exchanges portal.

A complete list of FSU's current International Reciprocal Student Exchange Agreement partners is available at <https://cge.fsu.edu/fsu-global-exchange-programs>.

II. POLICY

(1) APPROVAL OF INTERNATIONAL RECIPROCAL STUDENT EXCHANGE PARTNERS AND PROGRAMS

- (a) Proposals: International Reciprocal Student Exchange Agreements may be proposed by any full-time FSU faculty member provided the department chair and college dean support it, or by any member of the Working Advisory Group.

(“WAG”) whose full-time position supports international initiatives. All proposals must be submitted using the “Exchange Agreement Proposal Form” and accompanied by any other requested forms. Proposals must address the partner selection criteria outlined herein.

- (b) Approvals: Proposals to develop an IRSE need approval of the respective college dean(s) before being submitted to the Center for Global Engagement for initial review by the Working Advisory Group, which will then make a recommendation to the Exchange Oversight Committee (“EOC”) for their consideration and vote. The EOC vote on each IRSE Proposal and the accompanying IRSE Agreement is forwarded to the Provost and Vice President for Academic Affairs or designee for final approval and signature.
- (c) Approval and Renewal Criteria: The EOC is charged with approving only those educational partners with similar academic standing and reputational rankings. The criteria for selection of international educational partners include, but are not limited to, the following considerations:
 - 1. Is a highly ranked academic institution, nationally or internationally (i.e., comparable to or higher than FSU rankings);
 - 2. Has one or more highly ranked academic programs (i.e., comparable to or higher than the relevant FSU academic program and related IRSE proposal);
 - 3. Has institutional accreditation and, where appropriate, relevant program accreditation;
 - 4. Offers a suitable list of courses taught in English (or in another language at the appropriate level of student proficiency) in participating Department(s) or College(s);
 - 5. Offers sufficient student services and resources;
 - 6. Is located in a country of high interest among FSU students;
 - 7. Is located in a destination with low health and safety concerns, as determined by FSU’s international risk resources; and
 - 8. Not considered a country of concern or foreign principal pursuant s. 288.860, F.S., and not identified as a restricted entity under state or federal regulations.

These same criteria are used by the EOC for considering IRSE Agreement renewal or sunset, along with student and staff feedback regarding the exchange experience, and the balance between incoming students from partner institutions and outgoing FSU students over a five-year period.

(2) INTERNATIONAL RECIPROCAL STUDENT EXCHANGE AGREEMENTS

- (a) Once approved, the details of each IRSE partner and program are documented in the IRSE Agreement in accordance with the IRSE Agreement Template. The IRSE Agreement Template is reviewed and approved annually by the WAG and the General Counsel’s Office.
- (b) The IRSE Agreement may not encumber, commit, or expend university Educational

- (c) and General (E&G) funds beyond faculty and staff support needed to operate the IRSE Agreement. Any state funding required for operating this program is subject to appropriations by the Legislature of the State of Florida.
- (d) The IRSE Agreements are made for no more than five-year terms, must be consistent with the law, regulations and policies, and must include:
 - 1. Statement of purpose: Students participate in an educational experience abroad while paying tuition at the home institution in accordance with an IRSE Agreement predicated on balance between outgoing and incoming students;
 - 2. Definitions for exchange terminology;
 - 3. A list of participating colleges and departments at each institution;
 - 4. The number of students intended for exchange on an annual basis;
 - 5. Responsibilities for each institution (e.g., student services, emergency notification, enrollment status notification, student transcripts);
 - 6. Course eligibility options and requirements (i.e., outgoing and incoming);
 - 7. Student eligibility requirements (i.e., outgoing and incoming);
 - 8. Rights and responsibilities of the student;
 - 9. Contact Information of Program Administrators for both institutions;
 - 10. The process for and consequences of early termination of the IRSE Agreement.
- (e) FSU's approval to participate in an International Reciprocal Student Exchange Agreement is validated by the signature of the Provost and Executive Vice President for Academic Affairs or designee, acting for and on behalf of the Florida State University Board of Trustees.
- (f) The IRSE Agreement shall become effective on the date of the last signature and shall remain in effect until the sunset date, usually five years from the date of its validation unless sooner terminated by the parties under the provisions stated within the IRSE Agreement. Fully executed IRSE Agreements will be maintained by the Center for Global Engagement and by the Office of the Provost.

