

**University of West Georgia
Office of Education Abroad**

OPERATIONAL HANDBOOK



**OFFICE OF
EDUCATION
ABROAD**

**University of West Georgia
Office of Education Abroad
Policies and Procedures**

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University of West Georgia
Office of Education Abroad
Policies and Procedures

Section 1. OEA Organization

1.1 Name

The name of the office is Office of Education Abroad (OEA).

1.2 Purposes

The purposes of the Office of Education Abroad shall be:

- a. To encourage, promote and support study and research abroad by the University of West Georgia (UWG) students and faculty
- b. To support and facilitate relationships, associations and agreements among UWG and institutions of other countries
- c. To assist members of UWG in the coordination and dissemination of information regarding study abroad, international courses, programs, and activities
- d. To recruit international faculty and/or professionals to teach and undertake research at UWG
- e. To do any and all things necessary and proper to improve international education and cultural awareness
- f. To plan, organize, and execute seminars, meetings, and symposiums which will provide a broad forum for the rigorous academic and practical discussion of all issues regarding international education
- g. To solicit, collect, receive, accumulate, administer and disburse funds in such a manner as to further international educational purposes.

1.3 Leadership

- a. The Assistant Vice-President of the Office of Education Abroad (AVP of OEA) reports directly to the Vice-President of Strategic Enrollment Management.
- b. Responsibilities of the Assistant Vice-President

The responsibilities of the AVP of OEA are as follows:

1. Management of the Office

- Financial accounting and reporting
- Website development
- Develop and implement office procedures
- Manage study abroad programs at UWG
- Manage exchange partnerships
- Manage OEA scholarships
- Plan and conduct OEA business meetings
- Organize and conduct the OEA Advisory Council
- Conduct annual UWG study abroad directors meeting
- Carry out the policies of UWG and federal and state law
- Liaise with the University System of Georgia (USG) International Education Director

2. Management of Student Study Abroad Programs

- Approve Study Abroad Programs
- Train Program Directors and Faculty
- Oversee all Operations Abroad
- Handle all Crises
- Oversee all Financial Accounting for Programs Abroad

3. Planning and Administration of Faculty Development Programs

c. Performance Review

The performance review of the AVP of OEA is conducted by the Vice-President of Strategic Enrollment Management in accordance with UWG Policies.

1.4 Advisory Council

- a. The Office of Education Abroad Advisory Council (OEA AC) will consist of the AVP of OEA, one faculty representative for each College appointed by the respective Dean, one member of Diversity and Internationalization Faculty Senate Committee, one representative from Career Services, and one representative from the Financial Aid Office.
- b. The Advisory Council selects study abroad scholarship recipients as requested by the UWG Foundation.
- c. The Advisory Council advises the AVP of OEA regarding operations as needed.

1.5 Additional Committees

The AVP of OEA may appoint ad hoc or standing committees as needed.

Section 2. Study Abroad

2.1 Programs

Study Abroad Programs may be considered for establishment in any geographic location in the world, except in such cases that the U.S. government has included the country on its Travel Advisory List (level 3 or higher), or if, in the judgment of the AVP of OEA, conditions exist making the establishment or continuation of a program unacceptable.

2.1.1 Program Proposals

The Office of Education Abroad (OEA) aims to have a diverse set of affordable opportunities for students to study abroad and away, made possible through UWG-faculty-led, exchange, and USG Goes Global programs. For the purpose of simplification, the study away and study abroad programs will all be designated in this document as study abroad. All programs will follow the USG guidelines. In addition, OEA is establishing a set of criteria for UWG-faculty led programs that aim to ensure that students are presented with safe, affordable, and diverse opportunities to study abroad. There are many variables and constraints in developing study abroad programs and that OEA will work with each individual program director when meeting one of the criteria is not feasible for their specific program.

