

**HANDBOOK FOR USF-SPONSORED
INTERNATIONAL
AND
OFF-CAMPUS PROGRAMS
AY 2014 – 2015**

Office of the Provost

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AY 2014 - 2015

These policies are guided by the Duty of Care principle and are designed to support the academic rigor and integrity of the programs and promote the welfare of students, faculty and staff.

INTRODUCTION

This handbook summarizes University policies and related procedures for USF-sponsored international and off-campus programs for students. These procedures apply to **all** international and off-campus programs regardless of whether students earn academic credits or not and regardless of the length of the program. A suggested timeline and checklist ([Appendix O](#)) can be found at the end of this handbook. Further information can be obtained from the office of the Senior Vice Provost for Academic Affairs (x2199).

Students who are under academic probation are not eligible to participate in any type of USF-sponsored international study abroad program or immersion program. Students who have been or are on Conduct Probation (Disciplinary Probation) as determined by OSCRR are not allowed to participate in any kind of USF-sponsored international program (e.g., study abroad, short term program, immersion, field study, etc.).

All programs should be designed to further the University's Mission and to meet one or more of the Institutional learning Outcomes (ILOs). As such, the programs should have "well-defined academic and/or experiential objectives" (The Forum on Education Abroad, Standard One).

A. GENERAL REQUIREMENTS

1. All program locations must be approved by the Senior Vice Provost for Academic Affairs (x2199). Each location, including those where the U.S. Department of State, Bureau of Consular Affairs has issued a Travel Warning, are approved on a case-by-case basis by the Senior Vice Provost for Academic Affairs. Some sites require approval by the Provost upon consultation with the Senior Vice Provost.
2. University-organized or sponsored travel is prohibited to countries listed as experiencing Disease Outbreaks by the World Health Organization (WHO) or receiving a Travel Health Warning by the U.S. Centers for Disease Control and Prevention (CDC).
3. Students, faculty, and staff are expected to comply with all travel restrictions or sanctions imposed by the Office of Foreign Assets Control of the U.S. Department of the Treasury.
4. USF's Travel and Entertainment Policies must be followed at all times: http://www.usfca.edu/Business_and_Finance/Travel_and_Entertainment_Policy/
5. The University's Policy for International Travel must also be followed at all times ([Appendix A](#))
6. Programs designed by/or implemented with an institution abroad are limited to institutions that are accredited or licensed (recognized) by the local government or department (secretariat) of education. Institutions that are stand alone or for-profit cannot serve as hosts or partners in University-sponsored international activities.

B. APPROVALS

For-Credit Programs

All credit-bearing programs must be approved by the responsible Dean and by the Senior Vice Provost for Academic Affairs. Please note that each school or college has different approval procedures that must always be followed (please consult with your Associate Dean).

Non-Credit Programs

All non-credit programs (immersions, volunteer trips, field trips, group visits, etc.) must be approved by the responsible Dean, Vice President, or the Executive Director of University Ministry **and** by the Senior Vice Provost for Academic Affairs.

Location and Budget Approval

The location and budget of all programs must be approved by the Senior Vice Provost for Academic Affairs.

Accompanying Persons

The participation of accompanying persons (relatives of faculty or staff) must be approved by the relevant Dean, Vice President, or the Executive Director of University Ministry **and** by the Senior Vice Provost for Academic Affairs. Minors are generally not allowed to participate. Individuals approved to accompany a faculty/staff member must sign a Participant Information Sheet ([Appendix B](#)), a waiver of responsibility ([Appendix C](#)), Disciplinary Clearance Form (Undergraduate Students only, ([Appendix D](#))) and show proof of medical and supplementary travel/overseas insurance. Student participants are not allowed to bring any accompanying family members or guests. If by chance, a family member/friend is on-site, they are not allowed to participate in any program activity.

School of Management AGIs

The School of Management has additional approval requirements for its AGIs. Faculty should consult an Associate Dean.

Student Clubs

International programs cannot be organized or led by student clubs, fraternities, sororities or associations.

C. PROGRAM DESIGN REQUIREMENTS

Required Documentation

All University-sponsored programs (for-credit and not-for-credit) must submit to the Senior Vice Provost for Academic Affairs the following documents:

- a. A rationale for the program
- b. Explicit student learning outcomes (SLOs)
- c. An evaluation of student satisfaction
- d. An assessment of student achievement of the learning outcomes.

Academic Credit

All programs must follow the University's credit policy. Study/travel programs must follow WASC requirements/guidelines: "credit for travel/study courses is limited to a maximum of one semester unit of credit per week of full-time travel/study... with one additional unit of credit for additional readings, papers and class meetings that are required before or after the course." Please note that WASC does not allow credit being awarded for travel alone. (See [Appendix D](#) for WASC'S policy on study abroad and for the University's policy on credits.)

Itinerary

A detailed program of activities must be approved by the Senior Vice Provost for Academic Affairs at least two months before the program is scheduled to take place. A final itinerary/schedule must be available at least two weeks before departure and copies sent to the Provost Office (Lone Mountain Rossi 4th floor) and to the Center for Global Education (UC 5th floor). This itinerary should clearly indicate what periods of time are free or available for personal leisure. The syllabus and itinerary must be submitted when filing a Concur expense report.

