Faculty Guidebook & Application for Developing Short-Term Programs Abroad

UNIVERSITY OF HARTFORD
INTERNATIONAL CENTER
TABLE OF CONTENTS

Introduction and Contact Information ................................................................. 3
Overview and Cancellation Disclaimer ................................................................. 4
Application Procedures for Faculty ................................................................. 5
Travel Arrangements ............................................................................. 5
Faculty-Led Course Abroad Timeline ......................................................... 6
First-time Faculty Considerations ............................................................. 7
Responsibilities and International Center Support ................................... 8
Co-Leader Responsibilities .................................................................... 9
Program Budget .................................................................................... 10
Course Evaluation/Assessment ................................................................. 12
Recruitment/Advisement ...................................................................... 12
Faculty Checklist .................................................................................. 13
Establishing Ground Rules .................................................................. 14
Tips while Abroad ................................................................................. 14
Medical Insurance/Emergency Assistance Policy and Behavioral Issues .......... 15
Emergency Procedures ......................................................................... 16
Travel with United Healthcare Global .................................................. 17
Department of State Travel Warnings Policy ......................................... 24
Faculty Receipt and Acknowledgement of Policy Form ............................. 31
Student Application/ Cancellation Policies ............................................ 32
Copies of Student Forms .................................................................... 33
Faculty Course Abroad Application Form ............................................. 37
Introduction

The International Center welcomes faculty and staff interest in developing short-term programs abroad. These experiences provide unique opportunities for students to acquire cultural competency and engage as responsible citizens in the global community. The option to conduct a faculty-led program abroad is open to both full-time and part-time faculty members of all disciplines.

The most successful programs are planned early, and include significant involvement by the faculty leader with the development and management of the program, as well as with the recruitment and preparation of students. While abroad, students often rely on the faculty leader to serve as their advisor, cultural interpreter, and advocate as they negotiate the challenges of a new culture. The International Center is here as well to provide support as you develop, and then lead, a University of Hartford faculty-led program abroad.

Throughout this handbook, you will find information outlining the responsibilities of the faculty and International Center, travel guidelines, emergency policies and procedures, in addition to other important topics.

We look forward to assisting you in guiding students through an unforgettable international experience!

Contact Information

The International Center is available to review potential programs and to discuss any questions or concerns. The University of Hartford’s faculty-led programs abroad offer students the ability to experience firsthand and deepen their understanding of diversity in the global environment. On behalf of the International Center, we hope many of you will take advantage of the opportunity to conduct a faculty-led course.

For additional information or questions, please contact the following individuals:

Nicole Kurker-Stewart, Director of the International Center
kurkerste@hartford.edu Phone: 860-768-5101

Meaghan Murphy, International Program Administrator
meamurphy@hartford.edu Phone: 860-768-5100
Overview

Faculty-led programs are offered during winter, summer, or spring break, typically last from one to four weeks, and result in 1 – 6 University of Hartford credits. Faculty and staff may also develop non-credit bearing short-term travel abroad programs, including service-learning opportunities. Credit-bearing options include a course taught entirely abroad, or a full semester or summer term course in which the international component is embedded. All programs must be led by a full-time faculty or staff member. Adjunct and Emeritus faculty should collaborate with a full-time faculty or staff member to develop a program.

Destinations include anywhere in the world not currently experiencing political or social unrest. For overall safety and health summaries of locations abroad, please refer to the following websites:

- U.S. Department of State: http://www.state.gov/travel/
- U.S. Department of State current Travel Warning List: www.travel.state.gov

The University of Hartford’s Travel Warning Policy, included in this guidebook, restricts university-sponsored travel to those countries or regions of countries for which the U.S. Department of State has issued a Travel Advisory Level 3 or 4, and/or for which the CDC has issued a Travel Health Notice Warning – Level 3 (Avoid Nonessential Travel).

While abroad, the faculty leader serves as the university’s legal representative, and must be prepared to contact the University’s International Situation Management Team (ISMT) should an individual or group crisis arise.

Cancellation Disclaimer

The International Center reserves the right to cancel and/or not approve any faculty-led program based on perceived risk factors. If a U.S. Department of State travel alert, advisory, or warning comes into effect, the situation will be assessed and reviewed for safety, with final determination made by the Senior Associate Provost and Dean of Enrollment Management.
Application Procedures for Faculty

The following steps are required in order to ensure the academic integrity and thoroughness of preparation for the program. All programs abroad must be financially self-supporting.

1. Discuss your plans with your department chair and/or dean to ensure departmental and college support.

2. Schedule a meeting (optional) with the Director of the International Center to discuss your proposal, including course objectives and the feasibility of your program.

3. Develop your course and complete the “Faculty-Led Course Abroad Application Form,” found on page 31 of this handbook.

4. Obtain signatures from the Department Chair and Dean to confirm endorsement of the proposed course.

5. Submit the “Faculty-Led Course Abroad Application Form” and budget proposal from the webpage to the International Center for final approval by specified deadlines:

   **Winter Term Travel:** Proposal due no later than February 1st  
   **Spring Break Travel:** Proposal due no later than August 1st  
   **Summer Term Travel:** Proposal due no later than October 1st

   Faculty will be notified regarding approval of the course within one month of proposal submission. In the event that multiple proposals are received for the same destination, preference will be given based on target population and subject matter.

Travel Arrangements

Due to liability, faculty must work with a vetted travel agency or third party provider to design and conduct all logistical aspects of the program, including transportation, excursions, accommodations, etc. The International Center is available to recommend third party providers, and must also vet and approve any contracts. Every effort should be made to verify the reliability, reputation, and safety record of any service provider you are considering employing.

*Service providers must have insurance which covers their operations.*
Faculty-Led Course Abroad Timeline

**Winter Travel**

**February 1st:** Program Application & Budget Proposal Due

**March 1st:** Faculty notified of program approval/denial

**Mid-April:** Student Info Session for faculty-led travel abroad during winter term

**Mid-September:** Optional Student Info Session for all faculty-led winter term travel abroad

  *Faculty may choose to host additional info sessions specific to their program*

**October 1st:** Student applications and initial $1,000 deposit due; students notified of acceptance within one week

**November 15th:** Student passport/registration paperwork and final payment due

**November 15th:** Scholarship deadline for winter travel

**Spring Break Travel**

**August 1st:** Program Application & Budget Proposal Due

**August 15th:** Faculty notified of program approval/denial

**Mid-September:** Student Info Session for faculty-led travel abroad during spring break

  *Faculty may choose to host additional info sessions specific to their program*

**November 1st:** Student applications and initial $1,000 deposit due; students notified of acceptance within one week

**November 15th:** Scholarship deadline for spring break travel

**December 15th:** Student passport/registration paperwork and final payment due

**Summer Travel**

**October 1st:** Program Application & Budget Proposal Due

**October 15th:** Faculty notified of program approval/denial

**Early November & Late January (optional):** Student Info Session for faculty-led summer travel abroad. Note: *Faculty may choose to host additional info sessions specific to their program*

**February 15th:** Student applications and initial $1,000 deposit due; students notified of acceptance within one week

**March 15th:** Student passport/registration paperwork and final payment due

**April 15th:** Scholarship deadline for summer travel
Considerations for First-time Faculty Leaders

As you start planning, consider the following factors:

- Your knowledge and contacts with the program site, host country language, and culture
- Amount of time to be committed both at the University of Hartford and abroad
- Feasibility of budget
- Previously demonstrated student interest in proposed course and/or region

Anticipate potential issues and develop a plan to handle them, such as lost baggage, missed flights, illness of a student or program director, lack of transportation, etc. Your program provider will be able to offer guidance with these and other issues that may arise.

Additionally, it is important to acknowledge with students from the beginning that this is not a trip, tour, or vacation. Students are expected to prepare for your program, fully participate, and meet the overall learning objectives you set forth.

The following considerations may be helpful as you develop your program.

Transportation:
- Where does the program originate?
- Is the departure date a holiday or other time of year when heavy traffic is anticipated?
- How is the group traveling from the point of departure to the destination?
- How is the group traveling within the host country?
- What size are the vans/buses in the host country?
- Are there country-specific regulations on how long coach drivers can drive in a day?
- What kind of insurance do the drivers have?

Housing:
- Where will the group stay? Is the area safe and well-lit? Are there adequate fire exits?
- How will roommates or host families be selected?
- Are housing deposits or payment in full required prior to departure?

Meals:
- Are meals provided as part of the cost of accommodations?
- Will there be any group meals?
- Where will students take independent meals?
- Will a meal allowance be budgeted into the program fee to cover independent meals, or will students be expected to bring additional money?
- Are there students with food allergies? How can they be accommodated in the host country?
Excursions:
- What relevant academic, professional, and/or cultural site visits, tours, lectures, etc. can be planned in accordance with the course content?
- What contacts does the faculty member have that might be of assistance?
- Who will make the arrangements for these excursions?

Passports and Visas:
- All participants must submit a photocopy of their valid passports online via the International Center website at the time of application. If you do not yet own a passport at time of application, please contact the International Center.
- Will visa(s) be needed? If yes, students must contact the consulate to determine the application process for obtaining a visa, as requirements vary by country.
- International students requiring a visa to travel should refer to the International Center upon acceptance, as the process of obtaining a visa can be lengthy.

Health and Safety:
- Are there political disturbances or areas of instability in the country? If yes, how will you minimize the risk for the group?
- Have you checked the U.S. State Department’s Travel Warnings?
- Have you checked the Center for Disease Control’s Website?
- Are you aware of any allergies that participating students and/or co-leaders may have?
- Do you understand the International Center’s procedures and protocols for dealing with emergencies or crises?
- Do you have an international cell phone, or a cell phone for the country of destination?
- Do you have the battery charged and your adapter and converter in your carry-on luggage?