The review of the program proposals will follow several criteria as described below:

1. Safety: Safety of the students and faculty is paramount. UWG will follow the USG and State Department guidelines in regards to the safety of American citizens abroad. Proposals should address relevant potential safety issues and other hazards. Once approved the program director may be asked to complete a risk mitigation plan, as needed given the circumstances. The mitigation plan will be reviewed by the advisory council. Each program director will provide relevant information on the local police and hospitals.
2. Diversity of location and of academic disciplines: To ensure a wide range of geographically diverse locations, considerations will be given to the diversity of the locations and academic disciplines. If several programs are located in the same country

and their disciplines may be allowed to combine the programs in an academically relevant manner, such a request will be discussed with the program directors.

3. Affordability: A global education helps our students be competitive and relevant in the workplace, so OEA is striving to make the opportunity to study abroad possible to all students by offering more and more scholarships. Another effort to increase access to studying abroad is in the program design itself. First, everything should be done to minimize the cost of the program, from staying in more affordable locations to using 3rd party providers that can offer inexpensive programs. Second, faculty/student ratio is discussed elsewhere in this document but every attempt should be made to keep the faculty cost paid by the students as low as possible as required by USG. As a rule, programs should not charge more than \$500 per student to pay for faculty expenses. Exceptions may be considered on rare occasions.
4. Innovation: Program directors should strive to highlight how unique and innovative their design is. This may be accomplished by traveling to less common destinations, or offering academic courses that cannot be duplicated on campus, or that are modern and innovative in their respective disciplines. Also program academic offerings should not be the same as the ones offered in another UWG-faculty led program.
5. Previous success: A program that failed to meet its original minimum target enrollment and was allowed to proceed should have a plan that explains the strategy that will be used to meet the target enrollment in their proposal. OEA understands that in some cases, enrollment is low due to exceptional circumstances and that such programs should be allowed to be proposed again provided they have a sound mitigation plan that addresses the previous enrollment issues. In addition, the program director has to have followed all the required rules set by USG and OEA, attended required OEA meetings, and balanced budgets.
6. Global awareness and intercultural competency: It must be clear that participating in the proposed program will enhance students' global awareness and intercultural competency. The way this is accomplished and measured will be up to each program director.

Additional details on how to submit a proposal can be found in Appendix A: Proposing a New Study Abroad Program.

In addition to these criteria, the proposal must be as complete as possible (if quotes are not available for the dates of travel using a previous quote and increasing by 10 to 15% or

an appropriate rate is acceptable) and the department chair and dean must have approved it.

Proposal submission deadlines: April 1st of each year. A late submission may be considered for a new program under extraordinary circumstances (grant, new scholarship funds, for instance). The deadline for a late approval will be discussed with the OEA AVP.

Number of students: The number of students participating in UWG-led study abroad programs should be at least 10.

Faculty/student ratio: The faculty/student ratio should be such as the cost per student is as affordable as possible. Based on the specifics of each program, this ratio may be of one faculty whose expenses are paid by the students for 10 students. It is highly recommended that each study abroad program requires a minimum of two UWG representatives. This measure is taken to ensure that there is adequate support and oversight for students and faculty while abroad. The following details outline this recommendation:

Primary Faculty Leader: The primary faculty leader will continue to lead the academic and logistical aspects of the program. This individual is responsible for delivering the course content and managing day-to-day operations.

Secondary Representative: A second representative is required to accompany the program. This individual does not need to have a teaching role within the program but must undergo all orientation and training provided by the OEA. The secondary representative's role is to support the faculty leader and provide additional oversight and assistance as needed.

Graduate Student Option: To mitigate the financial implications of the Secondary Representative requirement, programs have the option to include a graduate student as the Secondary Representative. The graduate student is not required to enroll in the course but may do so if desired. In this capacity, the graduate student will provide support to the program and assist with various tasks. The travel expenses for the graduate student will be partially covered by contributions from the participating students. OEA will work closely with the program leaders to develop an appropriate budget that ensures costs remain as affordable as possible for all participants.