Non-Sponsored Activities

Faculty or staff cannot organize, promote or participate in non-sponsored or leisure activities that are not included in the official itinerary for the program.

Prohibited Activities

Students traveling abroad as part of a University-sponsored or organized activity cannot perform activities or assume responsibilities of a professional nature that require licensing in the United States and/or for which they have not been properly trained. This policy applies to all practical activities including international internships, field trips or experiences, service learning opportunities, and volunteer work. In addition, students are prohibited from participating in extreme sports, such as bungee jumping, sky diving, white water rafting, sea kayaking, etc.

Cultural Event

All programs must include at least one activity of significant length where students learn and/or experience the cultural and intellectual richness of the country being visited.

Service Activity

It is recommended that all USF-sponsored group programs include at least one service activity. This activity should last at least 4 hours and be of benefit to the underserved members of the community being visited.

Reflection and Analysis

All University-sponsored programs must include frequent periods of reflection and analysis where students (individually and in group) examine the personal and professional implications of what they have read, seen, and experienced. These reflections can be done through journals, blogs, comments to listservs, group meetings, etc. For short-term immersion and service programs, group-based reflections should take place at least three times per week.

Staff Redundancy

Generally, each international program should include staff numerical redundancy which can be achieved by a mixture of faculty, staff, student assistants (e.g., one faculty member and one upper-division student assistant; one faculty member and one staff member).

Language Fluency of Faculty/Staff

All programs should include the involvement of a USF faculty/staff member or of on-site staff who is fluent in the local language.

Basic Language

Students should be provided with basic words and sentences in the language of the country to be visited (e.g., salutations, expressions of gratitude, requests for help, daily communication, etc.)

Home Stays

Home stays are generally discouraged except when properly vetted by on-site individuals fluent in the language, knowledgeable of the culture, and trained for such responsibilities.

Leisure Activities

Faculty should use discretion when deciding to participate in leisure activities that are not part of the program. Faculty/staff participation in outings to bars, dance places, outdoor activities, spas, etc. can be misperceived as being sponsored by the University. Student safety should be the main concern and may dictate the presence of faculty/staff at certain leisure events.

Travel and Arrival Procedures

Ideally, students (particularly undergraduate students) should travel as a group to the foreign destination and in the company of a faculty member, staff, or research assistant. When students travel without a USF responsible individual, arrangements should be made to meet students at the point of arrival. Faculty should discuss with students an appropriate procedure for cancelled, missed, or delayed flights or anything affecting pre-arranged meeting and pick up times and locations.

Arrupe Immersion General Information

Professors interested in having their course being considered as an Arrupe Justice Immersion should submit a description of why it should be an AJI, and a proposed budget

A 2-4 week, intensive four-unit courses that immerses students in cultural and social justice themes and projects.

Methodology

Bringing the USF community into practical and academic engagement with and for vulnerable communities.

Learning component:

The Arrupe Justice Immersion provides a focused and firm intellectual and spiritual foundation for the current generation of people that care about the future of our planet, our people, peace, and the common good.

Project component:

The Arrupe Justice Immersion engages students in scholarly activities and spiritual reflections that support and embody their shared commitment to addressing a humanitarian and/or environmental issues.

Class Requirements:

- Class approvals:
 - All courses and professors teaching the courses need to be approved by their own department chair and school dean (to ensure that the theory is solid and matches with the department expectations).
 - All courses must match the AJI methodology. Send to Kique Bazan for approval.
 - Linda Ng approves the budget of the immersion.
- According to WASC policies, one week of off-campus activities is equivalent to one credit. If students spend 15 hours or more of study (classes, discussions, etc. but not logistic orientation topics) before the trip, that can be counted as another unit of credit.
- An immersion with the local culture (not service-learning)
- Spiritual reflection (individual and in group) to be lead by the faculty
- Student exposure to the cultural richness of the hosting community

- Incorporate enough reading, writing, and related personal academic activities to be equivalent to a four-unit course
- A final comprehensive project

D. REGISTRATION PROCEDURES

For-Credit Programs

After the course is approved, a course number needs to be created by the appropriate person in the school/college (A&S: Courtney Resnick; SOM: Kelly Tarry; Nursing and Health Professions: Tom Wade; Education: Carole Vineyard). This CRN will be used by students to register and for the University to set up charges and deposits. Students must register (and pay tuition to USF) for all credit-bearing programs. Registration and payment of tuition takes place during the session in which the program is offered (no retroactive credit is possible). Students who have not paid tuition and related charges by One-Stop payment deadlines, cannot participate in the program and must pay a forfeiture fee. Faculty and Staff cannot collect payments or deposits.

Non-Credit Programs

Students must pay all program costs (on a pro-rated basis) for programs that do not provide credit. Students who have not paid their portion of the program costs by One-Stop payment deadlines, cannot participate in the program. Faculty and Staff cannot collect payments or deposits.

Deposits

Deposits for program participation can only be paid through One Stop by indicating the session and CRN for the program. Charges to a CRN in the Banner System will be created by the Center for Global Education as soon as the program has been approved by the Senior Vice Provost for Academic Affairs. Faculty and staff cannot collect payments or deposits.