Responsibilities and Support

Upon approval, the International Center and the Lead Faculty member will work together to provide the following support:

The International Center:
1. Supports faculty with budgeting, including finalizing a payment timeline for students.
2. Collaborates with faculty to adhere to payment schedule of travel agency or third party provider, vetting and signing any contracts.
3. Upon request, books group roundtrip flights.
4. Assists with program advertising and informs students of program recruitment events.
5. Maintains a waitlist of interested students, if applicable.
6. Informs students about the payment process and refund policy.
7. Provides United Healthcare Global (UHCG) cards and coverage information for each participant of the program.
8. Registers each participant with the U.S. Embassy online prior to departure.
10. Assists with any issues during the course of the program.
11. Conducts a program evaluation with the faculty leader following conclusion of program.
12. Provides the following to the faculty leader:
   - Emergency Protocol
   - Faculty Emergency Card
   - Copies of the first page of each participant’s passport
   - Participant list with full names, cell phones, and emergency contact information

The Lead Faculty Member:

1. Designs academic aspects of the program, including professional, and/or cultural site visits, tours, and lectures.
2. Works directly with vetted travel agent or third party provider to plan and arrange all logistics (transportation, flights, accommodations, excursions, guides, etc.).
3. Prepares summary of program and flyer for advertising.
4. Conducts recruitment by speaking with students, presenting program information, etc.
5. Attends the faculty-led program info session for students at the beginning of the semester.
6. Ensures that students adhere to the University of Hartford’s “Study Abroad Code of Conduct.”
7. Serves as a guide, academic advisor, and responsible leader to students while abroad.
8. Documents academic issues, student illness/injury, conduct violations, and steps taken in response to all emergencies while abroad.
9. Informs the International Center via email of safe arrival and departure.
10. Completes the Travel Expense Voucher (TEV) if applicable, and other forms per email instructions and as outlined on page 11 of this guidebook, within 30 business days upon return. In the case of a cash advance, any additional reimbursement due will be refunded after the appropriate justification.
11. Provides instructions for students to complete the International Program Evaluation Form either on the last day of the program or online within ten days upon return, to submit to the International Center.

Co-Leader Responsibilities

Faculty traveling with ten or more students must have an additional university staff member, referred to hereafter as the program co-leader. Only University of Hartford employees are permitted to act as co-leaders (Exceptions will be reviewed on a case by case basis). If requested, the International Center can assist you with obtaining a program co-leader.

Co-Leader Responsibilities

1. Attend the Student Pre-Departure Safety and Security meeting.
2. While abroad, assist instructor in the case of any emergencies.
3. Be available 24/7 during the program and act as the primary contact at the direction of the lead faculty member.
4. Discipline students in accordance with the University of Hartford code of conduct policy when necessary.
5. Communicate well with college-age students, and serve as a role model when traveling abroad and interacting with people of different cultures.

Additional responsibilities may vary by program. The Faculty Leader will communicate any additional tasks or responsibilities to the co-leader.

**Program Budget**

The fee charged for each travel course will be determined in consultation with the International Center. The fee may include: housing, in-country travel, emergency evacuation insurance, flight, entrance fees, local assistance payments, equipment, and other necessary fees. Coverage of meals may vary by program.

Faculty and student airline tickets must be for economy class seats, and student monies may only be used to cover tickets for the authorized instructor and co-leader. Any professor desiring an upgrade to business class must cover the cost differential with private funds.

**Faculty Expenses:** Potential expenses which the faculty member may incur include: ground transportation, accommodations, meal allowance, tickets/entry fees, internet access, etc. The faculty member will be reimbursed upon return for these expenses, as long as they were properly budgeted in the proposal and an itemized receipt is submitted. The faculty member will not be reimbursed for personal expenses, including the purchase of personal effects and souvenirs while abroad, as well as any potential upgrades to transportation or accommodations, etc.

**No alcohol may be purchased for students. The University of Hartford’s alcohol policy continues to govern students abroad.**

**Student Expenses:** Typical student expenses include:

- Student transportation (airfare, bus, metro, rail, etc.)
- Student lodging (apartments, hotels, hostels, host families, etc.)
- Student meals
- Student cost for required group events or excursions (museum entry fees, theater tickets, tours, etc.)

**What is NOT included in the Program Fee?**

The faculty member must make clear the additional fees each student will incur. It is useful to provide students with estimates and guidelines when possible for the following potentially additional fees:

- Personal internet access and/or cell phones
- Passport and visa fees
- Inoculations and medications
• Meal costs
• Spending money

**Determining the number of participants:** Enrollment targets should account for the variable expenses of a particular program. Certain expenses may or may not vary depending on the number of participants, such as airfare, lodging, transportation, entry fees, etc.

**Emergency Program Costs:** Outside variables which may arise due to unforeseen circumstances include: student emergencies and withdrawal, currency fluctuations, natural disasters, etc. For this reason, an emergency fund contribution of $150.00/participant must be included in the program budget. In the event of an emergency, the instructor will be reimbursed for all emergency-related expenses.

**Billing the Students:** The International Center will confirm with students the final cost of the program once the students are enrolled, to be paid in installments agreed upon by the instructor, the International Center, and outside agency, if applicable.

**Registration:** Students will apply for the faculty-led course through the online application. Students must also complete the “Program Authorization Form” during the pre-departure meeting, which includes registration details.

**Tuition:** For courses taught during the fall and spring semesters, but with travel taking place during the winter or summer term, the faculty-led course will be billed as part of the regular semester's tuition. For courses taught during the winter or summer sessions, tuition fees will be applied to the students’ bills in addition to the cost of the program. Please note that graduate students will pay fifty percent of the tuition costs.

**Restrictions:** Student funds may only be used to cover the expenses of the authorized instructor and/or co-leader approved for the course.

**Left-Over Money:** If the faculty member becomes aware before the program ends that there will be additional funds left over, he/she can organize an extra excursion, dinner, or farewell party during the program. Left over money will not be available for future programs.

**Cash Advance:** If the faculty member does not hold a P-card and wishes to apply for a cash advance, not to exceed $750.00, a Cash Advance Request Form found at [https://ned.hartford.edu/forms/forms.htm](https://ned.hartford.edu/forms/forms.htm) must be completed at least 20 days prior to travel. Cash advances must be reconciled within 30 days of return.

**Faculty Reimbursement:** Faculty must submit a Travel Expense Voucher (TEV), including all original itemized receipts, within 30 days of completion of the program. Expense reports must be submitted in U.S. dollars with conversions. Currency exchange rates can be found at [http://www.oanda.com/convert/classic](http://www.oanda.com/convert/classic). Faculty who currently hold a P-Card may use it instead of the TEV, provided expenses are coded to the correct account. University staff in Accounts Payable will make the final determination of amount reimbursed.
Course Evaluation/Assessment

On the last day of the program or upon return, students must complete the International Center’s course evaluation form, due to the office ten days after the program end date. The evaluation form is also available online at the International Center’s webpage. It assesses the content of the program, along with the impact of the experience abroad on learning and personal development.

Faculty should schedule a meeting with the Director of the International Center to discuss the successes, concerns, and future recommendations for the program. A summary of the trip and photo of the group is also requested, which will be added to the website to increase publicity and share the experience with the university community.

Recruitment / Advertisement

No recruitment can be done until the course has been officially approved. Once approved, the International Center and faculty leader will co-host an informational session for interested students.

After this session, professors may recruit in their classrooms, post flyers, send out emails, and provide additional information sessions. The International Center will also post program details on the study abroad website, hang flyers in the office, inform students who attend study abroad sessions, and email students who have indicated an interest in faculty-led courses. Faculty will receive a weekly email update on the number of student applications/deposits.

Faculty members are required to recruit and confirm no fewer than ten students per program. In order to run, a program must have received a minimum of ten deposits by the due date agreed upon with the International Center. Exceptions will be reviewed on a case by case basis.

All advertising to students must be approved by the International Center, with an emphasis on the academic content of the course, including the following:

1. Number of credits
2. Dates
3. Cost including tuition
4. Amount of deposit required ($1,000.00)
5. Contact information for faculty leader and the International Center

The goal of the International Center, in conjunction with the faculty leader, is to provide students with as much information as possible to ensure realistic expectations about the program, and also to help students understand the processes, requirements, and deadlines for the University of Hartford’s faculty-led courses abroad.
Faculty Leader(s) Checklist prior to Departure

Please forward the following materials to the International Center a minimum of **three weeks** prior to departure:

- Daily schedules, lodging details, and all group flight itineraries
- Your 24/7 phone and email contact information while abroad
- An electronic submission of the first page of your passport at [https://universityofhartford.wufoo.com/forms/uhart-study-abroad-passport-information/](https://universityofhartford.wufoo.com/forms/uhart-study-abroad-passport-information/) (expiration date at least six months after program ends)

Additionally, faculty should plan to travel with the following:

- Valid passport
- Photocopy of first page of each participant's passport (provided by International Center)
- Valid visa (if required) [www.state.gov](http://www.state.gov)
- Copies of provider contracts
- Required immunizations (if applicable) [www.cdc.gov](http://www.cdc.gov)
- List of in-country contacts (including emergency assistance number and local police)
- U.S. Consulate or Embassy telephone, fax number and e-mail address (listed on emergency card provided by International Center)
- Participant list with full names, cell phones, and emergency contact information (provided by International Center)

Please remind students to obtain valid passports (expiration date at least six months after program ends) and valid visas, if applicable. Students must complete the following forms (online submission where indicated):

- “Study Abroad Application Form” [https://universityofhartford.wufoo.com/forms/study-abroad-application-form/](https://universityofhartford.wufoo.com/forms/study-abroad-application-form/)
- Copy of first page of passport, submitted at [https://universityofhartford.wufoo.com/forms/uhart-study-abroad-passport-information/](https://universityofhartford.wufoo.com/forms/uhart-study-abroad-passport-information/)
- Signed copy of the “Assumption of Risk and Release of Liability Form,” including emergency contact information (completed at pre-departure meeting)
- Signed copy of the “Participant Short-Term Program Code of Conduct,” (completed at pre-departure meeting)
Establishing Ground Rules for the Program

Nationally recognized best practices and guidance from previous faculty leaders recommend that clear behavioral expectations must be set and communicated to students prior to departure.