If it is not feasible for a secondary representative to travel with the primary faculty leader and students, the program director will designate a UWG representative who will

remain on call and ready to travel on short notice if circumstances abroad require it. UWG will cover any travel expenses related to this emergency. The secondary faculty member will sign a document outlining their responsibilities and confirming their ability to travel at a moment's notice (see [appendix B](#)).

Procedure to apply:

- a. Programs may be proposed by individual faculty members from any department by contacting the AVP of OEA at agaquere@westga.edu to request the link to the application portal.
- b. All courses must be offered for credit.
- c. Courses may be open to all currently enrolled students at UWG, non-degree seeking students, and transient students from other institutions, or restricted to a select group of UWG students.
- d. Completed proposals, approved by the respective Dean, must be received by the AVP of OEA no later than April 1st of the academic year preceding travel. OEA reserves the right to extend this deadline if needed.
- e. Faculty proposing a program (new or renewal) must communicate with the respective Deans to secure their approval so they can submit to OEA no later than April 1st. Deans will request the documents they deem necessary for approval. Pdf(s) of email(s) from Dean(s) approving the program and each faculty teaching in it will need to be submitted as an attachment to the program proposal. The Dean's approval serves as verification that the faculty members have the proper credentials to teach the courses proposed in the program as per SACSCOC rules and policies ([Appendix C: College/School Approval Form](#))
- f. The application documents will ask specific questions that provide answers to the following topics, additional information may be needed in specific cases:
 1. General program description
 2. The need for such a program
 3. A description of the academic program (including classroom hours and excursions to be counted as class field experiences)
- g. A list of the local contacts abroad, special restrictions or program requirements, the proposer's recruiting strategies, and a section describing the proposer and their qualifications for directing such a program.
- h. Required attachments will include: budget, quotes (if quotes are not available, calculations may be completed using current costs with a 10% increase), itinerary

(calendar with housing (identifying the type of housing i.e. hotel, motel), food, excursions, transportation as consistent with the proposed budget), syllabi for all courses in the program (Appendix D: Syllabus Outline), pdf of email showing the Dean's approval for the program director and each faculty teaching in the program. If the faculty teaching is in a different unit as the Program Director, each Dean has to approve for their respective faculty.

- i. Other information as requested by the AVP of OEA or the Budget Office.

2.1.2 Program Approval

If approved, the faculty members will follow the rules and policies (Appendix E: Academic Infrastructure for Study Abroad and Exchange Programs) and inform the AVP of OEA of any change compared to the materials submitted for approval.

The approval process is as follows:

1. After submission, the OEA office will review all proposals, ensuring that they are complete and have appropriate institutional approvals.
2. The AVP of OEA will review and either send the applications to the Budget office or contact the Program Director to request further details.
3. After this budget review and initial approval, the Vice-President of Strategic Enrollment and Management will provide the final approval.
4. Once fully approved, the AVP of OEA will inform the Program Director who will in turn inform the faculty teaching in the program if applicable.
5. Each faculty member, including the Program Director, must sign the Faculty Agreement (Appendix F: Program Director/Faculty Participant Agreement) within 5 business days after the program has been approved.

2.1.3 Program Directors

After a program is officially accepted at all levels, the proposer will become the Program Director and will be responsible for all of the following aspects of developing the program:

- a. Arranging all facilities and details at the program site
- b. Assisting the OEA with the production of publicity materials, website content and program promotion
- c. Communicating with other faculty members involved in the program

- d. Implementing all aspects of the program pre-departure, while abroad, and upon return
- e. The responsibilities of the Program Director are delineated in **Appendix G: Program Director Responsibilities**.

2.1.4 Program Director Orientation and Training

Program Directors and faculty members participating in the program are required to attend the annual mandatory orientation scheduled by the AVP of OEA and any additional training as required by OEA, since all responsible parties (director and faculty) must be familiar with all aspects of the program in case of an emergency or incapacitation of the director. An outline of the topics covered in the director/faculty orientation is explained in **Appendix H: Director/Faculty Orientation**. As mentioned before, Program Directors and the faculty member(s) teaching in the program will be required to sign the Program Director Agreement (**Appendix E: Program Director/Faculty Participant Agreement**) within 5 business days after the program has been approved.