E. ORIENTATION

Background Material

All students must be provided with background material on the country or countries to be visited including details on history, culture, current conditions. Students must also receive copies of relevant documents issued by the U.S. Department of State including the country's information sheet. In addition, students must be asked to consult the travel section of the website for the centers for Disease Control and Prevention at wwwnc.cdc.gov/travel

Pre-Departure Orientation

All program must hold pre-departure orientation meetings to discuss logistics, behavioral norms, and other program details including culture shock. Please do not make general statements such as "it's safe" when speaking about locations. The Center for Global Education and/or CAPS can help in this regard.

International Students (F-1/J-1 status and Travel Signature)

Visas and checking the requirements are the responsibility of the student. Never say you know what the requirements are or whether a student needs a visa or not.

Visas

Visas and checking the requirements are the responsibility of the student. Students should contact the consulate for specific documents, requirements, and steps. Consular requirements for visas often change without about notice. Please do not state that you know the requirements nor should you advise a student on whether or not they need a visa.

Family Contact

Please encourage every student to contact parents or guardians and inform them of their safe arrival to the program's destination.

On-Site Orientation

An on-site orientation must be held shortly after arrival following the suggested outline found in [Appendix F](#).

- a. This session may include staff from the U.S. Embassy or Consulate or staff at an international NGO.
- b. Faculty/staff conducting the on-site orientation must cover University's policies regarding harassment and discrimination and distribute copies of such policies to the students. The names and contact information of on-campus intake officers should be included in the materials.
- c. Faculty/staff should discuss the Emergency Communication Plan with students and require them to develop a procedure for communicating with relatives as soon as is feasible after an emergency.
- d. Special emphasis should be given to educating students on local social practices including appropriate clothing (e.g., when shorts, sleeveless clothing, sports shorts, caps, and flip flops are not appropriate), eating and drinking practices, street behavior, etc.
- e. Significant amounts of time must be spent informing students of safety procedures to follow when visiting the city alone and as a group.

F. POST-TRIP EVALUATION

Student Learning Assessment

Shortly before the end of the program or upon return to the U.S., the faculty/staff should implement the assessment of student learning based on the assessment plan developed for the program.

Program Evaluation by Students

All students should be asked to evaluate the program on the last day of activities or soon thereafter (content appropriateness, logistics, staff support, general satisfaction, personal value). This can be done through a survey or through a reflection paper or journal entry.

Program Evaluation by Faculty/Staff

All faculty/staff participating in the program should write an evaluation of the program including changes they would like to suggest for the future.

Copies of Results

Copies of these evaluations must be submitted to the Provost Office (Lone Mountain Rossi 4th floor) no later than four weeks after the end of the program.

G. INSURANCE

As a condition of enrollment USF requires students to have health insurance plan underwritten by a U.S.-domiciled (U.S. based) insurance company while participating in USF-Sponsored international and off-campus programs. ([Appendix F](#))

Undergraduate Students

All students must provide written proof of the following:

- a. Health insurance coverage in international locations and during the entire time period of the trip. This coverage can be part of the University's student health insurance program or through parents, guardians, spouses or others.

- b. In addition to the health coverage described above, enrolled students automatically have free of charge supplemental assistance coverage (including 24/7 support in an emergency as well as emergency evacuation and repatriation of remains) through ACE/AXA Assistance USA, Inc.

Graduate Students

All students must provide written proof of the following:

- a. Health insurance coverage in international locations and during the entire time period of the trip. This coverage can be part of the University's student health insurance program or through parents, guardians, spouses or others.
- b. Graduate students who do not have existing health insurance are required to purchase (short term) health insurance for the duration of the program. We strongly advise student to add an extra month after the program ends in the event the student sustains an injury that requires follow up medical care. We suggest that students consult with USF Health Promotion Services office staff (UC 5th floor) who can assist in choosing and reviewing any short-term insurance plan.
- c. In addition to the health coverage described above, enrolled students automatically have free of charge supplemental assistance coverage (including 24/7 support in an emergency as well as emergency evacuation and repatriation of remains) through ACE/AXA Assistance USA, Inc.

Faculty and Staff

The University provides free, comprehensive Business Travel Accident program (ACE/AXA Assistance USA, Inc.) to protect staff and faculty on international and off-campus programs. Please contact the Center for Global Education for details.

Driving

No staff, faculty or student should drive a motor vehicle used to mobilize students or staff as part of the program.

Personal Effects

USF does not offer insurance coverage for non-university property nor will coverage be extended to personal property. Faculty and students are advised never to bring items of value and should always be aware of their surroundings.

H. REQUIRED FORMS FROM STUDENTS

1. All participants must complete and submit the various compliance requirements found at the following link: <http://www.usfca.edu/studyabroad/shortterm/forms/>

Please be aware that currently, some forms can be submitted online or by email (stp@usfca.edu) while others must be submitted as hard copies (printed):

- a. Disciplinary Clearance Form – **Undergraduate Students Only (Hard Copy)** ([Appendix D](#))
 - b. Participant Information Sheet (submitted online/[Appendix B](#))
 - c. Behavior Contract (submitted online/[Appendix G](#))
 - d. Extended or Alternate Travel Intent (submitted online/[Appendix H](#))
 - e. **Original Waiver form** bearing student's signature (Electronic signatures are not acceptable for the Waiver). The Waiver form CANNOT be sent by email, HARD COPY ORIGINAL ONLY/[Appendix C](#))
 - f. Copy of student's flight itinerary (emailed or hard copy)
 - g. Copy of student's passport in color (emailed or hard copy)
2. Faculty should urge students to complete the compliance forms in a timely manner. Faculty and/or assistants need to submit a final roster of all students registered or who have expressed definite

interest including full name, email address and USF ID#. This list should be sent by email (nobles@usfca.edu) at least 5 weeks prior to the trip departure date. The Center for Global Education requires this list in order to track students who have not registered or completed the compliance requirements and to obtain clearance from student disciplinary offices and from CAPS.

