



UNIVERSITY POLICY SA-36.00-09/26

TO: The University of West Florida Community

FROM: President Manny Diaz, Jr.

SUBJECT: Study Abroad Programs

RESPONSIBLE OFFICE: Office of Global Engagement

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, in which a UWF degree-seeking student or a non-UWF transient student travels internationally for educational purposes as part of an academic credit-bearing course or program. 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.

III. Policy:

A. Program Administration and Implementation

The Office of Global Engagement (“OGE”) administers and provides international travel and program eligibility information and determines requirements for Study Abroad

Programs. The OGE 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 OGE will also facilitate all general communication and liaison duties between UWF, Study Abroad Program providers, 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 or the OGE. The faculty or staff leader must use a Study Abroad Program provider approved by the OGE. In order to avoid any conflicts of interest, faculty and staff leaders must disclose any affiliations or connection with providers they intend to select as a Study Abroad Program provider. Faculty and staff leaders are prohibited from collaborating with organizations in which they have a conflict of interest.

A UWF employee may be assigned courses in UWF systems for registration, oversight, or administrative processing of study abroad coursework. Such assignment does not by itself mean that the employee is the instructor of record delivering academic instruction, or responsible for attesting the course material complies with statutes, regulations, and policies. UWF shall use standardized notation in the course schedule and student record to identify the actual source of academic instruction for all study abroad coursework delivered by a host institution, exchange partner, or third-party provider. UWF must provide notice to any participating student that the assigned study abroad course work may not comply with statutes, regulations, and policies and that the UWF employee assigned to the course may not be the instructor of record delivering the academic instruction.

Procedures for the development and administration of Study Abroad Programs are available on OGE's webpage.

B. Compliance Review and Approval Process

1. Compliance Review

Prior to the departure date of each Study Abroad Program, the OGE 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 OGE 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 OGE will obtain all appropriate approvals for the Study Abroad Program prior to the departure date. Procedures for the approval process are available on OGE's webpage.

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 OGE 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 all of OGE's requirements at the time of submission of the application and at the time of participation in the Study Abroad Program. All requirements for students to apply for a Study Abroad Program are available on OGE's webpage. Students are responsible for paying all associated program fees charged by UWF, including but not limited to tuition, administrative fees, and other program-related expenses. Failure to pay these fees may result in withdrawal from the Study Abroad Program.

Failure to comply with UWF regulations, policies, and procedures, including UWF Regulation 3.010, Student Code of Conduct, during the course of a Study Abroad Program may subject students to disciplinary action including immediate dismissal from the Study Abroad Program. Students are responsible for any expenses and fees associated with their dismissal from the Study Abroad Program.

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 OGE and the Division of Continuing Education, if utilizing their services.

Failure to comply with the applicable requirements may subject employees to disciplinary action as outlined in UWF Policy HR-15, Employee Code of Conduct, applicable collective bargaining agreements, and federal and state law.

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 OGE prior to program departure. Coverage must include a minimum of \$100,000 for medical expenses and mental health services, \$50,000 for emergency evacuation, and \$50,000 for repatriation. Student, faculty, and staff participants may purchase study abroad insurance using the OGE's provider. If insurance offered by the OGE is not purchased, student, faculty, and staff participants may submit personal insurance with a waiver request no less than 30 days in advance of departure to the OGE for review and approval.

Approved by:  Date: 9/30/26
President Manny Diaz, Jr.

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; amended and restated SA-36.00-09/26.

Last Review: September 2026