2.1.5 Director's Handbook

- a. Each Program Director is assigned the task of developing/maintaining a Director's Operational Handbook detailing all aspects of the program including local contacts, do's and don'ts, important dangers, medical contacts and notes on quality of treatment. An outline for the Program Director's Operational Handbook is found in **Appendix I: Program Director's Operational Handbook** Outline. Current content for the director's handbook will be shared with the AVP of OEA.
- b. The purpose of the handbook is to maintain a running log of the program and to have full information when a Program Director is incapacitated or in the event of a crisis abroad.

2.1.6 Program Evaluation

- a. All student participants are requested to complete an online evaluation following the completion of their program. (**Appendix J: Student Evaluation and Feedback**). The evaluation gathers data on how students heard about a program, why they chose it, and the usefulness of the website. Students are asked to evaluate program administration, both in the U.S. and at the international site; excursions;

extracurricular activities and travel; daily living; and also to include comments about their experience abroad and its value to them both personally and educationally.

- b. All evaluations are submitted through a questionnaire available in the student portal on the OEA website and are available to the Program Directors and faculty, members of the OEA Advisory Council, and to any UWG employee requesting a copy.
- c. Evaluations are used as the basis for post-program meetings with Program Directors to discuss possible changes for future programs and to advise and orient future participants more effectively.

2.1.7 Evaluation by Program Director

- a. Each Program Director must complete a program evaluation (**Appendix H: Program Evaluation by Program Director**).
- b. The evaluation addresses difficulties of any kind encountered during the program and how they were resolved, any recommendations for changes for the future with regard to housing, food, excursions, classrooms, local contacts, etc.
- c. This evaluation is completed primarily so that if the Program Director either chooses not to direct in the future or if he/she is not selected to direct, a written record of the program is available and can be followed up on by the AVP of OEA or another director.

2.2 Faculty

2.2.1 Eligibility / Application

- a. Each faculty member must submit to the program director the required following documents: *course syllabus, official transcript if course is outside of the faculty discipline, and the pdf of the email by the respective Dean authorizing the faculty to participate and teach.* (**Appendix I: Faculty Application**). The Program Director will include these documents in the program application.
- b. Responsibilities are listed in **Appendix J: Program Faculty-Staff Responsibilities**.
- c. This application must be approved by the faculty member's Dean. (**Appendix B: College/School Approval Form**).
- d. The email of the Dean on the application verifies that the faculty member is SACSCOC qualified to teach the course.

- e. Each faculty member must sign the Faculty Agreement (Appendix E: Program Director/Faculty Participant Agreement) within 5 business days after the program has been approved.

2.2.4 Program Faculty Responsibilities

- a. Faculty members are required to attend one mandatory orientation scheduled by OEA annually and any additional training as required by OEA. They are expected to communicate with their Program Director and assist in planning for their onsite course and coordination with other course offerings.
- b. Faculty members are expected to recruit student participants and respond to student inquiries with accurate information.
- c. During the study abroad program, faculty are expected to be knowledgeable of OEA rules and regulations, teach and assure the academic integrity of their course, and assist the Program Director as needed.
- d. The responsibilities of program faculty are delineated in Appendix L: Program Faculty-Staff Responsibilities.

2.2.5 Orientation

Each year, all faculty must attend the orientation session and read the materials shared prior to the meeting. The agenda of this orientation will include but not be limited to:

- a. Introductions
- b. How students apply, register, pay, and receive grades
- c. Explanation of policies related to study abroad
- d. Explanation of liability risks and how faculty and Program Directors are covered during the exercise of their duties
- e. Financial, budgeting, bookkeeping, and management
- f. Incident Report – Disciplinary Action and Incident Report
- g. Crisis Management
- h. Health and Safety
- i. Academic Policies, Faculty role in program
- j. On-Site Orientation Procedures

2.2.6 Evaluations

Faculty are evaluated by students who complete an evaluation for each program and course at the end of the program. (Appendix I: Student Evaluation and Feedback). The evaluation is conducted anonymously and neither the faculty member nor the Program Director has access to them. The evaluations will be summarized in OEA and provided to each program's faculty and director.