I. REQUIRED FORMS FROM FACULTY, STAFF AND LOCAL ON-SITE STAFF

1. All Faculty, Staff and local On-Site Staff must provide the following documents to the Center for Global Education online (stp@usfca.edu) or as a hard copy (UC 5th floor):
 - a. An Emergency Response Plan (ERP) that details steps to be followed by faculty and/or staff in case of medical emergencies, arrests, psychological difficulties, cancelled/missed flights, seriously disruptive behavior, natural disasters, political unrest, terrorism, outbreak of infectious diseases, or death or disappearance of students (a basic model of an ERP is found in [Appendix I](#)).
 - b. An Emergency Communication Plan (ECP) that details how students are to be informed of news or actions to take in case of an emergency (a model of an ECP is found in [Appendix J](#)).

In some cases, an Emergency Evacuation Plan (EEC) may be required by the Senior Vice Provost for Academic Affairs.

J. STUDENT SCREENING

1. All students who wish to study abroad or participate in an international program (e.g., faculty-led course, immersion, field trip, etc.) must have a satisfactory disciplinary (conduct) record with the Office of Student Conduct Rights and Responsibilities (OSCRR). Students must complete a Disciplinary Clearance form prior to beginning the application process. OSCRR will grant disciplinary clearance enabling students to advance in the application process.
2. The Center for Global Education will send a list of applicants to the program to the Counseling and Psychological Services Center (CAPS, Gilson Lower Level) for identification of individuals who should not participate in an international program. CAPS will contact any at risk students.
3. Any disclosure on the part of the student that may affect her/his participation in the program should be discussed with OSCRR (x5330).

K. SAFETY

Emergency Files

The faculty/office sponsoring the program must submit to CGE the following documents three weeks prior to departure date:

- a. Copy of the detailed itinerary indicating departure and return dates
- b. List of housing arrangements including address, telephone number, and email address
- c. Emergency telephone numbers and email addresses for faculty, staff, and local contacts

Emergency Contacts Card

All students must be provided with an emergency contact card that will be prepared by the Center for Global Education. Faculty must provide the following information to the CGE in order to prepare the card:

- a. Name, telephone, and address of local residence (written in the local language)
- b. Telephone number of all onsite personnel (faculty, staff, coordinator, etc.)
- c. Public Safety dispatch number: (+1) 415-422-2911
- d. USF's 24/7 emergency telephone number for international programs: (+1) 415-994-4330
- e. Telephone of closest U.S. Embassy or Consulate

Additional Concerns

The University requires the following additional safety steps:

- a. **Mobile Phones.** When possible, students must be provided with mobile (cellular) telephones during their trip abroad.
- b. **Satellite Phones.** For travel to remote sites or unstable regions, a satellite telephone should be rented.
- c. **Buddy System.** In certain locations to be determined by the Senior Vice Provost for Academic Affairs, students may be required to never walk alone outside their residence and to implement a buddy system throughout the program.
- d. **Accompanying Persons.** Students are not allowed to bring accompanying persons.
- e. **Staff Presence in Emergencies.** In case of a student emergency or serious illness, arrangements must be made for a faculty/staff member to remain with the student if the group is scheduled to travel to a different location.

Extending Stay Overseas

Students may choose to remain abroad after the program and they must sign a form ([Appendix H](#)) indicating their decision. Faculty/staff accompanying the group should refrain from suggesting further destinations or travel arrangements for students wishing to remain abroad after the end of the program.

Faculty/Staff Orientation

The faculty/staff members in charge of a program must discuss the program arrangements, logistics, and needs with the Senior Vice Provost for Academic Affairs (x3900) at least two weeks prior to departure from the United States. ***This orientation session is compulsory.*** Key reason is for faculty/staff to avoid the perceptions of negligence (“careless performance of a legal duty that causes harm to another. It is the failure to act reasonably under circumstances when you have the duty to do so.” *United Educators*)

Check In

Faculty or staff must communicate the safe arrival of all participants within 6 hours of arrival. This can be done by email (marin@usfca.edu or nobles@usfca.edu) or by telephone (+1-415-994-4330)

Register with Smart Traveler Enrollment Program (STEP)

The University suggests that all students register with STEP. This registration is compulsory at countries with a travel warning. <https://step.state.gov/step>

Contact with Parents/Guardians in an Emergency

Faculty or staff should not contact parents in an emergency until after the emergency has been discussed with the OSCRR (415-422-5330) or with the Senior Vice Provost for Academic Affairs (415-422-2199). In all cases, students should be encouraged to directly communicate with parents or guardians when health issues arise or when an emergency takes place.

