



**UNIVERSITY POLICY AC-26.04-10/22**

**TO:** The University of West Florida Community

**FROM:** Dr. Martha D. Saunders, President

**SUBJECT:** Study Abroad Programs

**RESPONSIBLE OFFICE:** Office of International Affairs

**I. Purpose:**

This policy provides information about study abroad programs for academic credit offered or approved by the University of West Florida (UWF). UWF does not provide support or services for or make any attestations as to the quality of study abroad programs that have not been approved by UWF.

**II. Definitions:**

- A. Study Abroad Program: A UWF course or program or UWF-approved course or program enrolled in by a student in which the student travels to an international location for educational purposes as part of the course or program for academic credit. Study Abroad Programs include faculty or staff-led programs, reciprocal student exchange programs, third-party provider programs, international research, and experiential activities such as internships and service learning. Study Abroad Programs do not include international travel for recreation, historical or cultural tours, athletic teams, or for any other purpose with any group that will not provide academic credit to the participating student upon completion of the course or program.
- B. U. S. Department of State Travel Advisory: A statement issued by the U.S. Department of State to advise, describe the risks, and provide guidance to travelers in order to help ensure their safety abroad. Travel advisories are issued in four standard levels: Level 1 – Exercise Normal Precautions; Level 2 – Exercise Increased Caution; Level 3 – Reconsider Travel; and Level 4 – Do Not Travel.

**Policy:**

A. Program Administration and Implementation

The Office of International Affairs administers and provides international travel and program eligibility information and determines requirements for Study Abroad Programs.

The Office of International Affairs will provide reasonable services to assist in the initiatives of Study Abroad Programs including, but not limited to, facilitating necessary health insurance coverage for UWF student, faculty, and staff participants and monitoring government and international sources for the latest information affecting the safety and security of regions where Study Abroad Programs are conducted. The Office of International Affairs will also facilitate all general communication and liaison duties between UWF and affiliated foreign entities pertaining to Study Abroad Programs.

Faculty or staff-led Study Abroad Programs are initiated by the organizing faculty or staff member. The organizing faculty or staff leader is required to work with the Division of Continuing Education in planning the faculty or staff-led Study Abroad Program. The faculty or staff leader must also use a third-party program provider approved by the Division of Continuing Education and the Office of International Affairs or make other program provider arrangements approved by the Division of Continuing Education and the Office of International Affairs.

## B. Compliance Review and Approval Process

### 1. Compliance Review

Prior to the departure date of each Study Abroad Program, the Office of International Affairs will complete a compliance review of the Study Abroad Program to ensure compliance with accepted UWF and industry standards related to health, safety, security, risk management, ethical practices, and responsibility to students.

During the compliance review, all travel destinations for the Study Abroad Program will be reviewed. If the Study Abroad Program involves travel to countries under the U.S. Department of State Travel Advisory Level 4, the Study Abroad Program participants will be notified that travel to those particular countries is prohibited. Study Abroad Programs that involve travel to countries under the U.S. Department of State Travel Advisory Level 3 will be subject to a higher level of scrutiny by the Office of International Affairs and the Division of Academic Engagement and Student Affairs prior to any UWF student, faculty, or staff participation. If travel to the countries under a U.S. Department of State Travel Advisory Level 3 is approved, additional protections and requirements will be established prior to departure.

### 2. Approval Process

The Office of International Affairs will obtain all appropriate approvals for the Study Abroad Program prior to the departure date.

For proposed faculty or staff-led Study Abroad Programs, the faculty or staff leader must submit a Study Abroad Faculty-Led Program Proposal Form (“Proposal Form”) to the Office of International Affairs after receiving a recommendation for approval from their Department Chair. The Office of International Affairs may make a recommendation for approval of the Study Abroad Program, return the Proposal Form

to the Department Chair with recommendations for amendments or a request for additional information, or make a recommendation for denial of the Study Abroad Program.

