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International Education and Globalization Programs and
Activities
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1.0 POLICY/PURPOSE:

This policy gives authority to International Education to centralize and coordinate all non-curricular, administrative international activities, both internal and external, to ensure that one office has awareness and knowledge of all international activity conducted by any and all campus constituents. International Education is responsible for formulating, promulgating and enforcing regulations and guidelines for the organization, development and execution of components of both education abroad programs and all other international activity.

2.0 OVERVIEW/BACKGROUND:

2.1 UWS Administrative Policy 810 – *Study Abroad Programs* and UW System Administrative Policy 145 - *Development and Operation of Off-Campus International Education Programs for University of Wisconsin System Students* and UW System Administrative Policy 146 – *University of Wisconsin System Faculty and Academic Staff for Study Abroad and Study Away*:

UWS Administrative Policy 810 Study Abroad Programs (formerly UWS F45), revised May 3, 2021 was written to address the need to standardize the financial policies and procedures for education abroad programs in the UW System. Additionally, the broad conduct of international programs are guided by the policies outlined in UWS Administrative Policy 145 Development and Operation of Off-Campus International Education Programs for University of Wisconsin Students and 146 University of Wisconsin System Faculty and Academic Staff for Study Abroad and Study Away (formerly Academic Information Series 7.1-7.4, Conduct of International Programs in the University Of Wisconsin System). UWRF and International Education adhere to these System policies.

2.2 Past and Best Practices: International Education is a member of numerous national and international organizations (e.g., NAFSA, IIE, etc.) related to the field of education abroad and adheres to their recommended Best Practices and Standards of Good Practice.

3.0 UNIVERSITY RESPONSIBILITIES:

3.1 Provost & Vice Chancellor for Academic Affairs: The Provost has ultimate authority over all education abroad programs at the University of Wisconsin-River Falls. As such, in situations where concerns arise, the Provost has final authority over academic and administrative/fiscal/procedural appeals, compensation decisions, faculty leader appointment, and whether or not a student(s)/groups are allowed to travel to/study in countries with travel warnings issued by the U.S. Department of State. The Provost is also responsible for charging the offices under his/her purview to support and facilitate education abroad efforts on campus.

3.2 Chief Business Officer/Vice Chancellor for Finance and Administration: The Chief Business Officer/Vice Chancellor for Finance and Administration, or those acting under his/her authority, is responsible for the ultimate approval of the *Request for Education Abroad Fee Forms* associated with proposed education abroad programs. The Chief Business Officer/Vice Chancellor for Finance and Administration is also responsible for charging the offices under his/her purview to support and facilitate education abroad efforts on campus.

3.3 Academic Deans: The Academic Deans are responsible for ensuring that proposed education abroad courses meet the institutional guidelines and standards of scholarship in their respective colleges.

3.4 Registrar: The Registrar's office is responsible for processing approved courses, including courses from exchange partners with signed agreements, and following UWRF Faculty Senate policy. The Registrar's Office is also responsible for providing International Education with information regarding students placed on academic probation or suspension. The Office of International Education will consult with the Registrar's Office, as needed, in order to inform program participants as completely and accurately as possible about the process the university follows in awarding credit for education abroad.

3.5 Financial Aid: The Financial Aid office will determine financial aid eligibility for students participating in any education abroad program.

3.6 Student Billing: The Student Billing office will accept education abroad program deposits, apply fees to student accounts, process program payments, and communicate with International Education for any billing concerns.

3.7 Student Health and Counseling Services: Student Health and Counseling Services will work with International Education to develop programming to ensure students studying abroad are informed of general health, safety, and mental health concerns or issues and advise on student situations overseas, as requested.

3.8 Student Conduct & Community Standards: In consultation with International Education, Student Conduct & Community Standards will provide disciplinary clearance for applicants to education abroad programs. International Education and Student Conduct & Community Standards also reserve the right to deny an application or withdraw a student from an education abroad program based on disciplinary concerns.

3.9 Risk Management: The International Risk Management Group, in conjunction with International Education, will develop and manage risk and crisis management plans for all education abroad programs. Risk Management will also be consulted regarding cases in which a community member wishes to participate in a UWRF education abroad program.