L. EMERGENCIES

Emergency Response Plan

All emergencies should be handled as outlined in the Emergency Response Plan (ERP).

Communication to USF

All emergencies should be communicated to staff at USF by email (lis@usfca.edu or nobles@usfca.edu or marin@usfca.edu) and by phone (+1-415-994-4330)

Staff Presence in Emergencies

In case of a student emergency or serious illness, arrangements must be made for a faculty/staff member to remain with the student if the group is scheduled to travel to a different location.

Medications

Faculty/staff cannot provide any type of medications (prescription or over-the-counter) to students. In countries where digestive difficulties are likely, faculty/staff should have available large amounts of over-the-counter electrolytic solutions or Gatorade.

STEP Registration

Students should be encouraged to register with the STEP program at the State Department's website <https://step.state.gov/step>

M. SEXUAL MISCONDUCT

Reporting Sexual Assault, Rape, and Sexual Harassment

If a student discloses that a sexual assault or sexual misconduct has recently occurred, stay with him/her in a safe place and follow the steps outline in your emergency response plan.

If the incident requires medical attention contact Ace/AXA Assistance USA, Inc. (Inside the U.S. 1-855-327-1414 or collect outside the U.S. 1-630-694-9764) immediately, before contacting Public Safety emergency dispatch (1-415-422-2911).

Although you are contacting Public Safety, this does not require the student to make a report, it is merely the best way to get in touch with on-call staff. Dispatch will simply put the student in touch with a university staff member who is available 24/7 to support the student through the process.

Keep in mind that you are not expected to, nor should you, act as a counselor, and should always refer the student to appropriate services as soon as possible.

A follow-up process to ensure adequate support for the student will be made based on the student's wishes. Please keep in mind that USF's sexual assault policy requires all university employees to report sexual assaults.

Faculty and staff must keep a written record of any incident or allegation of sexual misconduct and of the steps taken to respond.

Please read USF's Sexual Misconduct Policy. **(Appendix L)**

Mandatory Reporting

Faculty and staff must also view the short training video on Mandatory Reporting to ensure that they are aware of their responsibility as a mandatory reporter, thereby helping to develop a community that is educated, aware, and responsible. This training video helps us comply with federal Title IX and the Campus SaVE Act laws (as part of the new Violence Against Women Act) and is separate from California's AB 1825 law on required sexual harassment training that occurs every two years. All faculty and staff have now been enrolled in a Canvas course in order to view the video. If you have any trouble accessing the course, please contact canvas@usfca.edu.

N. CANCELLATION OR EARLY TERMINATION

The Provost will decide if a program needs to be cancelled or terminated before its anticipated end date. This decision cannot be appealed.

Students who are expelled from a program will not be refunded any tuition or fees. Students must return home immediately and are responsible for return travel expenses.

O. BUDGET

Draft Budget

A preliminary budget must be drafted and discussed with the Senior Vice Provost for Academic Affairs at least seven months before the program is scheduled to take place (see [Appendix M](#)). A proposed budget must be reviewed and approved by the Senior Vice Provost for Academic Affairs before any expenditure requests are made. In preparing the budget, please use the appropriate format available from the CGE. Please keep in mind the following:

- a. Students must pay for all personal expenses (e.g., airline tickets, housing, local transport, meals, insurance, visas).
- b. Faculty or staff must calculate any program fees *prior* to student registration and submit for budget approval. All programs need to have an assigned CRN in BANNER in order to post program fees if any.

Final Budget

Five weeks prior to departure, a final budget must be prepared to reflect any changes in expenditures and student enrollment (For-Credit programs). This amended budget must be approved by the Senior Vice Provost for Academic Affairs.

Contracts

All program-related contracts (e.g. hotel, transportation, ground services) must be sent to the Provost's Office (Ms. Linda Ng, x3900) for review and signature. Before approval, all contracts will be reviewed by the Office of the University Counsel. Approval takes a minimum of two weeks.

Payments and Disbursements

All payment and disbursements included in the program budget must be handled through the Manager of Operations (Ms. Linda Ng, x3900). The forms must be filled out by the college/school financial officer or a delegate. The Manager of Operations will monitor program-related expenses, assign proper FOAP account designation, and help expedite delivery of payment requests to the Provost's Office for approval, and Business & Finance for processing:

- **Check request form** –complete with requestor and payee information, payment amount, detailed explanation of expense, and attach original invoice or receipt. Leave FOAP blank.
- **Wire transfer form** – complete with payee's name, payee's bank information, payment amount, detailed explanation of expense, and attach original invoice or receipt. Leave FOAP blank.
- **Travel Advances.** Travel Advances must be requested and approved through the Concur System only. Prior to requesting travel advances, faculty must receive Concur training through Business & Finance. NOTE: Such requests must be made through Concur no less than 10 days and no more than 30 days prior to departure to allow enough processing time. Intersession travel programs (January period) are urged to request training and advances at least three weeks before the campus closes for the holidays.
- **Direct Deposit Authorization.** Faculty or staff should complete a "Direct Deposit form" to receive funds for travel advances and out-of-pocket reimbursements.