**The following information will be covered during the pre-departure orientation:**

1. Explanation of the University’s “Participant Short-term Program Code of Conduct,” and collection of student signatures.
2. Reminder that this is a study abroad program, not a vacation, trip or tour. Students are expected to arrive promptly and participate in all program events while abroad, and to inform the lead faculty, co-leader, and/or a roommate regarding their whereabouts during free time. Any missing student/students who do not return to their rooms overnight should be reported immediately to the lead faculty.
3. Students are expected to travel and return with the group, unless they have obtained prior authorization from the faculty leader and International Center. If students plan to travel independently during free time, they must provide the lead faculty with location information and lodging details. The faculty leader is responsible for obtaining this information once overseas.
4. Inform students that after the initial on-site orientation, they will be responsible for navigating around on their own.
5. Provide students with a phone number where the faculty leader and co-leader can be reached at all times in case of emergency.

**Tips while Abroad**

1. Provide students with an orientation to the area, including maps and/or guidebooks. Your program provider should be able to supply these materials.
2. Schedule bathroom breaks every two hours. In many establishments, a nominal fee is charged for use of the bathroom.
3. Utilize a buddy system while on excursions, and always conduct a headcount with your co-leader at the start and end of each event.
4. Establish a safe meeting place with students in case of emergency. In many instances, the hotel itself can serve as a safe meeting location.
5. If a student is terribly homesick and wishes to return home, listen carefully and empathetically, urging him/her to talk with parents or guardians. If he/she still wishes to leave, encourage the student to arrange departure plans, again in consultation with parents or guardians. It is the student’s responsibility to make all logistical arrangements and cover the extra cost. No refunds can be issued for early departure.
Medical Insurance / Emergency Assistance Policy

Any University of Hartford faculty, staff, or student participating in university travel must purchase the university’s emergency travel plan through United Healthcare Global Group, Inc. This mandatory plan provides medical, security, and travel-related assistance services, and will be included in the overall cost of the program. Current rates are indicated on the budget proposal spreadsheet completed by faculty as part of the program application.

The United Healthcare Global emergency travel plan is not the same as medical insurance. All University of Hartford faculty, staff, and students participating in university travel must maintain health insurance coverage which meets the standards set forth by the University of Hartford’s Student Health Service, and to make certain that their policies cover them while abroad.

It is each individual’s responsibility to know his or her coverage, and to become familiar with the university’s emergency assistance policy, detailed below.

For medical coverage, verify the following:
- What is covered under the Medical Insurance Plan?
- How are prescription drugs covered?
- Are you covered if you have a pre-existing condition?
- What is the process for filing a claim?
- Do you have to pay a deductible?
- When outside of the United States, you will likely be asked to pay upfront for medical care. Determine your provider’s procedures for seeking reimbursement.

Read and carefully consider all aspects of your medical insurance policy, discussing coverage with family members if necessary. Consider your physical and mental health, and make any concerns known to the International Center so that you can obtain the support needed for a successful experience.

Behavioral Issues

Students
Students studying abroad are expected to adhere to reasonable academic and behavioral norms. Failure to do so may result in their dismissal from the program. Please make sure that all of the students on your program have read, discussed with you, and signed the “Participant Short-Term Program Code of Conduct.” A copy of this document is provided in this handbook, along with a Student Warning Form. If a student’s behavior requires a warning by any of the faculty leaders, please scan a copy of that warning to the International Center.

In the event you need to dismiss a student from the course due to behavioral issues:
- If the student violates the “Participant Short-Term Program Code of Conduct,” warn the student once both verbally and in writing. See “Student Warning Form” on page 28. Sign the form, have the student sign, and scan or fax it as soon as possible to the International Center at 860-768-4726.
• If the behavior continues after the warning, officially withdraw the student from the course and inform the student that he/she can no longer participate and must find his/her own way home. Inform the International Center that this has occurred. Keep a specific written record of the date of your actions and the circumstances that led you to withdraw the student.

• **Substance Abuse**: Many countries have very harsh laws on the possession and/or consumption of controlled substances. Students caught with illegal drugs are subject to the local laws of the country in which the student is traveling. In addition, personal involvement or association with others involved with drugs of any kind will be considered misconduct abroad, and can lead to dismissal from the program.

**Faculty Leader**
The University reserves the right to remove the faculty leader from the program at any time should his/her actions or general behavior, at the sole discretion of the University, be determined to impede or obstruct the progress of the program in any way.

**Emergency Procedures**

**In the event of an emergency (natural disaster, war, terrorist attack, kidnapping, etc.):**

• Immediately gather students together in the pre-determined safe place.

• Call the head of the International Situation Management Team and the Director of the International Center:

  **Chuck Colarulli**, Work: 860-768-4749  
  **Cell**: 860-306-4969

  **Nicole Kurker-Stewart**, Work: 860-768-5101  
  **Home**: 860-402-3615

• Maintain communication with the parents or designated emergency contact as the situation unfolds, trying to the extent possible to respect parents’ wishes.

• If a student is involved in a serious accident and must be medically evacuated or repatriated, contact United Healthcare Global (UHCG) to discuss the plan of action. UHCG will also assist with medical or dental referrals, and with the repatriation of mortal remains. Please carefully review the UHCG policy before departure.
TRAVEL WITH UNITED HEALTHCARE GLOBAL (UHCG)

Effective July 1, 2007, the University of Hartford has contracted with a company called United Healthcare Global Group, Inc. to provide worldwide assistance and evacuation services for all study abroad participants. Each participant will receive a wallet card, which contains the University of Hartford’s group identification number and the Emergency Response Center phone numbers on the back. The wallet card should be carried by participants at all times while abroad. Students are automatically enrolled with UHCG, so there is no need to activate the card. For more information, visit www.uhcgglobal.com.

The services provided by UHCG range from telephone advice and referrals to full-scale evacuation. The UHCG network of multilingual specialists operates 24 hours a day, 365 days a year from UHCG Emergency Response Centers around the world. Your UHCG membership, provided by the University of Hartford, protects you against a variety of difficulties that could arise while you are abroad. The coverage is designed to supplement the policies, procedures and support staff, which the University of Hartford already has in place.

It is important to understand that, although UHCG will offer students travel, medical and security advice and services, as well as on-line access to information which many insurance companies do not offer, UHCG is NOT health insurance. The University of Hartford continues to require all students to maintain health insurance coverage that meets the standards set forth by the University of Hartford’s Student Health Service, and to make certain that their policies cover them while abroad.

Whenever you are traveling or living abroad, you can access up-to-date reports on more than 170 countries worldwide on health issues, medical care and vaccination requirements via the UHCG website—your home page for travel, health and safety information (located at https://members.uhcgglobal.com). The UHCG website also contains on-line security tools including global monitoring, country specific information and travel tips. We strongly encourage all students to visit the website to gain information about the country and regions where they are traveling. Please read below for instructions for log-on information.

Creating a Global Intelligence Center Account
1. Visit https://members.uhcgglobal.com
2. Select “Create User.”
4. Create a unique username and password and accept the User Agreement.
5. Click “Register Now,” complete final information and click “Finish.”
Be sure to retain your username and password for future Global Intelligence Center access.

Use the Global Intelligence Center to access:
- Your program description, United Healthcare ID Card, travel links and tips.
- World Watch® - a security and travel intelligence searchable by country and city.
- Medical Intelligence Reports – a medical database of common diseases, medical challenges, and precautions such as recommended immunizations for your destination.
While abroad, your first contact should always be the director of your overseas program, as instructed during your orientation. If you are traveling, and/or in an emergency situation where you are not able to reach that person, you should contact UHCG, who will work to meet your needs immediately and will contact the University of Hartford’s on-call staff in the United States.

Please be aware that some of UHCG’s services carry additional charges. Should you request a service which has an additional charge; UHCG will inform you in advance and will require a credit card number in order to activate the service. Students will be charged for United Healthcare Global as part of the program fee. Additional information can be found at http://www.hartford.edu/international-center/study-abroad/preparing_to_go_abroad/health_and_safety.aspx.

Assistance and Evacuation
The Travel Assistance Services program provides 24/7 emergency medical and concierge assistance services when you are outside your Home Country or 100 or more miles away from your primary residence in your Home Country. The program also provides emergency security assistance services when you are outside of your Home Country. Expatriates are eligible for medical services while in your Host Country, while traveling outside of your Home Country, or while traveling within your Home Country 100 or more miles away from your primary residence. Expatriates are eligible for security services while in your Host Country or when traveling outside of your Home Country.

How To Use UnitedHealthcare Global Assistance Services
If you have a medical, personal safety or travel problem, simply call for assistance. Our toll-free and collect-call telephone numbers are printed on your ID card. Either call the toll-free number of the country you are in, call the Emergency Response Center collect, or email the Emergency Response Center at:

Baltimore, MD, USA +1-410-453-6330
Assistance@uhcglobal.com

A multilingual case manager will ask for your name, your group name, the group number shown on your ID card, and a description of the situation. We will immediately begin assisting you. A full listing of services follows.

