REVISED STUDY ABROAD/SHORT-TERM STUDY POLICY GUIDELINES
OFFICE OF INTERNATIONAL PROGRAMS AND EXCHANGE
OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The attached revised guidelines pertaining to study abroad and participation in educational travel activities conducted by faculty and students, in the name of or under the sponsorship of the University of the District of Columbia, are being presented by the Office of International Programs and Exchange, Office of Provost and Vice President for Academic Affairs.

These guidelines serve to protect the integrity of UDC and our ambition for academic excellence and a legacy of participation in study abroad and travel tour activities conducted by faculty and students of UDC. This policy is in keeping with the process of internationalizing the curriculum and enhancing the global competence of students and faculty.

These policies and procedures are designed to ensure compliance with legal requirements, to facilitate best coordination, enhance effective communication, build institutional capacity, and create lasting traditions within the University.

UDC employees and students acting or purporting to act in a representative or official capacity on behalf of the University of the District of Columbia, should first notify the Director of the Office of International Programs and Exchange prior to initiating any contact with, or before responding to any contacts, request, or inquiries made by any official international governments, institutions, or their representatives.

All University activities involving or related to international governments, or institutions, their representative or staff must be developed in advance in consultation with the Director of international programs of exchange. The Director will assist with the University’s compliance with applicable policy regulations concerning this communication or interactions.

When making the following types of contacts with local representatives or officials of foreign governments UDC staff and employees must adhere to the policy on communication with government officials of foreign governments.
Study Abroad/Short-Term Study Policy

The following policy guidelines must be followed by all students, faculty and staff wishing to officially participate in study abroad and short-term study University-run, approval or petition program.

1. This application process must be used by for all accredited study abroad programs and short-term study programs that have been approved by the University of the District of Columbia.

2. Print all information legibly or use computer font Times New Roman 12. If necessary, attach additional sheets.

3. Be sure to sign all forms and/or obtain signatures in all areas indicated.

4. In conjunction with the study abroad experience, each applicant is required to propose a seminar topic in his/her major field of study for presentation at the Office of International Programs and Exchange subsequent to completion of the study abroad experience.

Remember to provide ALL of the requested information and signatures before submitting your Study Abroad Application to the Office International Programs & Exchange.

Study Abroad Application

ELIGIBILITY REQUIREMENTS FOR STUDY ABROAD

- Must be currently enrolled in a degree-granting program at UDC, and have completed 18 credit hours in residence. Graduate students must have completed fifty percent (50%) of the requisite number of credit hours for their degree programs.

- A minimum cumulative GPA of 2.5 is required both at the time of application and at the time of departure to be considered for participation in study abroad opportunities at the University of the District of Columbia. Graduate students must have a minimum cumulative GPA of 3.25.

- Must have written approvals from your academic advisor, department chairperson, and dean; and prior approval of courses to be taken abroad.

- Must not be in the final semester of your degree program during the period abroad.

- Must have the approval of the Office of International Programs & Exchange Office of the Provost and Vice President for Academic Affairs.
Study Abroad/Short-Term Study Application

Name______________________________________________________________

UDC Student ID Number ________ - ________ - ________

Classification ___________ Expected Date of Graduation ______ Date of Birth ________

Current Address
________________________________________________________________________
________________________________________________________________________

Permanent Address
________________________________________________________________________
________________________________________________________________________

E-MAIL Address ________________________________________________________

Telephone Number_________________ Cell Number_________________________

Emergency Contact Person ____________________ Relationship __________________

Emergency Contact Telephone Number ______________ E-Mail address ____________

Major __________________ GPA ________ Academic Advisor ____________________

Do you have a passport? ________ If yes, date of expiration ______________________

Country of Study Abroad Program/Short-Term Study ___________________________

Semester/Year of Proposed Study Abroad or Short-Term Study____________________

Study Abroad Program/Contact Person ________________________________________

Telephone Number ______________ E-mail Address ____________________________
Study Abroad Course Approval Form (Only required for semester or year abroad study)

Approval of courses to be taken abroad is required prior to departure. When this form is completed, return it with your application to the Office International Programs & Exchange. Academic grades and credit will be awarded only after an official transcript is received from the institution abroad.

Name __________________________ UDC ID Number __________________

Name of Study Abroad Program __________________________ Location ___________________

Inclusive Dates of Program: From ____________________ To_________________________

Proposed Seminar Topic __________________________

<table>
<thead>
<tr>
<th>Course Title / Number and Description</th>
<th>UDC Course Equivalent or Department Requirement Fulfilled</th>
<th>Initials of Appropriate Faculty/Department Chairperson</th>
<th>MAJOR Credit Hours</th>
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</table>

TOTAL CREDITS __________

We have discussed with the student how the course(s) taken abroad will meet his/her degree requirements and approved the course(s) listed above.