- **Forms can be downloaded at:** <http://www.usfca.edu/busfin/forms/>

Purchasing Cards

Faculty and staff leading or coordinating an international student group or program can request that a University Purchasing Card be issued in their name. Arrangements can be made through the Manager of Operations (Ms. Linda Ng, x3900). A Purchasing Card or a Decreasing Balance Card can be used to cover previously approved expenses as well as for emergencies but not for personal expenses. ([Appendix N](#))

BUDGET COMPONENTS

Stipends

Faculty may budget funds to hire an on-site coordinator and/or student assistant(s) to help with program logistics. The Manager of Operations will assist with processing stipends. Please note the following:

- **For On-Site Coordinator** – or anyone hired independently from an organization related to the program (e.g. university, travel agency) to provide on-site services (e.g. translation, tour guide): Please complete the following documents to be submitted to the Manager of Operations:
 - a. Independent Contractor Agreement form (download at: <http://www.usfca.edu/busfin/forms/>)
 - b. IRS W-9 form (download at: <http://www.usfca.edu/busfin/forms/>)
 - c. Request for Payment of Consulting Service (download at: <http://www.usfca.edu/busfin/forms/>)
- **Student Assistants.** *Prior to starting their assignment*, students must obtain a Work Clearance Form from the Student Employment Office (LM Room 251) that verifies employment eligibility and submit this form to the **Manager of Operations**. Students must provide one set of the following documents to the Student Employment Office:
 - a. Driver's License and Social Security Card
 - b. Driver's License and Birth Certificate or
 - c. U.S. Passport

Gifts or Token of Appreciation to Presenters

Faculty may budget no more than \$25.00 per gift to each guest lecturer or visit host. Original receipts plus business substantiation including name of recipient, gift given, purpose of the gift, date and amount of gift, and the vendor from whom the gift was purchased is required when reporting in the Concur system.

Hotel and Meals Budgeting

Faculty and staff may budget (and obtain reimbursement) for hotels, meals, and incidentals through one of the methods described below.

- a. **Actual expenses.** Actual costs supported by receipts are required for travel within the United States.
- b. **Federal Per Diem for Lodging and Meals (international travel only).** Actual costs for lodging supported by detailed receipts (not just P-card receipts) up to current limits as specified by the US Department of State and a flat amount for meals and incidentals (M&IE) as specified by the U.S. Department of State at: http://aoprals.state.gov/web920/per_diem.asp. When choosing this option, a request for reimbursement must be accompanied by a printout of the rate in force prior to departure. You may not use the per diem rate if your lodging includes breakfast and/or there is a group reception/entertainment meal that day. If your lodging includes breakfast and/or there is a group reception/entertainment meal that day, you should use the appropriate rate identified in [Appendix B of the Chapter 301-Federal Travel Regulation](#) provided by the U.S. Department of State.
- c. **No alcoholic beverages** will be reimbursed. If included in meal receipts, please fill out a spreadsheet detailing the expenses, date and place and issue a reimbursement check made out to the University.
- d. **Modified Federal Per Diem (international travel only).** A flat per diem rate lower than the Federal Per Diem can be used when previously approved by the Senior Vice Provost for Academic Affairs.

2013-2014 Provisions

The following limits have been imposed on travel:

- a. Air travel is limited to US\$500 per ticket. Exceptions for international travel must be made in writing by the Vice Provost for Academic Affairs. Fees for upgrades, cashing of miles or changes in itinerary are not reimbursable.
- b. Hotel costs are limited to a maximum of US\$200 per night.
- c. Meals are limited to US\$75 per day within the continental United States. No alcoholic beverages will be reimbursed.
- d. The above limits do not apply if the travel costs for faculty are covered by the Faculty Development Fund in each school/college (which have specific limits).
- e. Exceptions to these limits can be granted in writing by the Senior Vice Provost for Academic Affairs prior to travel and must be submitted with the Concur report.

EXPENSE RECONCILIATION AND REIMBURSEMENTS

Timing

Reconciliation of travel advances (if any) and of expenses made through purchasing cards must be made through Concur within 30 days of end of travel in order to avoid treatment as taxable income.

Responsibility

Reconciliation of expenses and requests for reimbursement for out-of-pocket expenses must be done through Concur and approved by the Senior Vice Provost for Academic Affairs. The Center for Global Education and Provost staff cannot process Concur-related forms or reports.

Reimbursements to Non-University Employees

Non-university employees such as on-site coordinators that incur program-related expenses must complete a paper expense report. Original detailed receipts must be attached and expenses substantiated. The report should be submitted to Linda Ng, Manager of Operations (lmng@usfca.edu). Checks will be made and mailed to payee.

Missing Receipt

In the event of missing receipts (due to loss, inability to obtain a written receipt, etc.), faculty or staff should complete a "Missing Receipt Form" (for each expense over \$49.99) available through this link: <http://www.usfca.edu/busfin/forms/>

Boarding Passes

Please attach a copy of all your boarding passes with your post-trip expense report.

University Policies

If in doubt, consult the University's policies regarding travel and entertainment:
<http://www.usfca.edu/Business and Finance/Travel and Entertainment Policy>

P. EXCEPTION TO POLICIES AND PROCEDURES

Exceptions to these policies and procedures may only be granted by the Provost upon the recommendation of a Dean, Vice President or the Senior Vice Provost for Academic Affairs.