If the condition is a medical emergency, you should go immediately to the nearest physician or hospital without delay and then contact the 24-hour Emergency Response Center.
In the event of an emergency security situation, you should immediately get to a safe location and then contact the Emergency Response Center. We will then take the appropriate action to assist you and monitor your care until the situation is resolved.

The program provides Medical Evacuation & Repatriation Services, Medical Assistance Services, Security & Political Evacuation Services, Destination Intelligence, and Concierge Assistance Services as described below. These Travel Assistance Services will be provided to the extent commercially reasonable and subject to the Conditions and Limitations outlined below.

MEDICAL EVACUATION & REPATRIATION SERVICES
If a Participant sustains an Illness or Injury, UHCG, upon the Participant’s request, will provide the services specified below. The Participant is responsible for the associated costs and expenses, including but not limited to transportation costs. In all cases, the Participant is responsible for any costs associated with medical care and/or treatment.
Emergency Medical Evacuation: If a Participant sustains an Illness or Injury and experiences an Emergency Medical Event, UHCG will arrange for a medically supervised evacuation to the nearest medical facility it determines to be capable of providing appropriate medical treatment.

Dispatch of Doctors/Specialists: If a Participant experiences an Emergency Medical Event and UHCG determines that a Participant cannot be adequately assessed by telephone for possible evacuation from the initial medical facility or that the Participant cannot be moved and local treatment is unavailable, UHCG will arrange to send an appropriate medical practitioner to the Participant’s location when it deems it appropriate for medical management of a case.

Medical Repatriation: Following stabilization of a Participant’s medical condition and discharge from the hospital, UHCG will coordinate the transportation of the Participant to his/her Home Country or Host Country if it determines that the Participant should return to the Home Country or Host Country for continuing medical care. Medical escorts and mobile medical equipment will be arranged if UHCG determines either is necessary during the transportation. UHCG will also arrange for a change to a Participant’s existing return travel arrangements if the change is required as a direct result of the Participant’s medical condition or treatment.

Transportation after Stabilization: If Medical Repatriation is not required following stabilization of the Participant’s condition and discharge from the hospital, UHCG will coordinate transportation to the Participant’s point of origin, Home Country, or Host Country.

Transportation to Join a Hospitalized Participant: If a Participant who is travelling alone is or will be hospitalized due to an Illness or Injury, UHCG will coordinate round-trip airfare for a person of the Participant’s choice to join the Participant. UHCG will also assist with the arrangement of such person’s hotel stay during the Participant’s hospitalization.

Return of Minor Children: If a Participant’s minor child(ren) age 18 or under are present but left unattended as a result of the Participant’s Injury or Illness, UHCG will coordinate airfare to send them back to the Participant’s Home Country. UHCG will also arrange for the services, transportation expenses, and accommodations of a non-medical escort, if required as determined by UHCG.

Repatriation of Mortal Remains: In the event of a Participant’s death, UHCG will assist in obtaining the necessary clearances for the Participant’s cremation or the return of the Participant’s mortal remains. UHCG will coordinate the preparation and transportation of the Participant’s mortal remains to the Participant’s Home Country or place of primary residence, as it obtains the number of certified death certificates required by the Host Country and Home Country to release and receive the remains.

MEDICAL ASSISTANCE SERVICES

Worldwide Medical and Dental Referrals: Upon a Participant’s request, UHCG will provide referrals to pre-approved physicians, hospitals, dentists, and dental clinics in the area the Participant is traveling in order to assist the Participant in locating appropriate treatment and quality care.

Monitoring of Treatment: As and to the extent permissible, UHCG will continually monitor the Participant’s medical condition. Physician Advisors will provide consultative and advisory services to UHCG in relation to the Participant’s medical condition, including review and analysis of the quality of medical care received by the Participant.

Facilitation of Hospital Payment: Upon securing payment or a guarantee to reimburse, UHCG will either wire or guarantee funds needed for admitting a Participant into a hospital for medical treatment. The Participant is responsible for the payment of the cost of medical care and treatment, including hospital expenses.

Relay of Insurance and Medical Information: Upon a Participant’s request and authorization, UHCG will relay the Participant’s insurance benefit information and/or medical records and information to a health care provider or treating physician, as appropriate and permissible, to help prevent delays or denials of medical care. UHCG will also assist with hospital admission and discharge planning.
24-Hour Health Information*: UHCG will provide access to registered nurses who are available 24 hours a day, 365 days a year, to deliver symptom decision support, evidence-based health information and education, and medication information. They will assist Participants in understanding treatment options to discuss with their doctor(s) and answer medication questions.

* 24-Hour Health Information may be provided by Optum® NurseLine.

Medication and Vaccine Transfers: In the event a medication or vaccine is not available locally, or a prescription medication is lost or stolen, UHCG will coordinate the transfer of the medication or vaccine to Participants upon the prescribing physician’s authorization, if it is legally permissible.

Updates to Family, Employer, and Home Physician: Upon a Participant’s approval, UHCG will provide periodic case updates to appropriate individuals designated by the Participant in order to keep them informed.

Hotel Arrangements: UHCG will assist Participants with the arrangement of hotel stays and room requirements before or after hospitalization or for ongoing care.

Replacement of Corrective Lenses and Medical Devices: UHCG will assist with the replacement of corrective lenses or medical devices if they are lost, stolen, or broken during travel.

SECURITY AND POLITICAL EVACUATION SERVICES
UHCG will provide the services specified below to a Participant, upon the Participant’s request, should an Emergency Security Event or Political Event arise. The Participant is responsible for the associated costs and expenses, including but not limited to transportation costs.

Transportation to Departure Point: As part of a Security or Political Evacuation, UHCG will coordinate the arrangement of a Participant’s ground transportation to the designated international airport or other safe departure point.

Security Evacuation: In the event of an Emergency Security Event, UHCG will arrange for the Participant’s evacuation from an international airport or other safe departure point UHCG designates to the nearest safe haven or directly to the Participant’s Home Country, if possible, and at the discretion of UHCG. Evacuation must be requested within 5 days (120 hours) from the time of issuance of the UHCG Evacuation Support Notification at the Evacuate status level. If evacuation becomes impractical due to hostile or dangerous conditions, UHCG will maintain contact with the Participant and advise the Participant until evacuation becomes viable or the Emergency Security Event has passed.

Political Evacuation: Should a Political Event arise involving a Participant, UHCG will arrange for the Participant’s evacuation from an international airport or other safe departure point to the nearest safe haven or directly to the Participant’s Home Country, if possible, at the discretion of UHCG. Evacuation must be requested within 5 days (120 hours) from the time of the departure order issued by the recognized government of the Participant’s Home Country or Host Country, as applicable.

Transportation after Security or Political Evacuation: Following a Security or Political Evacuation and when safety allows, UHCG will coordinate for one-way airfare to return the Participant to either the Participant’s Host Country or the Participant’s Home Country if Participant was evacuated to a safe haven.

DESTINATION INTELLIGENCE & SUPPORT
Global Intelligence Center: You will have online access to information about your program including information about UnitedHealthcare Global services, an electronic version of this program description as well as your ID card, a listing of telephone numbers for contacting UnitedHealthcare Global, and any online intelligence tools included in this program.

Medical Intelligence Reports: You will have online access to continuous updates on health information pertinent to your destination(s) of travel such as immunizations, vaccinations, regional health concerns, entry and exit requirements, and transportation information. You can also review certain preferred facilities for your travel destinations. Risk Ratings are provided for each country and rank the severity of risk concerning disease, quality of care, access to care, and cultural challenges.
World Watch® Global Security Intelligence: You will have online access to the latest authoritative information and security guidance for over 170 countries and 280 cities. Information includes the latest news, alerts, risk ratings, and a broad array of destination information including crime, terrorism, local hospitals, emergency phone numbers, culture, weather, transportation information, entry and exit requirements, and currency.

Pre-Travel Reports: Using information from the Medical Intelligence Reports and World Watch® online intelligence tools, you can create customized, printable health and security profiles for your destination.

Evacuation Support Notification: Our intelligence team monitors global events and tracks those that may trigger a need to evacuate a location. We will contact your program administrator to alert him/her to such situations to ensure your security and safety is not compromised. In addition, we will keep your program administrator updated on any escalation or downgrade in the status of the situation. These Support Notifications are staged between Warning, Alert, and Evacuate as the risk level of the situation increases or eases.

Security Analysts: Your program administrator will have 24/7 direct access to our in-house security and intelligence experts to provide consultation, discuss issues, or answer questions during an Emergency Security Situation.

CONCIERGE ASSISTANCE SERVICES
Replacement of Lost or Stolen Travel Documents: UHCG will assist the Participant in taking the necessary steps to replace passports, tickets, and other important travel documents.

Emergency Travel Arrangements: UHCG will make new reservations for airlines, hotels, and other travel services for a Participant in the event of: (a) an Illness or Injury, to the extent such Participant is entitled to receive Medical Evacuation and Repatriation Services; (b) in an Emergency Security Event, to the extent such Participant is entitled to receive Security Evacuation Services; and (c) during a Political Event, to the extent such Participant is entitled to receive Political Evacuation Services.

Transfer of Funds: UHCG will provide the Participant with an emergency cash advance subject to UHCG first securing funds from the Participant (via a credit card) or his/her family.

Legal Referrals: Should Participants require legal assistance, UHCG will direct the Participant to a duly licensed attorney in or around the area where the Participant is located.

Language Services: UHCG will provide immediate interpretation assistance to a Participant in a variety of languages in an emergency situation. If a requested interpretation is not available or the requested assistance is related to a non-emergency situation, UHCG will provide the Participant with referrals to interpreter services. Written translations and other custom requests, including an on-site interpreter, will be subject to an additional fee.

Message Transmittals: Participants may send and receive emergency messages toll-free, 24-hours a day, through the UHCG Emergency Response Center.

