Policy

University Policy AC-26.02-09/17

Policy Title: Study Abroad Policy
Originator: International Programs
Responsible Office: International Programs

Reason for Policy/Purpose:
This policy sets forth the University of West Florida (UWF) approval process for university sponsored study abroad for student credit bearing programs. This policy defines study abroad as a period of time in which students receive academic credit for courses taken abroad through an approved program.

I. Policy Statement:
University sponsored study abroad applies to students and employees traveling under the auspices of the University of West Florida for student academic credit bearing exchange and study abroad; faculty-led study abroad credit bearing programs; student international credit-bearing internships, research, field experience, cultural immersion, and service learning; and approved third party affiliate or associate provider credit-bearing programs with an active affiliation agreement. Study abroad programs are prohibited to countries under U.S. Department of State Travel Warning.

II. Eligibility for Participation:

a. Student Participants:
   i. International Programs administers study abroad programs and program eligibility consistent with the policies and procedures described herein. Students participating in study abroad programs must complete the appropriate application containing:
      1. Program selection and period of participation;
      2. Citizenship disclosure and self-verification that all foreign embassy/consulate requirements are satisfied;
      3. Conduct history;
      4. Study abroad program agreement, waiver and release;
      5. Study abroad advisor verification;
      6. Faculty leader approval for faculty-led programs; and
      7. Academic advisor approval for exchange programs

   ii. A copy of the student’s valid passport, with effective dates valid throughout the study abroad period, must be submitted to International Programs before departure. Proof of medical insurance for the entire duration of the study abroad program must be submitted prior to course registration. Coverage must be for a minimum of $100,000 and include a minimum of $25,000 for emergency evacuation, $25,000 for repatriation,
and $5,000 for mental health services. Pre-departure orientation is required of all participants and is conducted by International Programs.

b. Faculty Leaders

i. Faculty members organizing study abroad programs must submit a completed Faculty-Led Study Abroad Proposal Form or Faculty-Led Study Abroad Renewal Form to International Programs. Such Form shall include a signed approval in the following order:
   1. Director of International Programs,
   2. The Department Chair,
   3. College Dean,
   4. Provost, and
   5. Associate Vice Provost of University College.

ii. This approval shall be submitted a minimum of two months in advance of program travel. Information includes proposed program dates, location, cost breakdown, accommodation information, schedule of activities and method of transportation and associated partnership agreements and collaboration costs. Course syllabus and faculty resume are required at the time of proposal submission.

iii. Faculty leaders are required to disclose the names and affiliation of any non-UWF participants for approval by their Department Chair and Academic Dean. Faculty leaders must submit proof of medical insurance for the entire duration of the study abroad program prior to departure. Faculty leaders are required to contact a member of International Programs or UWF Police in the event of an emergency abroad. Faculty leaders are required to participate in faculty leader training once every three years.

c. Compliance with UWF Policies and Governing laws.

UWF students, faculty, and staff are required to follow UWF policies, and governing law in accordance with laws of the State of Florida and host country. A student or employee’s failure to acknowledge and follow UWF policies and applicable laws may be grounds for disciplinary action, in addition to any legal consequences.

d. Authority and Related Documents:

UWF Regulation 3.010 Student Code of Conduct; University Policy HR-15.02-05/16 Employee Code of Conduct; University Policy HR-22.00-2004/07 Standards of Conduct.

e. History:

AC-26 .01-07/14 Study Abroad/International Travel Policy, adopted July 2014; combines, amends, and restates AC-27.01-07/14 UWF-Sponsored International Travel Insurance Requirement.

APPROVED: [Signature]
Dr. Martha D. Saunders, President
Date: 9.12.17