Q. FURTHER INFORMATION

Participating faculty, staff and students are advised to make every effort to prepare for their travel. The Center for Global Education highly recommends students (and faculty) to visit the following websites for information about travel documentation, health and safety, and other useful travel tips:

<http://www.studentsabroad.state.gov/>
http://travel.state.gov/travel/tips/tips_1232.html
www.globaled.us

For additional information concerning a country's travel status, please consult the following websites:

<http://travel.state.gov>
<http://www.treasury.gov/offices/enforcement/ofac/programs/>
<http://wwwn.cdc.gov/travel/notices.aspx>
<http://www.who.int/csr/don/en/>
<http://www.fco.gov.uk/en/>
<http://www.dfait-maeci.gc.ca/international/index.aspx>

The University of San Francisco reserves the right to add, amend, or cancel any of its programs, regulations, rules, policies, and procedures, in whole or in part, at such time as it may choose and for any reason. None shall be construed as, operate as, or have the effect of an abridgment or limitation of any rights, powers, or privileges of the University of San Francisco.

Exceptions to these policies may only be granted by the Provost upon the recommendation of a dean or vice-president.

For further information please contact the Senior Vice Provost for Academic Affairs at extension 2199

Appendix A

Policies on International Travel And Domestic Off-Campus Programs

Introduction

These policies are guided by the Duty of Care principle and are designed to support the academic rigor and integrity of the programs and promote the welfare of students, faculty and staff.

Faculty and Staff

The University of San Francisco strongly discourages travel by faculty and staff to countries where the U.S. Department of State, Bureau of Consular Affairs has issued a Travel Warning. Although the decision regarding travel to those countries rests with the individual, the University reserves the right to require the execution of a release of liability prior to permitting such travel.

The University will neither endorse travel, nor provide University funds to support travel, to those countries experiencing Disease Outbreaks by the World Health Organization (WHO) or receiving a Travel Health Warning by the U.S. Centers for Disease Control and Prevention (CDC).

When traveling on University business, staff and faculty must comply with all travel restrictions or sanctions imposed by the Office of Foreign Assets Control of the U.S. Department of the Treasury.

USF's Travel and Entertainment Policies must be followed in all cases

http://www.usfca.edu/vpbf/pcard/pdf/travel_policies.pdf

Students

USF strives to provide students with a global perspective through a variety of programs and activities including studying abroad, immersion experiences, international internships, field trips, and service programs.

All international University-organized or sponsored travel involving students must meet the following requirements:

1. All credit-bearing programs must be approved by the responsible dean and by the Senior Vice Provost for Academic Affairs. Students must register (and pay tuition to USF) for all credit-bearing programs. Registration takes place during the session in which the program is offered (no retroactive credit is possible). In addition, the location and budget for international programs must be approved by the Senior Vice Provost for Academic Affairs. Students must pay for all personal expenses (e.g., airline tickets, housing, local transport, meals, insurance, visas).
2. All non-credit programs must be approved by the responsible dean, vice president or the Executive Director of University Ministry **and** by the Senior Vice Provost for Academic Affairs. Students must pay all program costs (on a pro-rated basis) for programs that do not provide credit. The location of the program must be approved by the Senior Vice Provost for Academic Affairs.
3. All for-credit and non-credit programs must have: (a) Written rationale and student learning outcomes; (b) detailed itinerary; and, (c) involvement of a USF faculty/staff member of on-site staff fluent in the local language.
4. Students who are under academic probation are not eligible to participate in any type of USF-sponsored international study abroad program or immersion program. Students who have been or are on Conduct Probation (Disciplinary Probation) as determined by OSCRR are not allowed to participate in any kind of USF-sponsored international program (e.g., study abroad, short term program, immersion, field study, etc.).

All programs must include at least one activity of significant length where students learn and/or experience the cultural and intellectual richness of the country being visited.

1. All students participating in any international program must:
 - Provide proof of health insurance coverage when traveling outside the United States
 - Provide emergency contact information by completing the standard Participant Information Sheet (available from the Center for Global Education, UC 5th floor, x6848)
 - Execute a release of liability prior to the trip (available from the Center for Global Education, UC 5th floor, x6848)
 - Sign a behavioral contract (available from the Center for Global Education, UC 5th floor, x6848)
 - Comply with additional requirements for student participation in a USF international program that may be established by the responsible dean, vice president or the Executive Director of University Ministry.
2. The office or faculty member in charge of a program must discuss the program arrangements, logistics and needs with the Senior Vice Provost for Academic Affairs (x6136) and develop the following documents:
 - An Emergency Response Plan (ERP) that details steps to be followed by faculty and/or staff in case of medical emergencies, arrests, psychological difficulties, seriously disruptive behavior, natural disasters, political unrest, terrorism, outbreak of infectious diseases, or death or disappearance of students (a model of an ERP is available from the Center for Global Education, x6848).
 - An Emergency Communication Plan (ECP) that details how students are to be informed of news or actions to take in case of an emergency (a model of an ECP is available from the Center for Global Education, x6848).
 - An Evacuation Plan (a model is available from the Center for Global Education, x6848).
 - A copy of these documents must be filed with the Center for Global Education seven days before departure from the United States.
3. If an international program is to be offered in a country where the U.S. Department of State, Bureau of Consular Affairs has issued a Travel Warning, the responsible dean or faculty must obtain the approval of the Provost in consultation with the Senior Vice Provost for Academic Affairs.
4. University-organized or sponsored travel is prohibited to countries listed as experiencing Disease Outbreaks by the World Health Organization (WHO) or receiving a Travel Health Warning by the U.S. Centers for Disease Control and Prevention (CDC).
5. Students are expected to comply with all travel restrictions or sanctions imposed by the Office of Foreign Assets Control of the U.S. Department of the Treasury.
6. Students traveling abroad as part of a University-sponsored or organized activity cannot perform activities or assume responsibilities of a professional nature that require licensing in the United States and/or for which they have not been properly trained. This policy applies to all practical activities including international internships, field trips or experiences, service learning opportunities, and volunteer work.
7. USF's Travel and Entertainment Policies must be followed
http://www.usfca.edu/vpbf/pcard/pdf/travel_policies.pdf