3.10: University Police: The University Police department will act as the University's emergency contact for students while they are studying abroad. In cases when they are notified of an emergency, University Police will immediately notify International Education, Risk Management, and the Provost so the developed crisis management plan can be implemented.

3.11 Faculty: Faculty retain responsibility for all curricular issues associated with for-credit education abroad programming.

3.12 Faculty Senate International Programs Committee: The Faculty Senate International Programs Committee (IPC) will act as an advisory board to International Education. Additionally, IPC reviews education abroad programs as charged by the Faculty Senate.

3.13 Academic Departments: Academic Departments issue permission numbers for education abroad courses within their discipline and schedule education abroad courses through the usual college process. Academic Department Chairs are granted authority over the suitability/equivalencies of courses taken abroad in their respective departments.

3.14 Disability Resource Center: The Disability Resource Center partners with International Education to determine reasonable accommodations in education abroad programs for participants with identified ability needs.

4.0 RESPONSIBILITIES OF INTERNATIONAL EDUCATION

4.1 General Advising: International Education will provide general advising for all education abroad programs affiliated with the university or as requested by students. With the support of International Education and the student's academic advisor/department/college, students will receive academic advising to facilitate integration of coursework abroad with their major field and degree requirements. In conjunction with other support offices, International Education will also provide general orientation for all students studying abroad, covering topics such as health & safety information, travel information, campus policies, and so on.

4.2 U.S. Department of State Information and Registration: International Education will refer all education abroad participants to U.S. Department of State travel information (including country information, alerts, warning, and appropriate U.S. Embassy emergency messages) during education abroad application/orientation and/or in application/orientation materials. The OIE will register all student participants with the U.S. Department of State's Smart Traveler Enrollment Program (STEP) as a part of his/her online application materials/process. Faculty leaders are responsible for registering with STEP individually.

University-related travel proposals consider the Travel Advisories provided by the U.S. Department of State and must be reviewed and recommended by the International Risk Management Group and approved by the Provost. See section 8.10 Travel Warning Advisory Countries. For more information on U.S. Department of State travel warnings, visit:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

4.3 International Health Information: International Education will disclose essential health and safety considerations for participants, including the *Center for Disease Control Travelers' Health Information (cdc.gov)* and the U.S. Department of State (travel.state.gov) and refer students to UWRF Student Health and Counseling Services, as needed. International Education will also disseminate information provided by the UW international health insurance provider on the students' international insurance benefits and services while abroad.

4.4 Emergency Response Plan: International Education will develop and maintain risk management approvals and emergency contact/evacuation plans for education abroad programming. Contact information for appointed International Education staff, as well as for the Provost, will be kept

on-hand in the Campus Police office for after-hour emergencies. With input from International Education, the Provost is responsible for making final decision on whether to send students abroad, keep student abroad during a crisis situation, and/or return students to the U.S.

4.5 Program Sponsor Responsibility: International Education will provide information for education abroad program participants regarding the scope of the program sponsor's responsibility. In particular, UWRF and other program sponsors generally:

- Cannot guarantee or assure the safety of participants or eliminate all risks from the education abroad environments.
- Cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants.
- Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
- Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor for events that are not part of the program or that are beyond the control of the sponsor, or for situations that may arise due to the failure of a participant to disclose pertinent information.
- Cannot assure that home-country cultural values and norms will apply in the host country.

4.6 Education Abroad Fee Process: International Education will submit the *Request for Education Abroad Fee* form to the Vice Chancellor for Finance and Administration in order to establish the student-paid fees associated with education abroad courses and programs administered by OIE. Exchange programs and programs offered by other organizations/institutions do not submit the *Request for Education Abroad Fee* form. Deadlines for the *Request for Education Abroad Fee* shall follow the same deadline schedule as that determined by the Business and Finance Office for Special Course Fees.

4.7 Program Accounts: All education abroad programs established at UWRF shall have an individual Program Revenue (128) account through which all revenue and expenditures will flow. These established UWRF accounts will be monitored by International Education. Exchange programs and programs offered by other organizations/institutions do not apply.