DEFINITIONS
“Emergency Medical Event” means an event wherein a Participant’s medical condition and situation are such that, in the opinion of UHCG and the Participant’s treating physician, the Participant requires urgent medical attention without which there would be a significant risk of death, or serious impairment and adequate medical treatment is not available at the Participant’s initial medical facility.

“Emergency Security Event” means a civil and/or military uprising, insurrection, war, revolution, or other violent disturbance in a Participant’s Host Country, which results in UHCG issuing an Evacuate Stage Support Notification through the Evacuation Notification Service or either the Participant’s Home Country or Host Country ordering the immediate departure of Participants. An Emergency Security Event does not include a Natural Disaster (as defined below) or Emergency Medical Event.
“Enrollment Period” means the period of time for which the Participant is validly enrolled for the Travel Assistance Services and for which UHCG has received the appropriate enrollment fee.

“Expatriate” means a Participant who is temporarily traveling or residing outside such Participant’s Home Country for ninety (90) consecutive calendar days or who spends a total number of more than one hundred and eighty days outside of such Participant’s Home Country in any 12-month period during such Participant’s Enrollment Period.

“Home Country” means, with respect to a Participant, the country or territory as shown on the Participant’s passport or the country or territory of which the Participant is a permanent resident.

“Host Country” means, with respect to a Participant, the country or territory the Participant is visiting or in which the Participant is living, which is not the Participant’s Home Country.

“Injury” means an identifiable accidental injury sustained by a Participant and caused by a sudden, unexpected, unusual, specific event that occurs during the Participant’s Enrollment Period, and does not include an Illness.

“Illness” means a sudden and unexpected sickness suffered by a Participant that manifests itself during the Participant’s Enrollment Period, and does not include: (a) pregnancy except in the case of a major, vital complication during the first two trimesters of pregnancy which presents a clear and significant risk of death or imminent serious injury or harm to the mother or fetus, as reasonably determined by UHCG based on the information provided by the Participant; or (b) psychiatric, psychological, or emotional disorders.

“Insurance Plans” means any occupational benefit plan, health insurance, travel insurance or other insurance plan or public assistance program.

“Natural Disaster” means an unforeseen catastrophic event occurring directly from a natural cause, including, but not limited to, earthquakes, floods, storms (wind, rain, snow, sleet, hail, lightning, dust or sand), tsunamis, volcanic eruptions, wildfires or other similar events that meet all of the following: (a) the event results in severe and widespread damage in the area of the Host Country where a Participant is located; (b) UHCG has issued an Evacuate Stage Support Notification concerning the area or either the Participant’s Home Country or Host Country ordering the immediate departure of the Participant; and (c) the Participant’s location is Uninhabitable. In no event shall a Natural Disaster be deemed to apply to a marine vessel, ship or watercraft of any kind.

“Participant” means someone who is validly enrolled for a UHCG travel assistance program.

“Physician Advisors” mean physicians retained by UHCG for provision of consultative and advisory services to UHCG, including the review and analysis of the medical care received by Participants.

“Political Event” means a situation in which the officials of a Participant’s Home Country issue a written order requiring such Participant to leave his or her Host Country for non-medical reasons, or if a Participant is expelled or declared a “persona non grata” on the written authority of the Participant’s Host Country.

“Providers” mean the third-parties referred by UHCG to render medical, legal or transportation services to Participants.

“UHCG” means UnitedHealthcare Global.

“Uninhabitable” means that Participant’s Host Country location is deemed unfit for residence, as determined by UHCG security personnel in accordance with Home Country and Host Country authorities, due to lack of habitable shelter, food, heat, and/or potable water, and there is no suitable supplemental housing available within 100 miles of the disaster site.
CONDITIONS AND LIMITATIONS

These Travel Assistance Services are only available to a Participant during his/her Enrollment Period.

Concierge Travel Assistance, Medical Assistance and Medical Evacuation and Repatriation Services, are only available to Participants when they are outside of their Home Country or 100 or more miles away from their primary residence in their Home Country. Expatriates are eligible to receive such services while in their Host Country, while traveling outside of their Home Country, or while travelling within their Home Country 100 or more miles from their primary residence.

Security and Political Evacuation, and Repatriation Services are only available to Participants when they are outside of their Home Country. Expatriates are eligible to receive such services while in their Host Country, or when travelling outside of their Home Country.

Travel Assistance Services shall only be provided to a Participant after UHCG receives the request (in writing or via phone) from the Participant, or an authorized representative of the Participant of the need for the requested Travel Assistance Services. In all cases, the requested Services must be arranged, authorized, verified and approved in advance by UHCG.

UHCG acts as a referral service and facilitator of the Travel Assistance Services and does not directly provide medical, transportation, legal or other services that are performed by Providers. Providers are independent contractors and are not agents of UHCG. UHCG shall not be responsible for any services performed by Providers, and the Participants hereby waive any and all claims against UHCG for any loss, damage or injury arising out of, or resulting from, any services performed, or advice given, by Providers, including but not limited to medical advice and treatment.

With respect to any evacuation requested by a Participant, UHCG reserves the right to determine, at its sole discretion, the need for and the feasibility of an evacuation and the means, method, timing, and destination of such evacuation, and may consult with relevant third-parties, including as applicable, Physician Advisors, treating physicians, governments, and security analysts as needed to make its determination. In the event a non-medical evacuation has been requested by a Participant and UHCG has not issued an Evacuation Support Notification at the Evacuate status level, UHCG will use commercially reasonable efforts to adhere to any announcement made by the Participant’s Home or Host Country ordering the departure of personnel. In the event a Participant refuses an evacuation, UHCG shall not be responsible for expenses incurred for evacuation after the date for which the original evacuation is scheduled by UHCG. The decision to travel is the sole responsibility of the Participant.

UHCG may limit Medical Evacuation, Repatriation and related services upon reasonable notice in the event of an epidemic. Limitations may involve geographies, covered services, etc. In the event of any limitation, UHCG shall provide as much advanced written notice as possible.

In the event a Participant is incapacitated or deceased, his/her designated or legal representative shall have the right to act for and on behalf of the Participant.

UHCG shall not be responsible for the availability, timing, quality, results of, or failure to provide any medical, legal, transportation, or other care or service herein beyond UHCG’s reasonable control, including, but not limited to, acts of God, acts of any government or governmental agency (including any port, transportation or local authority), war or other hostility, civil disorder, the elements, fire, explosion, power failure, equipment failure, industrial or labor dispute, inability to obtain necessary supplies, a Participant’s failure to obtain care or service or where the rendering of such care or service, is prohibited by U.S. law, local laws, or regulatory agencies, or the failure or inability of any third-party to perform.

UHCG shall be subrogated fully and completely to any and rights a Participant may have under any Insurance Plans or against third parties who may be liable for the payment of, or a contribution toward the payment of, the costs and expenses of the Travel Assistance Services provided by UHCG including
without limitation hospital expenses in the event that UHCG pays or contributes to the payment of such expenses.

In no event shall UHCG be responsible for providing Travel Assistance Services to a Participant in a situation arising from or in connection with:

a) Travel arrangements that were neither arranged nor approved in advance by UHCG;
b) Taking part in military or police service operations;
c) Participant committing or attempting to commit, an unlawful act;
d) Participant’s failure to properly procure or maintain immigration, work, residence or similar type visas, permits or documents;
e) Incidental expenses, including but not limited to accommodations, local transportation, meals, and telecommunication charges;
f) The actual or threatened use or release of any nuclear, chemical or biological weapon or device, or exposure to nuclear reaction or radiation, regardless of contributory cause;
g) Any Evacuation or Repatriation that requires a Participant to be transported in a biohazard-isolation unit;
h) Any Evacuation or Repatriation when the Evacuate Stage Support Notification issued by UHCG has been posted for a period of more than 5 days (120 hours);
i) Hospital or medical treatment expenses of any kind or nature;
j) Security or Political Evacuations from a Participant’s Home Country;
k) Security or Political Evacuations when the Emergency Security Event or Political Event precedes a Participant’s arrival in the Host Country;
l) Security or Political Evacuation assistance directly or indirectly related to a Natural Disaster;
m) Medical Evacuations from a marine vessel, ship, or watercraft of any kind;
n) Medical Evacuations directly or indirectly related to a Natural Disaster that precedes a Participant’s arrival;
o) Initial transportation to local facilities, including ground ambulance fees.

University of Hartford Policy Related to Department of State Travel Warnings and University-Sponsored Travel Abroad

Responsible University Office: Provost’s Office
Responsible Officer: Dr. Guy C. Colarulli, Senior Associate Provost
Original Issue Date: 12/10/2008
Date Last Reviewed: 06/18/2018

Policy Statement
This policy applies to all University of Hartford faculty, staff, and students traveling abroad or studying abroad on University business, or University-sponsored programs and approved affiliated programs. In order to protect the health and safety of the aforementioned individuals, the University of Hartford
restricts travel in those countries or regions of countries for which the U.S. Department of State has issued a Travel Advisory Level 3 or 4, or for which the Centers for Disease Control and Prevention (CDC) has issued a Travel Health Notice – Level 3 (Avoid Nonessential Travel). An exception to this policy for faculty and staff may be granted by the International Situation Management Team (ISMT) under extraordinary circumstances.

Reason(s) for the Policy
This policy is an update of the former “University of Hartford Policy Related to Department of State Travel Warnings and University-Sponsored Travel Abroad,” previously issued on January 30, 2015. The University of Hartford is committed to providing a broad spectrum of international experiences for students, faculty, and staff. We highly encourage study abroad on University-approved programs, participation in other credit and non-credit international experiences, and faculty international research. At the same time, in the face of the safety risks in the world today, we are also committed to protecting the health and safety of students, faculty, and staff when they journey outside the borders of the United States. This policy outlines procedures for restrictions on University-sponsored travel abroad to countries or regions of countries for which the State Department has issued a Travel Advisory Level 3 or 4, or for which the CDC has issued a Travel Health Notice – Level 3. In addition, this policy sets forth procedures for all travel and study abroad to locations not currently under a Travel Advisory.