2.2.7 Remuneration

The process required to remunerate faculty directing/teaching in a study abroad program will be determined by the Provost on an annual basis.

2.2.8 Family Member/Non Student Companion Form

Any non-student accompanying the Program Director or faculty member(s) during all or any part of the study abroad program must request permission from the Program Director who will consult with the AVP of OEA. Once approved by both, the companion will sign the form that documents the accompaniment of non-student companions of a Program Director or Faculty Participant. This form includes two documents, Conditions of Participation and Waiver of Liability and Hold Harmless Agreement (Appendix M: Family Member/Non-Student Companion Form).

2.3 Participants

2.3.1 Application

- a. All applicants must have completed at least one semester of college level work* (12 college credit hours).
- b. All applicants must be 18 years of age before the start of the program.*
- c. Students must have at least a 2.0 GPA indicated on their official transcript.*
- d. Each participant must submit the required application forms and a non-refundable deposit (amount varies from \$100 to \$500) to be considered for admission. Such forms vary per program and may include:
 1. Completed student application (Appendix N: Student Application)
 2. A statement of purpose (part of the application)
 3. A letter of recommendation from a faculty member

4. Certification as a Nurse Aide
5. Transcript
6. Any other document as required by the Program Director

**Exceptions may occur if a program is specifically designed for or allows this group of students.*

2.3.2 Admission

The following criteria will be used when considering a student application:

- a. Program specific requirements (GPA, Honors, Certified Nurse Assistant, etc)
- b. Conduct review
- c. Contribution to student's course of study
- d. Academic preparedness
- e. Payment of non-refundable deposit

2.3.3 Cancellations

OEA reserves the right to cancel a program due to lack of enrollment or other unforeseen circumstances. In this case, refunds to the students will be processed by OEA. The refund will not include any transaction fee due to paying with a credit card.

2.3.4 Pre-Orientation

Students will be required to sign and submit several forms after being accepted into a program (in addition to a copy of their passport). The exact number of forms depends on each program. These forms will need to be signed and submitted by the time of the first payment for each program. If anything changes by the time of travel, the student has to alert the Program Director and the AVP of OEA and resubmit the edited form(s). In order to ensure full disclosure, these forms will be posted on the OEA website. Students may not submit their applications until verifying that they have read these forms.

The forms include:

- a. Medical Surrogacy (Appendix O: Designation of Medical Surrogacy)
- b. Medical History (Appendix P: Medical History Form)
- c. Rules of Conduct Contract (Appendix Q: Rules of Conduct Contract)

- d. Agreement to Provide Services/Student Agreement (Appendix R: Agreement to Provide Services)
- e. Scholarship acceptance form (Appendix S: Scholarship Award Acceptance Form)
- f. Assumption of Risks, Release of Liability, and Hold Harmless Agreement (Appendix T)
- g. European Union Notice and Consent Form for travel in Europe (Appendix U: European Union Notice and Consent Form)
- h. Any other form as required by the specific program

2.3.5 Pre-Departure Orientation

- a. All students are required to attend a mandatory Pre-Departure Orientation led by the respective Program Director.
- b. The Pre-Departure Orientation will consist of sharing information and expectations about the program.
- c. In addition, each student is required to read the pre-departure program orientation document posted on the OEA website within the application portal which outlines all of the items treated more fully in the Pre-Departure Orientation (Appendix V: Student Pre-Departure Program Orientation - Required Review). The document includes sections on:
 - 1. Logistics
 - 2. Health and safety
 - 3. Behavior and removal from a program
 - 4. Academics
 - 5. Individual Program Directors also have the option of providing students with additional orientation materials

2.3.6 On-Site Orientation

Each Program Director is given an outline of items to be addressed after arrival at the program site (Appendix W: On-Site Orientation Outline). If multiple sites are used in a program, an orientation session for each site must be held.