4.8 Emergency Reserve/Contingency Fund: As per [UW System Administrative Policy 145](#), International Education shall maintain a minimum emergency reserve/contingency fund equal to at least \$100 times the number of students sent abroad each year or an amount adequate to respond to emergencies and unforeseen problems.

4.9 Standard Refund Policy: International Education will develop and maintain a standard refund policy to be the guidelines for developing program-specific cancellation and refund policies. This policy also covers the procedures for the administration of a refund in cases of a student participant's withdrawal from a program.

4.10 Emergency Contact Points: Appointed International Education staff will serve as emergency contact points for the UWRF Campus Police should an education abroad program participant notify the police of an emergency situation during times when the International Education office is closed. The selected staff will provide their contact information to the UWRF Campus Police.

4.11 Billing: International Education follows the established procedure with Student Billing to execute the billing of education abroad programs on student accounts.

5.0 PROGRAM FINANCES

5.1 Application Fee: Each accepted application will be charged a non-refundable education abroad application fee. Online scholarship applications are exempt from this fee.

5.2 Education Abroad Fee/International Activity Fee: All students who go abroad for credit, regardless if the program is through UWRF or another institution/agency, are required to pay the full education abroad administrative fee. Students going on a noncredit experience will be charged a fee appropriate to the experience.

5.3 Program Revenue: Per UW System Administrative Policy 810, fees and tuition generated by education abroad programs will be retained by that education abroad program to offset program expenses (salaries, travel, lodging, board, etc.). Residual revenue generated by an education abroad program will remain in that education abroad program account, regardless of education abroad program leadership, for up to two years; or may be applied to need-based, student scholarships. If an education abroad program becomes dormant and/or there is no activity related to that education abroad program for two years, the balance of the education abroad program account may be used by International Education to help develop other education abroad programs and/or broadly used to support education abroad activities. If an education abroad program has a budget surplus beyond the allowable percentage, International Education may use these funds to support and/or develop other education abroad opportunities for students.

5.4 Additional Fee for Nonresident Students: Education abroad program participants of nonresident status (U.S. or international, including reciprocity states) shall pay an additional fee equivalent to the difference between resident and nonresident tuition fees at UWRF.

5.5 Program Participation Fees and Credit: All participants in each UWRF international program must pay the program cost, which consists of the following fees: an education abroad program fee for credit-bearing programs (which will vary between different programs) or an international activity administrative fee (for non-credit programs); an application fee; the equivalent per-credit tuition cost (for credit-bearing programs); required international insurance fee; and other relevant fees. When a for-credit course is the foundation of an education abroad program, participants do not have the option to enroll in that particular education abroad program for “no credit,” as such, there is no “reduced cost” program fee available.

5.6 Tuition: Tuition for spring semester break and end-of-semester-short-term education abroad programs will be included as part a student's spring semester tuition. Tuition will be based on the total credits for which the student is registered. Therefore, if a student's total credits for spring semester (including spring break and short-term in May education abroad program credits) fall between 12-18 credits, they will pay the plateau tuition rate. For any credits over 18 a student will pay a per credit tuition charge. All tuition for over 12 credits will be pro-rated.

5.7 Deposit & Payment Schedule and Cancellation and Refund Policy:

International Education will develop a standard *Fee, Deposit, Payment, Cancellation, and Refund Policy* to be applied to each education abroad course/program. This policy will be posted in the online education aboard application materials/process for all participants to review and agree to. No funds shall be committed on behalf of any program participant unless this policy has been agreed to as evidenced by submission of this form within the online education aboard application materials/process.

5.8 Compensation: Faculty leaders of an education abroad course/program are compensated as outlined in *UWRF's Faculty and Staff Handbook, Section 3.4.7.2 Annual Adjustment of Compensation, and Section 3.4.7.3: Compensation for Education Abroad Faculty*. All salary is contingent on the program budget demonstrating sufficient revenue to cover all program expenses, including the faculty compensation. There are no other university funds to supplement normally anticipated education abroad program expenses.