Primary Guidance to which this Policy Responds
Not applicable

Who is Governed by this Policy
All faculty, staff, students, and others traveling abroad on University business or University-affiliated programs are expected to comply with this Policy.

Definitions
“ISMT” is an acronym for the International Situation Management Team. The ISMT is a cross-functional team comprised of select department management critical to addressing and responding to an international incident that places in danger students, faculty, staff, and other members of the University community on a University of Hartford-sponsored program. The ISMT reports to the President of the University of Hartford, and its members consist of the Chair and Senior Associate Provost (who has supervisory responsibility for international travel), Vice President of Finance and Administration, Vice President of University Relations, Vice President for Student Affairs, Dean of University Programs, Co-Chair and Director of the International Center, and General Counsel ex-officio.
“CDC” stands for the Centers for Disease Control and Prevention, the health protection agency of the United States.

- The CDC issues three types of Travel Health Notices: Watch Level 1 (Practice Usual Precautions), Alert Level 2 (Practice Enhanced Precautions), and Warning Level 3 (Avoid Nonessential Travel). The University of Hartford restricts travel in those countries or regions of countries for which the CDC has issued a Travel Health Notice – Level 3.

“UHCG” are the initials for the University’s travel assistance policy through United Healthcare Global. This policy provides medical, security, and travel-related assistance in the event of an emergency abroad.

“Travel Advisories” are issued by the Department of State to advise U.S. citizens of the risks of traveling to a region or country, and to encourage them not to travel to these destinations until such time as the situation improves and the Travel Advisory has been lifted. Travel advisories may be issued in response
to unstable government, civil war, ongoing intense crime or violence, frequent terrorist attacks, natural disasters, etc.

- Any reference to “Travel Advisory” in this document refers to the specific kinds of warnings referenced in the “Procedures for Implementing this Policy" section below. When the State Department Warning targets a specific region(s) of a country, but not the country as a whole, travel is only restricted in those regions identified by the Travel Advisory. For example, a University of Hartford program or an affiliated program in Madrid would not be affected by a Travel Advisory that applied to the Basque region of Spain. A faculty member’s participation in a conference in Manchester, England would not be affected by a Travel Advisory that applied to London only.
- The State Department’s Travel Advisory system consists of four levels. The University restricts travel to any destination with a Travel Advisory of Level 3 or 4:
  - Level 1: exercise normal precautions
  - Level 2: exercise increased caution
  - Level 3: reconsider travel
  - Level 4: do not travel

Contacts

**Dr. Guy C. Colarulli**, Senior Associate Provost and Chair of the International Situation Management Team; Provost’s Office, 860-768-4749, [colarulli@hartford.edu](mailto:colarulli@hartford.edu)

**Nicole Kurker-Stewart**, Director, International Center and Co-Chair of the International Situation Management Team; International Center, 860-768-5101, [kurkerste@hartford.edu](mailto:kurkerste@hartford.edu)

Related Documents, Forms, and Tools

To view current Travel Warnings on the State Department’s website: [http://travel.state.gov](http://travel.state.gov)


Prior to travel abroad, all faculty, staff, students, and others participating on a University-sponsored or approved affiliated program are required to attend a pre-departure safety training hosted by the International Center, and submit the following to the International Center:

- Copy of flight itinerary, daily itinerary including accommodation and emergency contact information, passport copy, and visa copy if applicable
- Payment of the United Healthcare Global travel assistance fee
- Signed Assumption of Risk and Release of Liability Form

Policy Web Address

[http://www.hartford.edu/international-center/study-abroad/files/pdf/University%20of%20Hartford%20Policy%20Related%20to%20Department%20of%20State%20Travel%20Warnings%20and%20University.pdf](http://www.hartford.edu/international-center/study-abroad/files/pdf/University%20of%20Hartford%20Policy%20Related%20to%20Department%20of%20State%20Travel%20Warnings%20and%20University.pdf)

Related Policies

None

Procedures for Implementing this Policy

We strongly recommend that before traveling to any part of the world, students, faculty, staff, and other members of the University community familiarize themselves with the country specific information, advisory messages and health issues from both the U.S. Department of State ([http://travel.state.gov](http://travel.state.gov)) and
the Centers for Disease Control and Prevention (CDC) (https://wwwnc.cdc.gov/travel/notices). It is the responsibility of the individual traveler to consult the State Department website to obtain current information about the health and safety conditions of the proposed destination, paying particular attention to the “Travel Advisory” section which lists countries and regions about which the U.S. Government has serious concerns for American travelers. Although the University of Hartford does not prohibit travel to countries for which “Travel Advisories – Levels 1 or 2” have been issued by the State Department, we urge all travelers to consider seriously the risks in visiting such locales.

In order to protect the health and safety of its students, faculty, staff, and others, the University of Hartford restricts:

- **University-sponsored travel in those countries or regions of countries for which the State Department has issued a Travel Advisory that includes any of the following phrases:**
  - orders departure of U.S. dependents and non-emergency personnel;
  - recommends that any U.S. citizens remaining in the country should depart;
  - (strongly) warns U.S. citizens against (all) travel to the country (region); or
  - warns (urges) U.S. citizens to defer (all) (non-essential) travel to the country (region)

- **University-sponsored travel in those countries or regions of countries for which the CDC has issued a Travel Health Notice Warning – Level 3 (Avoid Nonessential Travel).**

In addition, all individuals traveling or studying abroad on University business, or University-sponsored programs and approved affiliated programs must sign the appropriate “Assumption of Risk and Release of Liability” form. All individuals participating in University-sponsored travel as indicated above must also obtain United Healthcare Global coverage from the International Center (Gengras Student Union 309) prior to departure.

Nothing in this policy shall serve to extend to any University of Hartford student, faculty, or staff the right to engage in University-sponsored travel abroad, and the University reserves the right to cancel any University-sponsored travel at any time, regardless of whether prior approval has been granted.

**1.0 Student Travel**

1.1 No University of Hartford student is permitted to embark on study abroad in the country/region under a U.S. Department of State Travel Advisory – Level 3 or 4 or CDC Travel Health Notice – Level 3 (per the Travel Policy above), nor are any short-term programs led by University faculty permitted to depart as long as the Travel Advisory – Level 3 or 4 and/or Travel Health Notice – Level 3 (per the Travel Policy above) are in effect. This restriction applies to the University’s own study abroad programs, University-sponsored travel programs (e.g., sports teams, performing groups, volunteer activities, organized tours for community members, or alumni, etc.), and study-away experiences sponsored by affiliated programs. Approval for University-sponsored study abroad or travel in these locations is suspended for the duration of the Travel Advisory – Level 3 or 4 and/or the Travel Health Notice – Level 3 (per the Travel Policy above).

1.2 If a student receives formal approval to participate in a program location prior to the issuance of a Travel Advisory – Level 3 or 4 or Travel Health Notice – Level 3 (per the Travel Policy above) or to the development of a critical situation, the University’s approval will be suspended until such time as the Travel Advisory – Level 3 or 4 and/or Travel Health Notice – Level 3 has been lifted or the critical situation is no longer a concern.

1.3 In the event that a Travel Advisory – Level 3 or 4 and/or Travel Health Notice – Level 3 (per the Travel Policy above) is issued or a critical situation arises while a University of Hartford student is participating in a University or an affiliated program already in progress, the University’s International
Situation Management Team (ISMT) will do all that it reasonably can to facilitate actions that will improve the safety of the individuals in the program.

1.4 If a University of Hartford student chooses on his or her own to apply for “active status” and to enroll in a study abroad program or pursue any academic work in a country/region where a Travel Advisory – Level 3 or 4 and/or Travel Health Notice – Level 3 (per the Travel Policy above) has been issued prior to or during the process of applying for study abroad, the student will not receive:
   • support or advice from any University of Hartford office or department,
   • University of Hartford grants, stipends, or financial aid to support research or travel in the affected areas,
   • UHCG coverage issued through the University of Hartford, or
   • pre-approved credit for the work undertaken in that location.

An exception to this provision of pre-approved credit may be made in cases in which students return to their home countries (they must possess the passport of that country) and are under their parent(s)’s or guardian’s care. With special permission, these students can receive prior approval for courses taken in their home countries.

2.0 Faculty and Staff Organizing Group Travel Experiences in Countries on the State Department’s “Travel Advisory – Level 3 or 4” and/or on the CDC’s Travel Health Notice – Level 3 List

No University of Hartford sponsored travel programs may embark for affected areas while the Travel Advisory – Level 3 or 4 Warning and/or Travel Health Notice – Level 3 (per the Travel Policy above) is in effect. This restriction applies to the University’s own study abroad programs, University-sponsored travel programs (e.g., sports teams, performing groups, volunteer activities, organized tours for community members, or alumni, etc.), and study-away experiences sponsored by affiliated programs. Approval for University-sponsored study abroad or travel in these locations is suspended for the duration of the Travel Advisory – Level 3 or 4 and/or the Travel Health Notice – Level 3 (per the Travel Policy above).

A Travel Advisory – Level 3 or 4 and/or Travel Health Notice – Level 3 must be lifted before a University-sponsored program may depart. In the case of University of Hartford programs already underway when a Travel Advisory – Level 3 or 4 and/or Travel Health Notice – Level 3 for the country/region is issued or a critical situation arises, the University’s International Situation Management Team (ISMT), in consultation with the faculty member on site and other knowledgeable sources, will do all that it reasonably can to facilitate actions that will improve the safety of the individuals in the program.