(3) STUDENT ELIGIBILITY, RIGHTS, AND RESPONSIBILITIES

- (a) Eligibility Requirements: In order to be eligible to participate in an International Reciprocal Student Exchange Program, the FSU Student must:
 - 1. Be a degree-seeking student with at least one semester of letter-graded coursework at FSU prior to application.
 - 2. Have a minimum 2.8 cumulative FSU GPA. Colleges may require a higher GPA for student participation when student demand exceeds the available slots for an exchange program.
 - 3. Be enrolled in an academic degree program in the department or college sponsoring the agreement. Outbound FSU students not enrolled in a sponsoring FSU department or college may be considered for the exchange on a space-available basis.
 - 4. Be in good standing with the university regarding student conduct and the academic honor policy.

- (b) **Course Credit Requirements:** Courses available to outbound FSU students are usually limited to the academic departments and colleges sponsoring the exchange at the host institution. Exceptions may be possible on a case-by-case basis with approval of the host institution at the time of registration. The host institution reserves the right to exclude FSU students from specific courses based on enrollment constraints. Upon enrolling in the IRSE Program, the student must grant permission to the host institution to send a transcript of courses, credits, and grades to the home institution at the end of each term. These credits will be applied to the FSU transcript as transfer credit for coursework with grades of D- or better in compliance with FSU transfer credit policies. Coursework graded as Satisfactory or Unsatisfactory may be approved by an advisor in advance only for transfer courses that will be applied to the FSU degree as elective credit and must be graded that way by the host institution. Given FSU's educational agreement with the partner institution, this coursework will not constitute a break in the academic residency graduation requirement for undergraduates provided the student has at least 30 hours of other credits earned at FSU.
- (c) **Student Requirements:** Outbound FSU students participating in a Global Exchange must:
1. Comply with FSU's mandatory domestic health insurance requirements for enrolled students regardless of whether they receive coverage through FSU's international health insurance policy at no cost while abroad.
 2. Complete all required pre-departure documentation and attend pre-departure orientations hosted by the FSU Center for Global Engagement.
 3. Inform the US State Department of their location in the country by enrolling in the Smart Traveler Enrollment Program prior to departure.
 4. Sign the "Acknowledgement of Risk and General Release Form" prior to departure, by which the student agrees to hold harmless and to indemnify Florida State University from any liability for injury related to their participation in the program (including periods in transit to or from the destination) This falls under FSU's International Travel procedures overseen by the Assistant Provost.
- (d) **Cancellation for Travel Safety:** FSU has the right to cancel a student's participation in an IRSE Program before departure or require a student to return to the U.S. if conditions in that country are deemed to be unsafe by the U.S. State Department and/or other travel advisories. If FSU cancels a student's participation for safety or other extraordinary circumstances, those students already admitted to and participating in the IRSE Program will be allowed to complete the program unless untenable circumstances prevent it. In this case, the university will work with the students to identify safe travel options consistent with the Student International Travel Policy (FSU 3-17) and alternative coursework on campus.
- (e) **Cancellation for Student Conduct:** Exchange students must abide by all rules and regulations of the host institution, in addition to abiding by FSU's Student Conduct Code. Florida State University may at any time suspend a specific student's

- (f) participation in an IRSE Agreement for reasons that include but are not limited to behavioral concerns, student conduct code violations and violations of signed travel and program agreements and waivers. If a student's participation is canceled due to a violation of stated rules, regulations, instructions, and/or standards of conduct and behavior, the student will be sent home at their own expense with no eligibility for a tuition and fee refund from FSU and no opportunity to complete the course for credit at the partner institution. In this case, the university will work with the student to identify alternative coursework at FSU. However, the student may face severe academic and financial consequences at FSU for such cancellation.