Fringe benefits are to be included in the calculation of education abroad program budgets. Exemptions may be granted on a case-by-case basis based on extenuating circumstances.

It shall be the University's responsibility to collect all accounts receivable for any education abroad account that has an accounts receivable in cases where the education abroad coordinator/leader practiced due diligence and implemented proper procedures to ensure that the individual(s) completed proper procedures/paperwork (paid deposit, signed application, signed deposit/refund schedule, signed waiver, etc.).

In cases where the education abroad coordinator/leader did **not** follow proper procedures to ensure that defaulting participant(s) was/were properly committed to a program, the expenditures shall be considered the fiscal responsibility of that education abroad account and will be factored in when calculating education abroad coordinator salary/fringe benefits.

5.9 Travel Insurance: If delays/cancellations occur for which no other party (airlines, travel agency, CISI, etc.) will cover costs caused by or associated with the travel cancellation/interruption/delay, each education abroad program participant will be responsible for the full, added costs. No education abroad program account funds will cover the reimbursement of any personal lost/stolen/damaged items belonging to education abroad program leaders or education abroad program participants. It is suggested that education abroad program participants, including faculty, explore travel insurance for this purpose.

6.0 PROGRAM DEVELOPMENT & PROGRAM LEADER RESPONSIBILITIES

6.1 Program Design and Approval: Education abroad programs must be designed as appropriate to the mission of UWRF and to ensure they do not conflict with other current or planned education abroad programs; program courses are integrated into UWRF curricula. The program shall be approved and periodically evaluated as determined by the Faculty Senate International Programs Committee. Program leaders must also submit a course approval request following their regular college procedures.

6.2 Faculty Presence: Education abroad leaders of short-term (J-Term, spring break, May, summer) education abroad programs are expected to remain with the program participants, including traveling to/from the international location with them as appropriate, for the duration of the program unless previously determined “free travel” periods have been designated. If the faculty leader is unable to either travel with the students or remain with the group, an alternate assistant/stand-in who is adequately trained to support the students may fill in until the leader can again be present. The alternate program assistant must be able to assume the responsibilities of the primary program leader should the situation require.

6.3 Additional Program Leaders: It is encouraged to take other faculty/staff along as co-leaders for added support/assistance, as well as to provide a professional development opportunity and as a way to further internationalize the campus. Salary/fringes and expenses for a co-leader are typically not allowed for programs of less than 15 participants unless an exception is granted by the Office of International Education. Two leaders are encouraged for trips of 16-35 students, three leaders for 36-50, and so on. Requests for exception must demonstrate a clear rationale, such as programmatic/curricular and/or safety/security reasons, and factors such as context and environment, arrangements with and/or support from partners, and so on might be considered. The additional program leaders must be adequately trained and able to assume the responsibilities of the first program leader should the situation require.

6.4 Planning/Seed Money: In some cases, the Office of International Education may provide advance/seed money for education abroad program leaders to plan an education abroad program. There is no guarantee of the availability of these funds. Whenever funds are granted, it is expected that they will be paid back to the Office of International Education, out of the education abroad program (once it becomes solvent) funds, so they may be used to help support/develop other education abroad programs. International Education will monitor repayment.

6.5 Host Country Consideration: To promote the free exchange of ideas and knowledge, UWRF will place no restrictions on the establishment or maintenance of programs in other countries based on the political, religious, racial, ethnic, or ideological characteristics of a host country or its government.

6.6 Purchasing Requirements: All education abroad programs will fully comply with State, UW System and UWRF purchasing and travel requirements to the extent possible.

6.7 Program Leader Orientation: All UWRF faculty/staff who lead and/or accompany students on an education abroad experience in an official capacity are required to receive education abroad related training/orientation to ensure they fully understand the requirements of leading an education abroad program and are up-to-date on issues, challenges, responsibilities, policies, and procedures.