3.0 Staff Travel

3.1 Before traveling to a region of the world on university-related business, staff is required to familiarize themselves with the U.S. Department of State (http://travel.state.gov) and the Centers for Disease Control and Prevention (CDC) (https://wwwnc.cdc.gov/travel/notices) websites to carefully assess the health and safety risks posed by travel to a particular area.

3.2 Normally, staff may not use any monies paid from a University of Hartford administered account to support travel to countries/regions that have been designated by the State Department “Travel Advisory – Level 3 or 4” and/or Travel Health Notice – Level 3 specified in the Travel Policy above.

3.3 If staff makes the personal decision to travel to countries/regions that have been designated by the State Department with a “Travel Advisory – Level 3 or 4” and/or by the CDC with a Travel Health Notice
– Level 3 specified in the Travel Policy above, and to use their own funds to support this travel, they do so as private individuals with no connection to the University of Hartford.

3.4 An exception to the policy articulated for staff (3.2; travel to high-risk regions) may be granted under extraordinary circumstances. Staffs who seek personal exceptions to this policy should submit in writing a rationale for travel that contains the following:

- a. Details about the geographic environment of the work and its relation to security issues;
- b. Information about travel advisories or warnings of other countries (e.g., Britain, Australia, New Zealand, Canada) about the country under the U.S. State Department Warning;
- c. The local support structure available to the individual and evacuation plans in case of an emergency;
- d. The individual’s familiarity with and experience of the locale, its language, and culture prior to this program;
- e. The importance and significance to the University of the staff member’s travel and the necessity of doing the work in that particular locale;
- f. Documentation that the staff member has appropriate health insurance coverage in the locale in question;
- g. Documentation about whether the location is covered under the University’s UHCG assistance program (travel to some high risk regions may involve additional payment beyond what is included in the premium);
- h. A signed copy of the “Assumption of Risk and Release of Liability, High-risk Regions” form should be included with the request for an exception.

This rationale must be submitted to the individuals who supervise the program, department, and college/school that are funding the program. Each of these supervisors must review the submitted materials and provide a written assessment of the proposed travel based on its feasibility, importance, and necessity. Each assessment should also contain a recommendation about whether the travel should be permitted to proceed with University support. The staff member’s rationale and the supervisors’ assessments must be submitted to the International Situation Management Team, who will review the documents and decide whether to allow the travel to proceed with University support. The decision of the International Situation Management Team is final and not subject to appeal.

4.0 Faculty Consulting, Travel, and Research

4.1 The University of Hartford encourages faculty to develop international connections and to pursue international research. We do, however, strongly recommend that before traveling to a region of the world, faculty familiarize themselves with the U.S. Department of State (http://travel.state.gov) and the Centers for Disease Control and Prevention (CDC) (https://wwwnc.cdc.gov/travel/notices) websites to carefully assess the health and safety risks posed by travel to a particular area. A faculty member traveling for professional reasons must check both the State Department’s “Travel Advisories” and the CDC’s “Travel Health Notices – Level 3”.

4.2 A faculty member who for professional reasons (e.g. research, teaching at an international university, attending a conference) wishes to travel to a region which falls under the State Department “Travel Advisory – Level 3 or 4” and/or the CDC Travel Health Notice – Level 3 specified in the Travel Policy above and whose travel/research costs are paid from a University-administered account (whether its own monies or those received through external granting agencies) may undertake such travel only after completing the steps outlined below and receiving the appropriate approvals.
4.2.1 A rationale for the proposed professional activities must be filed with each program, department, or school that is funding the program. It must contain the following:
   a. Details about the geographic environment of the work and its relation to security issues;
   b. Information about travel advisories or warnings of other countries (e.g., Britain, Australia, New Zealand, Canada) about the country under the U.S. State Department Warning;
   c. The local support structure available to the individual and evacuation plans in case of an emergency;
   d. The individual’s familiarity with and experience of the locale, its language, and culture prior to this program;
   e. The academic importance and significance of the program/research to the faculty member and the necessity of doing the work in that particular locale;
   f. Documentation that the faculty has appropriate health insurance coverage in the locale in questions
   g. Documentation about whether the location is covered under the University’s UHCG assistance program (travel to some high risk regions may involve additional payment beyond what is included in the premium);
   h. A signed copy of the “Assumption of Risk and Release of Liability, High-risk Regions” form should be included.

4.2.2 This rationale (4.2.1) must be submitted to the individuals who supervise the program, department, and college/school that is funding the program. Each of these supervisors must review the submitted materials and provide a written assessment of the proposed travel based on its feasibility, importance and necessity. Each assessment should also contain a recommendation about whether the travel should be permitted to proceed with university support. The faculty member’s rationale and the supervisors’ assessments must be submitted to the International Situation Management Team, who will review the documents and decide whether to allow the travel to proceed with university support. The decision of ISMT is final and not subject to appeal.

4.3 If faculties make the personal decision to travel to countries/regions that have been designated by State Department “Travel Advisory – Level 3 or 4” and/or the CDC Travel Health Notice – Level 3 specified in the Travel Policy above and use their own funds to support this travel, they do so as private individuals with no connection to the University of Hartford.

**Effective date:** 06/18/2018
All Faculty Leaders must sign and return this page to the International Center

I hereby acknowledge that I have received the University of Hartford Faculty Guidebook and Application for Developing Short-Term Programs Abroad, and will provide all necessary information to the International Center within a reasonable time before departure. I will abide by the policies stated therein, and by any decision regarding the operation or conduct of this program made by the University’s International Situation Management Team. I agree to submit a program report to the International Center upon my return, and understand that my expenses will not be reimbursed until I do so.

Name: _______________________________________________________________

Signature: _____________________________________________________________

Date: __________________________________________________________________

Contact Number and Email while Abroad: ________________________________

Leader’s U.S. Emergency Contact Information

Name(s): ____________________________________________________________

Contact Number: ____________________________________________________

Email: _____________________________________________________________
Student Application Policy

- Student applications are due online at https://universityofhartford.wufoo.com/forms/study-abroad-application-form/ by the following dates:
  - Winter term programs: October 1
  - Spring break programs: November 1
  - Summer programs: February 15
- The minimum G.P.A. requirement for all programs is 2.5 unless otherwise approved by the Faculty Leader.
- Applicants are required to be in good judicial and financial standing at the time of application. Students who will be on judicial probation during program travel dates will not be considered. Students with account holds and/or who owe over $2,000.00 will not be considered until their balance is below $2,000.00 and/or they have made arrangements with the Bursar’s Office to pay the remaining balance.
- Only complete applications, those which include the application form and deposit, will be reviewed. The deposit is applied to the program cost and is not an additional fee. All fees, including the application deposit, are refunded to students not accepted into the program.
- The balance of the program cost is due by the Payment Deadline (typically one month after the Application Deadline; see program details for exact dates). A student who does not meet this deadline and has not made prior arrangements with the International Center may incur a $150 late penalty, and may not be registered for the program until the balance is paid in full.
- Should a program obtain its maximum number of spots, future applicants will be added to a waitlist in the order that their completed applications are received.

Student Cancellation Policy

Once students are officially accepted into a program, they become subject to the standard cancellation policy as follows:

- Program cancellations must be made in writing. Refunds and cost liability are determined based on the date when written cancellation notice is received from the participant.
- If a student withdraws before the deposit deadline, the University of Hartford will refund the admission deposit.
- If a student withdraws after the deposit deadline date and 14 or more days prior to the program start date, the University of Hartford will refund only those fees which the University of Hartford has not incurred on behalf of the student.
- If a student withdraws 13 or less days prior to the program start date, no refund will be issued.

*Note: The student is responsible for all cancellation fees incurred, regardless of whether any program fees have been paid at the time of cancellation.*
Student Forms

For faculty reference, below are copies of the forms each student participant receives and is required to sign/return to the International Center.

Participant Short-Term Program Code of Conduct

Program Name: _________________________________

Program Dates: _________________________________

I understand that while abroad, I am part of a community of University of Hartford students. I also represent the University of Hartford and the United States in the eyes of my foreign hosts. Therefore I promise to adhere to the following rules:

- Arrive on time for all scheduled course activities (class, excursions, bus departures, etc.)
- Attend and participate in all class meetings and group excursions
- Be attentive and respectful in class and during all course activities
- Behave appropriately (no unruly, violent, drunken or disruptive behavior) in the accommodations, classroom, and on all excursions.
- Observe the laws and standards of acceptable conduct regarding dress, manners, and drug/alcohol use of the country or countries through which I am traveling.

I understand that if I violate any of these rules, I will be warned once verbally by the course instructor __________________________. If the behavior occurs again, I understand that I will be withdrawn from the course and the program. It will then be my responsibility to make my own way home. My parents/guardians will be informed of this action.

I understand that neither the program nor the U.S. Embassy can obtain my release from jail if I am imprisoned for any reason.

I am responsible for informing the course instructor of any plans to travel during free time before, during, and after the period of the program. I understand that neither the University of Hartford, nor its staff, is responsible for any non-program sponsored travel.

Name (Please print): _________________________________

UHA Student ID _________________________________

Signature: ________________________________

Date: ________________________________
UNIVERSITY OF HARTFORD STUDY ABROAD
ASSUMPTION OF RISK AND RELEASE OF LIABILITY

I, ___________________________________, am a student/participant at the University of (name) Hartford (hereinafter “the University”). I wish to participate in a University-approved research or study-abroad program (“the Program”) known as ______________________________________ (program title and/or description) to be conducted from _____________________ to _____________________.