2.3.7 Student Independent Travel

Typically, all UWG programs depart as groups from Atlanta International Airport. Program Fees typically include the cost of the airline ticket and UWG expects all students

and faculty to travel with the group. Any exceptions must be approved in advance by the Program Director and the UWG Office of Education Abroad (OEA). The determination whether to allow a student to make travel arrangements separate from the program is entirely discretionary on the part of UWG and any denial of such request is final.

Guidelines for making independent travel arrangements are listed in Appendix X: Guidelines for Student Independent Travel. No student should purchase their airfare until after they are given permission by UWG to do so.

2.3.8 Program Evaluation

At the end of each program, each student will be asked to complete an evaluation for the program and course that they participated in (Appendix I: Student Evaluation and Feedback). Neither the Program Director nor the faculty will have access to the online evaluations. The evaluations will be summarized by OEA and provided to each program's faculty and director.

2.4 Operational Policies and Procedures while Abroad

2.4.1 Health and Safety

These two topics are addressed in multiple places in the policies and procedures including all orientations for faculty and students and the program contract.

2.4.2 Insurance

- a. In order to ensure that all faculty and students are covered for medical emergencies abroad, OEA is required to purchase a group insurance policy on behalf of all participants. The insurance policy is determined by USG. The cost is included in the program fee.
- b. It is recommended that each traveler carry their own personal health insurance either through family, work or school. Should any complications arise from a medical emergency abroad, the program insurance will not cover the traveler.
- c. OEA does not provide any travel insurance coverage but it can be purchased by each traveler on their own. There are several travel insurance options available through private insurance companies that can provide financial protection for

multiple scenarios. These policies can cover trip cancellation prior to departure, baggage, medical, dental, emergency evacuation, 24-hour traveler assistance, baggage delay, travel delay, and accidental death during your travel dates.

2.4.3 Payments

- a. All expenses for medical treatment abroad are the responsibility of the participant.
- b. The participant is also responsible for collecting all necessary documentation while abroad that is required for reimbursement upon return.

2.4.4 Health Care While Abroad

- a. All Program Directors are required to have the names, locations and contact information for medical facilities, when appropriate, at all sites.
- b. Program Directors are also required to carry with them at all times the participants' emergency contact information and necessary medical information.

2.4.5 Crisis Management

- a. Preparation: All Program Directors and faculty receive thorough orientation prior to departure.
- b. Registration with U.S. State Department Smart Travelers Enrollment Program (STEP) and Embassy: All participants are registered with the embassy in the country where the program is located. This is done by OEA on the official State Department website using the itinerary provided by the Program Director.
- c. Benefits of enrollment include: Alerts from the Embassy, including safety and travel conditions. In the case of specific emergencies, such as a natural disaster or terrorist attack, the STEP program allows for easier contact and tracking by the U.S. Embassy.

2.4.6 Crisis Response

- a. During the orientation and training sessions, Program Directors and faculty members are given a review of how any crisis is to be handled (Appendix Y: Crisis Management for Program Directors).
- b. This training includes analyzing case studies of past incidents and an understanding of what to do and what procedures are to be followed.

- c. At the earliest possible time, the AVP of OEA must be informed of all incidents and consulted on all actions to be taken.
- d. OEA will then consult with appropriate parties in the U.S. including:
 - 1. Emergency Contacts
 - 2. Institutional representatives
 - 3. Campus police
 - 4. Other agencies such as the student's medical provider in the U.S.
 - 5. Any other appropriate offices.
- e. Evacuation of Program Participants: All Program Directors must have contact information for the airlines that are being used for the program.
- f. Crisis Management Chart: Each director and all faculty members are given a Crisis Management Chart which defines the lines of communication to use in the event of a crisis (Appendix Z: Institutional Crisis Management).
- g. Communication with Participants' Emergency Contacts: The participants' emergency contact will be notified by OEA or the Program Director in incidents when immediate authorization is required for medical treatment. In all other situations, the emergency contact will be kept informed by OEA, in accordance with FERPA.
- h. Communication with the Public: All communication with the public is to be routed through UWG Leadership and OEA.
- i. Reporting: Incident Reports will be kept on file in OEA.
 - 1. In addition, all Incident Reports will be provided to the appropriate administrative offices at UWG.
 - 2. All parties involved with any incident are required to keep a running written record including time, place, what occurred and actions taken.
 - 3. If at all possible a witness must be present, who must file an independent report of the incident.