6.8 Program Budget and Itemization of Education Abroad Program Fees:

Education abroad leaders will generate a budget based on research for the program they are developing. The Office of International Education has the responsibility to amend and/or finalize the budget; International Education will then create and process the *Request for Education Abroad Fee* form. Program leaders may not advertise the cost of an education abroad program until the fee request is fully approved. Student applications for the program will be opened once the budget process is finalized.

6.9 Program Accessibility: UWRF International Education and education abroad leaders will strive to provide opportunities and make reasonable accommodations for students with disabilities and outline in program information any access/challenge issues. Reasonable accommodations are determined in partnership with the Disability Resource Center.

6.10 Emergency Contact Information: The education abroad leader/site director, with the assistance of International Education, will develop emergency contact information, provide the information with the program's materials, and distribute a hard copy of the information to program participants prior to departure.

6.11 Course Approval: All UWRF credit-bearing education abroad programs must receive approval through an on-campus academic unit.

6.12 Recruitment/Promotion/Marketing: Education abroad program-specific promotion and advertising should be done/coordinated by education abroad program leaders. When an education abroad program is publicized to students/other participants, the publication must note the entire education abroad program cost (e.g., education abroad program fee, tuition, education abroad insurance, and so on). It should also provide some explanation/statement of the selection criteria and requirements/limitations especially with regard to participation by students with disabilities.

6.13 Communication: Education abroad leaders and on-site program coordinators will make necessary arrangements to carry a cell phone that has the capability of receiving and sending messages in-country and, when possible, internationally.

6.14 Academic Misconduct and Grade Appeals: Credit-bearing education abroad courses shall adhere to the same policies and procedures as on-campus courses for Academic Misconduct (UWS Chapter 14) and Student Appeal of Grades (UWRF *Faculty and Staff Handbook* 9.2.19).

6.15 Administrative, Fiscal, and Procedural Appeals: All education abroad program participants are bound by the terms of the Office of International Education official *Fees, Deposit and*

Payment Schedule, Applicant Cancellation and Refund Policy, which is included as part of students' application and acceptance materials. For student requests related to fee payment, refunds or other education abroad program policies or procedures or any other concern arising out of an education abroad program, students would follow required procedures.

7.0 EDUCATION ABROAD PROGRAM/INTERNATIONAL ACTIVITY APPLICATION POLICES & PARTICIPATION ELIGIBILITY

7.1 Application: Any student who participates in a UWRf education abroad program/international activity or is a UWRf student and travels abroad for educational purposes (credit & non-credit) is required to complete the online education abroad application.

7.2 Non-UWRf Student Participation: Students not currently enrolled at UWRf are eligible to participate in UWRf education abroad programming (in programs open to non-UWRf students) and will be enrolled as "special students" for the term they will be going abroad and complete all security and screening procedures required of any participating student. For possible community member participation, see section 3.9.

7.3 Academic Probation/Suspension and Minimum GPA: At a minimum, students must be in good standing (2.0 GPA or above) and not on Academic Probation or Suspension at the time they desire to participate in an education abroad program. Students on Academic Probation are allowed to appeal the limitation if they are able to display a commitment to, and potential for, academic success by providing International Education with requested additional application materials. International Education will then confer with the faculty or program leaders to make a determination on the student's eligibility. Students on Academic Suspension are not eligible to participate in education abroad programs. Some education abroad programs may set a minimum GPA needed in order to participate in the program; exceptions to these GPA requirements are reviewed on a case-by-case basis.

7.4 Student Conduct Review: All applicants wishing to participate in an education abroad program will undergo a UWRf student conduct review facilitated by International Education and Student Conduct & Community Standards. If the applicant has a disciplinary record, is under current investigation, or has significant behavioral concerns, Student Conduct & Community Standards will review the applicant's record with International Education before a decision is made regarding the student's admission to the program. Typically, students currently on Disciplinary Probation are not eligible to participate in education abroad programs. If a student is denied admission to a program but feels there are mitigating circumstances, the student should contact International Education for current appeal procedures. In cases where there is additional clearance process, OIE will facilitate any needed steps.

8.0 EDUCATION ABROAD PROGRAM PARTICIPANT POLICIES

8.1 Medical & Disability Self-Assessment: All education abroad participants are required to complete a *Medical & Disability Self-Assessment* after committing to a program. This document is used to determine needs and advising guidelines and will not be used to determine admission to any education abroad program.