Printed Name and Signature, Academic Advisor

Printed Name and Signature, (Major) Department Chair

Printed Name and Signature, Academic Dean

Printed Name and Signature, Academic Dean
**Study Abroad Financial Worksheet (Only required for semester or year abroad study)**

Name _____________________________ UDC ID Number _____ - _____ - _____

**PROGRAM COSTS:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td></td>
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<tr>
<td>Meals</td>
<td></td>
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<tr>
<td>Housing</td>
<td></td>
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<tr>
<td>Books, Supplies</td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td></td>
</tr>
<tr>
<td>Passport</td>
<td></td>
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<tr>
<td>Immunizations</td>
<td></td>
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<tr>
<td>Other (Please list)</td>
<td></td>
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</tbody>
</table>

Total Expenses _____________________________________

**AVAILABLE RESOURCES:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings</td>
<td></td>
</tr>
<tr>
<td>Parents/Guardian</td>
<td></td>
</tr>
<tr>
<td>Financial Aid (Please List)</td>
<td></td>
</tr>
<tr>
<td>Other Scholarships (Please List)</td>
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</tbody>
</table>

Total Resources ___________________ Net Difference __________________

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Printed Name and Signature of Financial Aid Advisor __________________________ Date __________

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Office of International Programs & Exchange ● Office of the Provost and Vice President for Academic Affairs  
4200 Connecticut Avenue, N.W. ● Building 39 - Suite 301H  
Washington, DC 20008 ● (202) 274-5933 Office ● (202) 274-5305 (FAX)
Study Abroad Agreement

All applicants must review and sign the following agreement that constitutes conditions for participation in all University of the District of Columbia (UDC) study abroad programs.

1. As a participant in a UDC-approved study abroad program, I understand that I must attend a mandatory pre-departure orientation session.

2. I recognize that I am subject to the student conduct regulations described in the UDC Student Handbook. I further understand that I am also subject to the conduct regulations of the foreign institution I will attend.

3. I understand that my participation is subject to termination if I engage in actions endangering to myself or others; if I am involved in the use, distribution, or selling of drugs; if I fail to regularly attend classes or classroom meetings; or if I engage in criminal activity.

4. I understand that I am subject to the laws of the host country and agree to abide by those laws. It is further understood that UDC waives its responsibility for my actions in this regard, may be limited in its ability to provide assistance in the event of arrest, and reserves the right to institute disciplinary actions upon my return to the University.

5. I am aware of the cost of my chosen study abroad program and understand that it is my responsibility to ensure that all financial obligations are met, including the purchase of mandatory travel insurance.

6. I have read and understand the conditions governing my participation in a study abroad program approved by the University of the District of Columbia. I further understand the possible legal actions that can be taken against me should I act in a manner that is inconsistent with these conditions.

7. In acknowledgement of the gravity of the above, I solemnly pledge to conduct myself in a manner that brings honor to my home country and the University of the District of Columbia.

__________________________________                      __________________________
Signature of Applicant                      Date
# Study Abroad Required Approval Form

*Only required for semester or year abroad study*

Name _______________________________ UDC ID Number _____ - _______ - _______

Study Abroad Program   __________________________________________________

<table>
<thead>
<tr>
<th>Office</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registrar</strong></td>
<td></td>
<td></td>
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<tr>
<td>The above referenced student is in good academic standing.</td>
<td></td>
<td></td>
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<tr>
<td><strong>Student Affairs</strong></td>
<td></td>
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<tr>
<td>The above referenced student is not on social probation and does not have a record of reprimand for discipline that will prevent him/her from participating in a UDC sanctioned study abroad program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The above referenced student does not have an outstanding balance on his/her account.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td></td>
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</tr>
<tr>
<td>The above referenced student has discussed the study abroad budget worksheet with me and has the requisite funds as listed on the budget worksheet to participate in the specified study abroad program.</td>
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<tr>
<td><strong>Health Services</strong></td>
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<tr>
<td>The above referenced student has been provided information on issues regarding health and safety while abroad.</td>
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<tr>
<td><strong>OIPE/Office of the Provost</strong></td>
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<tr>
<td>The above referenced student has completed all requirements for participation in the referenced study abroad program.</td>
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</table>
Condition of Participation

Study abroad programs and study travel tour conditions

PARTICIPANT NAME:

PROGRAM NAME:

PROGRAM DATES:

Certain conditions must be adhered to in order to preserve program integrity. Those conditions are listed below. We ask that you read them carefully, and indicate with your signature that you understand them fully and will comply with them. If you are a participant under the age of 18, your parent or guardian’s signature is also needed. In this document, ”UDC” or “the university” refers to the University of the District of Columbia, or an authorized agent or representative thereof.”Program “refers to the study abroad program in which the student is participating, or an authorized agent or representative thereof.”Participant,” ”student,” and “you,” refers to you, the student signing this form.

Participation Participants must maintain an adequate standard of academic work in the program, and behave responsibly both in their living situation and on group excursions. The participant agrees to participate fully in all portions of the program and further agrees that any deviation from the program design must be requested in advance and in writing by the participant, and must be approved by the program director or the program instructor. This includes any intention by the participant to spend any night away from the program site and/or to stay in or to leave the country in which the program is based.

Academic Credit Unless arrangements are made to enroll in the course through the continuing Education program, the participant acknowledges that s/he is taking the course for academic credit or audit. Letter grades will be awarded upon completion of the course. Please see the University of the District of Columbian catalog for the policy on course withdrawal.