2.5 Behavior, the Program Contract and Disciplinary Action

2.5.1 Rules of Conduct

Each participant must demonstrate that they have read, understand and agree to all points covered in the Rules of Conduct **Contract (Appendix Q: Rules of Conduct Contract)**.

2.5.2 Disciplinary Incident Reporting Form

When an incident occurs in which a student has behaved in an unacceptable manner as outlined in the Program Contract, a Report of Incident form is completed (Appendix AA: Report of Incident-Disciplinary Action). In the report, the Program Director or their designee will:

- a. Describe the incident, and include the specific rules violated listed in Appendix Q & R, and state any action to be taken or recommended. Disciplinary action may include, but is not limited to, the imposing of a curfew, no alcoholic beverages, and periodic checking in with the Program Director.
- b. On the form, the participant also has a right to respond in writing. All Students are afforded due process in accordance with their home institution's student conduct policy.
- c. The participant must sign the form stating that he/she has read and understands what has been written.

2.5.3 Expulsion from a Program

- a. In case the Program Director recommends that a participant should be expelled from a program, the AVP of OEA must be consulted.
- b. Unless emergency conditions exist which require immediate action, the AVP of OEA will consult the Vice President for Strategic Enrollment Management in order to come to a joint decision on whether or not to expel the student.
- c. The final decision to expel a participant rests with UWG Leadership.
- d. The student must bear all expenses related to his or her return to the United States and no refund for any fees will be made.

2.5.4 Student Appeals

- a. At the program site, the participant writes his or her response on the Incident Report. This is the first step in the participants' right of appeal.
- b. If the participant is expelled from a program and sent home, he or she may appeal the matter through the regular appeals process at UWG.
- c. The decision of the appeals committee is final.

- d. If an appeals committee finds that a student was wrongfully expelled from a program, and if therefore a reimbursement of any kind is due the student, UWG will be responsible for any reimbursements.

2.6 Procedures to be handled by each Program Director

- a. Monitoring student applications to ensure academic and disciplinary standards eligibility for all applicants
- b. Monitoring receipt of student payments and sending reminders to students
- c. Creating courses
- d. Registering students for courses
- e. Recording student grades for courses

APPENDICES

Appendix A: Proposing a New Study Abroad Program

Appendix B: College/School Approval Form

Appendix C: Syllabus Outline

Appendix D: Academic Infrastructure for Study Abroad and Exchange Programs

Appendix E: Program Director/Faculty Participant Agreement

Appendix F: Program Director Responsibilities

Appendix G: Director/Faculty Orientation

Appendix H: Program Director's Operational Handbook Outline

Appendix I: Student Evaluation and Feedback

Appendix J: Program Evaluation by Program Director

Appendix K: Faculty Application

Appendix L: Program Faculty-Staff Responsibilities

Appendix M: Family Member/Non-Student Companion Form

Appendix N: Student Application

Appendix O: Designation of Medical Surrogacy

Appendix P: Medical History Form

Appendix Q: Rules of Conduct Contract

Appendix R: Agreement to Provide Services

Appendix S: Scholarship Award Acceptance Form

Appendix T: Assumption of Risks

Appendix U: European Union Notice and Consent Form

Appendix V: Pre-Departure Program Orientation

Appendix W: On-Site Orientation Outline

Appendix X: Guidelines for Student Independent Travel

Appendix Y: Crisis Management for Program Director

Appendix Z: Institutional Crisis Management

Appendix AA: Report of Incident-Disciplinary Action