Approval: If the Office of International Affairs reviews the Proposal Form and makes a recommendation for approval for the Study Abroad Program, it will notify the faculty or staff's Department Chair. The Proposal Form will then be routed to the following individuals for review of the Study Abroad Program: (1) College Dean; (2) Director of Continuing Education; and (3) Provost. If the College Dean, Director of Continuing Education, and Provost all recommend approval, the Vice President of Academic Engagement and Student Affairs will make a final decision regarding approval of the Study Abroad Program. The faculty or staff-led Study Abroad Program must be approved by the Vice President of Academic Engagement and Student Affairs prior to marketing to students or collecting student deposits and fees.

Pending approval; further information requested: If the Office of International Affairs reviews the Proposal Form and determines that amendments or additional information is necessary, it will notify the Department Chair of suggested amendments or its request for additional information.

Denial: If the Office of International Affairs reviews the Proposal Form and determines it will make a recommendation of denial of the Study Abroad Program, it will notify the Department Chair of its decision.

#### C. Program Cancellation and Changes by UWF

UWF may make any necessary cancellations, changes, or substitutions to a Study Abroad Program due to an emergency or changed conditions or when it is determined to be in the best interest of the Study Abroad Program or UWF within UWF's sole discretion. Information from the U.S. Department of State will be considered when making decisions regarding study abroad itineraries. The Office of International Affairs may make changes on short notice should a situation arise that causes serious concern.

#### D. Participant Requirements and Responsibilities

##### 1. Students

In order to participate in a Study Abroad Program, a student must submit a Study Abroad Program application and meet the following requirements at the time of submission of the application and at the time of participation in the Study Abroad Program:

- a. Be currently enrolled as a UWF student;
- b. Have a minimum GPA of 2.75 for participation in a semester-based Study Abroad Program or a minimum GPA of 2.50 for participation in a faculty or staff-led Study Abroad Program;

- c. Disclose citizenship and provide self-verification that all foreign embassy/consulate requirements are satisfied;
- d. Demonstrate good standing with the Student Code of Conduct;
- e. Complete the Study Abroad Program Agreement, Waiver, and Release;
- f. Obtain approval from their study abroad advisor or faculty or staff leader for a faculty or staff-led Study Abroad Program;
- g. Obtain approval from their academic advisor for student exchange programs;
- h. Complete the European Union General Data Protection Regulation Notification if traveling to a country that is a European Union member state;
- i. Provide proof of a valid passport that will remain valid for six months beyond the abroad period;
- j. Attend pre-departure study abroad orientation;
- k. Obtain health insurance as described below for the duration of the Study Abroad Program prior to departure; and
- l. Meet all other requirements of the Office of International Affairs and the particular Study Abroad Program and/or host institution.

## 2. Faculty or Staff Leaders

Faculty or staff leaders must complete all required UWF study abroad faculty or staff leader training and all other requirements of the Office of International Affairs and the Division of Continuing Education.

## 3. Study Abroad Insurance

Proof of study abroad insurance for the entire duration of the Study Abroad Program must be submitted by all students, faculty, and staff participants to the Office of International Affairs prior to program departure. Coverage must be for a minimum of \$100,000 for medical expenses and include a minimum of \$25,000 for emergency evacuation, \$25,000 for repatriation, and \$5,000 for mental health services. Student, faculty, and staff participants may purchase study abroad insurance using the Office of International Affairs' provider. If insurance offered by the Office of International Affairs is not purchased, student, faculty, and staff participants may submit personal insurance with a waiver request 30 days in advance of departure to the Office of International Affairs for review and approval.

## 4. Compliance with UWF Policies and Governing Laws

UWF students, faculty, staff, and other non-UWF affiliated program guests are required to follow UWF's rules, regulations, and policies, including the Student Code of Conduct and Employee Code of Conduct. Failure to acknowledge and follow UWF rules, regulations, policies, and applicable laws may be grounds for disciplinary action, in addition to any legal consequences.

**Approved by:** DocuSigned by:  
*Martha Saunders*  
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Dr. Martha D. Saunders

**Date:** 10/18/2022  
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**Authority:** Fla. BOG Reg. 1.001, University Board of Trustees Powers and Duties

**History:** Adopted July 2014; combined, amended, and restated AC-27-01-07/14 UWF-Sponsored International Travel Insurance Requirement; amended June 2021 and October 2022