Policy The participant agrees to read and abide by the conditions listed in all materials provided by the University and the program director.

Host Regulations The participant agrees to abide by all the host country’s laws pertaining to his/her participant status. The participant also acknowledges and understands that if he/she develops legal problems with any foreign nationals or the government of the host country, the participant will attend to the matter personally, with his/her own personal funds. The University of the District of Columbia is not responsible for providing any assistance to the participant(s) under such circumstances.
While in the host country, for their own safety, all participants must refrain from all political activity. Participants in overseas programs may not participate in such political activities as: joining a political party, a union, or a demonstration; distributing political materials; picketing. Breaches of the local laws of the host community or country are referred to and handled by the appropriate law enforcement authorities.

**Medical Treatment** The participant accepts sole responsibility for securing all necessary immunizations prior to departure. The participant agrees to fully describe any health and physical or physiological problems or conditions that s/he may have on the UDC Application Form. Failure to disclose any mental or physical health problem shall be considered an assertion that no such problem exists.

The participant is required to obtain a health insurance. Failure to obtain insurance will result in a cancelation of participation in the program. In the event of illness or injury to the participant, the undersigned authorizes any official representative of the University or Program to secure medical treatment on the participant’s behalf, including surgery and the administration of an anesthetic. Further, the undersigned and/or the participant fully accept all financial responsibility for such treatment.

**Payment Deadline** The participant is aware of the nature and the cost of the program, and will guarantee that all financial obligations will be met by the deadline(s) specified in the information provided by the program director please note that the University will not authorized any deferral of payment(s) based on financial aid disbursements.

**Dismissal from the Program** The University reserves the right to dismiss any participant from a program for reasons of unacceptable personal behavior and/or unsatisfactory academic participation. Such dismissal will be without refund, and return transportation to the point of origin will be at the dismissed participant’s expense. In addition, participants dismissed from the program will be denied access to any accommodations arranged by the University or Program.

The participant agrees that the university or Program may terminate his/her participation in the program if:

- The participant engages in action endangering him/herself, or others.
- The participant’s acts or conduct are considered to be detrimental to, or incompatible with, the best interests and welfare of the program and its participants, at the sole discretion of the program director or staff.

There are some basic rules to every program:

- Illegal drugs in any form are not tolerated, and individuals’ dependant on their use should not apply to a program. Laws state that possession and/or use of illegal drugs is punishable by fines, imprisonment, and/or deportation.
● Participant in a program who are found using or in the possession of illegal drugs in any form are subject to immediate dismissal from the program.

● Any violent behavior will result in automatic dismissal from the program

● Behavior which is either disruptive to the program or offensive to the host culture may result in automatic dismissal from the program.

Withdrawal from the Program The undersigned acknowledges that, in the event of the participant’s voluntary withdrawal from the program while abroad, the University, in consultation with the foreign trip coordinators, will determine the amount to be refunded, if any. In general, there are NO REFUNDS for withdrawal from a program after departure. Final determination of a refund, if any, may not be made until the program ends.

Cancellation of a participant’s enrollment in a program prior to departure is subject to the refund policy of the specific overseas program. Cancellation insurance is recommended.

Travel and Accommodations The undersigned acknowledges that s/he is responsible for obtaining his/her passport as well as all necessary visas.

The undersigned acknowledges agrees to accept all responsibility for loss or additional expenses due to sickness, weather, strikes, delays or other changes in the means of the transportation or other services, or other unforeseen causes. The undersigned acknowledges and fully understands that the University of the District of Columbia assumes no liability whatsoever for any loss, damage, destruction, theft or like to the participant’s luggage or personal belongings. The student also certifies that he has retained adequate insurance, or has sufficient funds to replace such belongings. The undersigned acknowledges and understands that in the event the participant becomes detached from the program group, fails to meet a departing bus, airplane, or train, becomes ill or is injured, the participant will bear all responsibility for determining the group’s next available destination and for contacting the group at that destination as soon as may be practicable, and that the participant shall bear all costs attendant to contacting and reaching the group at its next available destination.

All services and accommodations are subject to the laws of the country in which they are provided.
Student Assumption of Risk and Release Form

I release UDC, the program, any member school, affiliate, employee, servant, officer, director or representative thereof, from any liability for illness or injury to myself or damage to or loss of my possessions caused by acts or omissions of any hotel, restaurant, transport carrier, education organization, fellow students, person or group associated with UDC, the program, any member school, affiliate employee, servant, officer, director or representative thereof. I further agree to indemnify, defend, and hold harmless UDC, the program any member school, affiliate, employee, servant, officer, director or representative thereof from any and all claims of any nature made representative thereof from any and all claims of any nature made by me which may arise in any way related to my participation in the program.

By signing below, I certify that I have read, understood, and agree to abide by all the terms contained in this document.

__________________________________________  Date
Signature of Participant

If the participant signing above is not yet 18 years of age, the parent or legal guardian of the participant must also sign and date this form.

__________________________________________  Date
Participant’s Parent/Guardian