8.2 Mandatory Insurance: All UWRF students who travel abroad for an education (curricular) or education-related (co-curricular) experience must be enrolled in the UW System negotiated and mandated education abroad insurance, regardless of whether they have other coverage on their own or through their parents/others. The UW System education abroad insurance plan is required of all faculty and staff who are accompanying UWRF students abroad in an official capacity. The fee for faculty/staff in OIE-administrated programs is paid by that program's account. The fee for faculty/staff in non-OIE-administrated programs should be paid through an account in their college. Spouses, partners or other adults accompanying the faculty/staff leader may choose to purchase a insurance policy at their own cost. Faculty/staff leaders/student participants who bring minor children are required to enroll and pay for the children's enrollment in the UW system's "Dependent" policy.

8.3 UW System Uniform Statement of Responsibility: Every participating student will receive as part of her/his online application materials/process the *UW System Uniform Statement of Responsibility* and the UWRF addendum. All participants must submit this as a signature document, which establishes informed consent, assumption of risk, and understanding of the terms and conditions of the program abroad.

8.4 Code of Conduct: Education abroad participants must agree to the terms of the standard code of conduct, a policy detailing conditions of participation and program participant responsibilities. This policy will further outline consequences for violations and non-compliance of this policy.

8.5 Orientation: Completing education abroad orientation materials is compulsory for UWRF students and any individual who is going through/with UWRF for an education abroad experience whether for credit or not.

8.6 Deposits and Program Commitment: A deposit (applied to the cost of the program) is required during the application process. Without a completed application, including a deposit, an application is not binding and the program may withdraw the application and grant admission to other applicants. If a participant either is not accepted into the program or withdraws their application prior to acceptance, the deposit is refunded. Once a participant is accepted, the deposit becomes nonrefundable and the International Education refund policy takes effect. Once participants are accepted they must commit to the program within five business days, or will deemed to have committed.

8.7 Additional Coursework Outside of Education Abroad Program: Students need to consult with their academic advisor and obtain appropriate domestic authorization from academic units (e.g., the departmental chair) to be allowed to take campus independent study, online coursework, or additional domestic credits while on an education abroad program, and these credits would be

outside of the jurisdiction of UW System Administrative Policy 810. The reason for the required special permission is that study abroad is already considered a full-time course load, and it is important that students do not assume more academic obligations than they can reasonably manage. Students and academic advisors should consult with the Office of International Education and UWRF Student Billing before initiating additional domestic credits. All on-campus tuition and other fees related to the campus independent study credits would be paid separately from the study abroad program fee (as the tuition amount for campus-based independent study should be collected as actual tuition) and is not managed or collected by the Office of International Education. Payment of the full education abroad program fees is separate and will still be required.

8.8 Notice of Intent and Program Release Form: Program participants who elect not to return on the scheduled program return date or who decide not to complete the program should sign and submit to the education abroad program leader (or, in the case of a non-faculty-led program, International Education) a *Program Release Form*.

8.9 Passports/Visas: A valid passport is required of all education abroad participants; a country-specific visa may also be required for travel to some destinations. Participants are responsible for obtaining their own passports and other required travel documents.

8.10 Travel Advisory Countries: Participant safety is a priority for UWRF. The U.S. Department of State Travel Advisory warnings indicate that “There is some risk in any international travel.” Staff and students should consult the State Department’s Travel Advisory notices, and these will be considered by the International Risk Management Group as it considers travel requests. Approval to travel is not guaranteed. As part of the UW System Uniform Statement of Responsibility, Release, and Authorization, participants must agree voluntarily and without reservation to indemnify and hold harmless the University, Board of Regents of the University of Wisconsin System (Board of Regents) and their respective officers, employees, and agents from any and all liability, loss damages, costs, or expenses (including attorney’s fees) which do not arise out of the negligent acts or omission of an officer, while acting within the scope of their employment or agency, as a result of their participation in the program, including any travel incident thereto.