(4) PROGRAM COORDINATION ROLES

- (a) Assistant Provost for International Initiatives: The Assistant Provost for International Initiatives, or other designee of the Provost and Executive Vice President for Academic Affairs:
 - 1. Provides leadership and advocacy for the development of IRSE Programs and Agreements consistent with all applicable laws, regulations, FSU international initiatives, policies, and approval processes.
 - 2. Chairs the Exchange Oversight Committee (EOC), including ensuring appropriate membership, convening meetings, developing the agenda, and certifying committee recommendations.
 - 3. Makes final recommendations to the Provost and Executive Vice President for Academic Affairs for approval of new IRSE Agreements, renewals, and non-renewals (“sunsets”).
- (b) Director of the Center for Global Engagement (“CGE”): The Director of the Center for Global Engagement, or other designee of the Vice President of Student Affairs:
 - 1. Identifies potential new exchange partners to meet student interest.
 - 2. Coordinates the development of written IRSE Agreements and approval processes with the partner institutions and respective FSU administrative offices (i.e., Information Security and Privacy Office within Information Technology Services and the Office of General Counsel).
 - 3. Manages IRSE Agreement proposals and approved IRSE Programs in partnership with FSU colleges and departments.
- (c) Program Director for Global Exchanges: The Program Director for Global Exchanges:
 - 1. Provides oversight for daily operations and ongoing student support and guidance for inbound and outbound students, including program information and advising through application, orientation, course approval, registration, and enrollment.
 - 2. Supervises Exchange Advisors.
 - 3. Serves as the liaison with international partners.
 - 4. Identifies potential new exchange partners to meet student interest.

5. Oversees marketing and outreach with participating FSU colleges and departments.
- (d) CGE Immigration Advisors: The CGE Immigration Advisors support inbound international exchange students with the documents necessary for their visa applications and provide immigration assistance.
- (e) Exchange Oversight Committee (“EOC”): The Exchange Oversight Committee, chaired by the Assistant Provost of International Initiatives or designee:
 1. Reviews and evaluates proposals for new IRSE Agreements and renewal of existing IRSE Agreements in a manner that promotes quality aligned with FSU’s high standards for student achievement and success.
 2. Promotes awareness of exchange opportunities for students within their respective colleges.

The EOC is composed of but not limited to the Assistant Provost for International Initiatives, the University Registrar or designee, the Institutional Accreditation Liaison or designee, a representative appointed by the Dean of Undergraduate Studies, the Director of International Travel Safety and Risk, and at least one faculty member at large. The CGE Director, the Program Director for Global Exchanges, and the CGE Assistant Director serve as non-voting members of the EOC.
- (f) Working Advisory Group (WAG): The Working Advisory Group reviews new IRSE Agreement proposals for thoroughness and conformity with program standards and priorities as stated in this policy. WAG is composed of the Assistant Provost for International Initiatives, the CGE Director, the Program Director of Global Exchanges, and an institutional accreditation representative.
- g) Academic Advisor: The Academic Advisor (typically a staff member in the student's major department) is responsible for reviewing the academic requirements report for outbound FSU students and for reviewing proposed course equivalencies, as determined by qualified faculty in the discipline, to ensure that the exchange will not delay the student's graduation or exceed the approved number of hours for specific courses, as listed in the General Bulletin. For students receiving financial aid, the advisor must verify that the courses approved are applicable toward the student’s degree program. The student’s advisor also must certify that the undergraduate student will meet or qualify for an exception to FSU’s academic residency graduation requirement.
- h) Program Faculty: Program Faculty may propose an IRSE Agreement that is aligned with their discipline and appropriate faculty credentials area, department, or college. The program faculty member initiating an IRSE Agreement is responsible for ensuring the proposed partner meets the criteria for IRSE Agreements as outlined in this policy and identifying specific transferable course offerings available at the partner institution as determined by qualified FSU faculty in the discipline.
- i) Department Chair: The Department Chair for program faculty who are developing an IRSE Proposal must review and approve it prior to submitting it to the Dean of

the College for further review. Departments and colleges must follow university procedures for evaluating course equivalencies for FSU outbound students, which includes designating a qualified faculty member in the discipline (as maintained in the Instructor Credential System) to the role of reviewing and approving course equivalencies in line with existing policies and procedures.

- j) College Dean: The Dean is the final college authority responsible for reviewing and approving IRSE Proposals before they are submitted for technical review. The Dean may also sign on to participate in multi-unit agreements proposed by program faculty in other colleges. Approval by the Dean obligates all respective units included in an approved IRSE Proposal to support it, including assisting with program awareness, advising support, course availability, and approval of academic exceptions as warranted. Departments and colleges must follow university procedures for evaluating course equivalencies for FSU outbound students, which includes designating a qualified faculty member in the discipline (as maintained in the Instructor Credential System) to the role of reviewing and approving course equivalencies in line with existing policies and procedures.

III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

Florida Constitution, Article IX, Section 7; BOG Regulation 1.001(4), BOT Delegation to President, President Delegation to Individual Vice Presidents; FSU Policy 2-1 Development of Policies.

Additional authorities.

Florida Statutes: 1007.01 [Articulation];

Board of Governors Regulation: 6.001[General Admissions]; 6.009 [Admission of International Students to SUS Institutions].