In consideration for being permitted to participate in the Program, I hereby agree and represent that:

1. I have carefully identified, reviewed and considered the risks of travel to my destination(s), including by reading the most recent relevant U. S. State Department (“DoS”) Travel Warning(s) available through http://travel.state.gov, as well as the University of Hartford Travel Warning Policy revised December 10, 2008, attached to this form.

2. I have or will secure health insurance to provide adequate coverage for any injuries or illness that I may sustain or experience while participating in the Program. By my signature below I certify that I have confirmed that my health care coverage will adequately cover me while outside the United States, and hereby release on behalf of myself, my heirs, executors, administrators and assigns, the University, its employees, officers and regents from any responsibility or liability for expenses incurred by me for injuries or illnesses (including death) that I may incur because of those injuries or illnesses.

3. I understand that, although the University will attempt to maintain the Program as described in its publications and brochures, it (or its partners in the Program) reserves the right to change the Program or program activities, in its sole discretion, and may do so at any time with or without notice, and that the University, its employees, officers, regents and agents shall not be responsible for any expenses or losses that I may sustain because of these changes.

4. I understand the University reserves the right to remove me from the Program at any time should my actions or general behavior, in the sole discretion of the University, be determined to impede or obstruct the progress of the Program in any way.

5. I understand that there are unavoidable risks in study and travel outside the United States, and I hereby release and promise not to sue on behalf of myself, my heirs, executors, administrators and assigns, the University, or its employees, officers, regents and agents, for any damages or injury (including death) caused by, derived from, or associated with my participation in the Program (including those discussed in the preceding three sections), except for such damages or injury as may be caused by the gross negligence of willful misconduct of the employees, officers, regents and agents of the University. It is my express intent that this release shall bind the members of my family and spouse if I am alive, and my heirs, executors, administrators and
assigns if I am deceased, and shall be deemed as a Release, Waiver, Discharge, and Covenant Not to Sue the above-named parties.

6. I agree that should any provision or aspect of this agreement be found unenforceable, that all remaining provisions of the agreement will remain in full force and effect.

7. I represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with the advisor, counselor, or attorney of my choice.

8. I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, such adjudication will occur in the courts of, and be determined by the laws of, the state of Connecticut.

9. This agreement represents my complete understanding with the University concerning the University’s responsibility and liability for my participation in the Program, supersedes any previous or contemporaneous understanding I may have had with the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

10. I hereby certify that I was born on ____________________. I am, therefore, at least eighteen years of age or, if not, that I have secured below the signature of my parent or guardian as well as my own. I enter into this Assumption of Risk and Release of Liability of my own free will and accord, voluntarily and without duress.

_____________________________________                        ____________________
Student signature                                                                                     Date

_____________________________________                         ____________________
Signature of parent or guardian (if under 18)                                                        Date

_________________________________________________________  
Relationship: parent or guardian

In case of emergency, contact:

_________________________________________________________  
Name                                                                                              Telephone

_________________________________________________________  
Address                                                                                           Email
Study Abroad Student Warning Form

Date of Incident or Incident(s): ______________________________________________________

Nature of incident that violated the “Behavior Contract”:

Date that Verbal Warning Was Delivered: _____________________________________________

Signature of Faculty Leader: _______________________________________________________

I acknowledge that I received a verbal warning regarding my conduct. I am aware that if the
behavior occurs again, I will be removed from the program and sent home.

Signature of Student: ______________________________________________________________

Date: __________________________________________________________________________

Please scan this form to the International Center at kurkerste@hartford.edu.
UNIVERSITY OF HARTFORD
FACULTY-LED COURSE ABROAD APPLICATION

Please submit to Nicole Kurker-Stewart, International Center, GSU 309 ext. 5101

Winter Term Travel: Proposal due no later than February 1st
Spring Break Travel: Proposal due no later than August 1st
Summer Term Travel: Proposal due no later than October 1st

Faculty Member ___________________________________ Telephone: ____________________________
E-Mail: ___________________________________ Campus Address: _________________________

Sponsoring Department: ________________________________ Dept. Chair: _______________________ College Dean: _______________________

If more than one faculty is proposing the program, please include that information here:
Faculty Member ___________________________________ Telephone: ____________________________
E-Mail: ___________________________________ Campus Address: _________________________

Sponsoring Department: ________________________________ Dept. Chair: _______________________ College Dean: _______________________

Title of the Program: _________________________________________________________________
Program Location(s): _________________________________________________________________
Duration (in days): __________________________ Dates (approximate): from______ to ________

Description of Program:

Description of Program Learning Objective: What are the desired learning outcomes of the program? What work will need to be done before departure and upon return?

Faculty Information: Discuss the faculty member’s experience in the proposed location(s) as well as his/her expertise on the subject matter of the course(s).

Academic Program: What is the academic focus of the program? How will academic content be taught? Will a new course need to be developed or can an existing course be used? If a new course needs to be developed, how do you plan to develop it?

Please list all University of Hartford courses offered as part of the program (next page).
A syllabus for each course will be required at the time of Program Contract.
Course Title/Course Number/ Number of Credits/ Instructor
1. ____________________________________________________________________________
2. ____________________________________________________________________________
3. ____________________________________________________________________________
4. ____________________________________________________________________________

What graduation requirements, if any, are the course(s) designed to meet? (i.e. general education, AUC, Honors, major/minor requirements)

Course #1: __________________________________________
Course #2: __________________________________________
Course #3: __________________________________________
Course #4: __________________________________________

If there is subject matter to be covered beyond the faculty member’s expertise, how do you plan to deliver that subject matter? Will you require guest lectures, and if so, in what area(s)?

Per university policy, each course must meet one hour/week per credit for the duration of the term. For example, a three credit course must meet for a total of 45 hours throughout the semester. Based on the number of credits awarded for your course, please provide an outline of class meeting times, both on campus and while abroad. Cultural excursions and/or guest lectures may be counted toward course credit hours. If you will be conducting a course exclusively abroad, please detail the breakdown of credit hours for the program.

Student Enrollment:
What is the target number of students you hope to recruit? ___________________________
From which departments will students be recruited? ___________________________________
How many credits will students earn? Minimum: _________ Maximum: _________

Pre-Requisites and Language Requirements:
What cumulative G.P.A. will be required for participation in the program? ___________
Do students have to be certain majors to be eligible for the program? Yes_____ No ________
If yes, which major(s) __________________________________________
Will students be required to complete certain courses before they are eligible for the program?
Yes_____ No ________ If yes, which courses(s) ______________________________________
Is the program more appropriate for students during a particular time in their academic career?
Yes_____ No ________ If yes, when________________________
Is there a language prerequisite for any of the courses? Yes ___No__ If yes, describe: __________

Utilizing the Location: Describe how the program site(s) will be used to complement course content and learning objectives. What is the rationale behind offering the program in this location instead of on-campus or at another location?
What relevant academic, professional, and/or cultural site visits, tours, lectures or interviews are you planning?

**Intercultural Learning Opportunities:** How do you plan to incorporate opportunities for cross-cultural learning and language acquisition? Will students have the opportunity to interact with the local community, through the classroom, company visits, guest lectures, etc.?

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**Housing:** Please describe where the students and faculty member(s) will stay during the program. It is highly encouraged that faculty members stay in housing with the students; if the faculty member(s) will not be staying with the students, please explain why.

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**Safety Issues & Risk Management:**
Do you believe that the site raises any additional security risks? ______ Yes ______ No
Describe:
Do you believe that the site raises any additional health risks? ______ Yes ______ No
Describe:
If you answered yes to either of the questions above, please comment on what precautions you will take to mitigate risk:

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**Marketing Plan:** How do you plan to recruit students? Will faculty member(s) be on campus the semesters leading up to the program to deliver a successful recruiting plan?

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**Orientation:** How will students be prepared for the program, with both pre-departure on campus and post-arrival at the program location?

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**Course Evaluation:** Describe how you plan to evaluate the success of the program:

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**Program Sustainability:** Do you anticipate offering this program again in the future? If so, how frequently do you suggest the program to be offered?
In order for the development of this program to continue, the completed Program Proposal must be submitted to Nicole Kurker-Stewart, GSU 309, by the following dates:

- **Winter Term Travel**: Proposal due no later than February 1st
- **Spring Break Travel**: Proposal due no later than August 1st
- **Summer Term Travel**: Proposal due no later than October 1st

Faculty Signature: __________________________________ Date: _______________

Signature of Chair: __________________________________ Date: _______________

Signature of Dean: __________________________________ Date: _______________

*If more than one faculty member is proposing the program:*

Faculty Signature: __________________________________ Date: _______________

Signature of Chair: __________________________________ Date: _______________

Signature of Dean: __________________________________ Date: _______________

**Faculty-Led Program Abroad Itinerary**

Please provide a detailed travel itinerary for the program, including the following:

- Dates of departure and return to the United States
- Flight itinerary
- Name and location of all lodging for students and faculty member(s)/co-leader
- Dates, destinations, and times of excursions

**Budget Worksheet**

Please complete the budget worksheet, available on the International Center’s webpage under Faculty Resources. The budget worksheet includes such expenses as airfare, on-site transportation, accommodations, meals, excursions and entrance fees, emergency insurance, tips/gifts, and additional expenses for each faculty member and co-leader, as applicable.

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**Office Use Only**

This Program Proposal is Approved: _______________ Rejected: ______________________

If rejected, it is due to the following reasons:

_________________________________________________________________________

If rejected, the following are recommendations for future Program Proposals:

_________________________________________________________________________

Signature: ___________________________ Date: ___________________________

*Chuck Colarulli, Senior Associate Provost & Dean of Enrollment Management*

Signature: ___________________________ Date: ___________________________

*Nicole Kurker-Stewart, Director of International Studies*

Signature: ___________________________ Date: ___________________________

*R.J. McGivney, Dean of University Programs*