Domestic Off-Campus Programs: All programs conducted off-campus within the United States must follow the same procedures and meet the same requirements outlined here for international programs.

Updated October November 2014

Appendix B

Participant Information Sheet (Online Submission)

<http://usfca.edu/studyabroad/shortterm/forms/>

The screenshot shows a web browser window displaying the USFCA website. The browser's address bar shows the URL: https://www.usfca.edu/templates/global_ed_inside_forms.aspx?ekfrm=6442472043. The website header includes the USF logo and the text "Center for Global Education". Navigation tabs for "ABOUT USF", "DESTINATIONS", "GATEWAYS", and "SEARCH" are visible. The main content area is titled "International Short Term Program Participant Information Sheet".

GET STARTED

- Why Study Abroad
- Eligibility
- Choosing a Program
- Application Procedure
- Sponsored Programs
- Short Term Programs
- External Programs

FINANCES & SCHOLARSHIPS

- Tuition and Fees
- Scholarships and Loans
- Budget and Research

ADMITTED

- Next Steps
- Academic Information
- Passport and Visa
- Travel Prep and Arrival
- Cultural Competence
- Living Abroad
- Before Coming Home

HEALTH & SAFETY

- Advisory Updates
- Overseas Insurance
- Immunizations

International Short Term Program Participant Information Sheet

Personal Information

First Name: Last Name: Student ID:

Major or Degree Program:

Email: Date of Birth: Gender: (Select)

Permanent Address:

Tel: Cell:

Passport Number: Date of Issue: Date of Expiration:

Country of Issue:

Program Information

Study Abroad Program Name: Start Date: End Date:

Program Coordinator: Tel: Email:

Emergency Contact Information

1. Name: Email: Relationship:

Address:

QUICK LINKS

- International Student and Scholar Services
- Arrupe Justice Immersion Program
- One Stop Enrollment & Financial Services
- Leo T. McCarthy Center for Public Service & the Common Good
- Study Abroad Forms
- Study Abroad Videos

Center for Global Education

University Center, 5th Floor
2130 Fulton Street
San Francisco, CA 94117-1045
TEL: (415) 422-6848
FAX: (415) 422-5908
HOURS: 9 am - 5 pm

studyabroad@usfca.edu

[Map & Location](#)

[facebook](#)

USFCONNECT

Home

Appendix C1 - Waiver

USF SHORT TERM INTERNATIONAL PROGRAM

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

I, _____ ("Participant"), hereby acknowledge that I have voluntarily elected to participate in the University of San Francisco in _____ ("Activity"), to be held in and around _____ [CITY] from approximately _____ [DATES]. In consideration for being permitted to participate in the Activity, I hereby acknowledge and agree to the following:

ELECTIVE PARTICIPATION: I acknowledge that my participation is elective.

RULES AND REQUIREMENTS: I agree to conduct myself in accordance with University of San Francisco ("USF") policies and procedures, including the "Standards of Nonacademic Conduct", which appear in the *Fogcutter Student Handbook*. I further agree to abide by all the rules and requirements of the Activity. I grant USF the right to terminate my participation in the Activity if it is determined that my conduct is detrimental to the best interests of the group or violates any rule of the Activity.

INFORMED CONSENT: I have been informed of and I understand the various aspects of the Activity including, but not limited to, arrangements for payment, travel, itinerary, logistics, cancellation, and academic content/credit. I understand that as a Participant in the Activity I may sustain serious personal injuries, illness, property damage, or even death as a consequence of not only USF's actions, inactions or negligence, but also the actions, inactions or negligence of others, travel, weather conditions, conditions of equipment used, and that there may be other risks not known to me or not reasonably foreseeable at this time. I further understand and agree that any injury, illness, property damage, disability, or death that I may sustain by any means is my sole responsibility.

RELEASE AND WAIVER OF LIABILITY: I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, **HEREBY RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE** the University of San Francisco, its directors, officers, employees and agents (hereinafter referred to as "Releasees") for any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage or death that I may suffer as a result of my participation in the Activity, **REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.**

ASSUMPTION OF RISK: I understand that there are potential dangers incidental to my participation in the Activity, some of which may be dangerous and which may expose me to the risk of personal injuries, property damage, or even death. I understand that these potential risks include, but are not limited to: travel to and from the Activity; local transportation to and from the Activity site; consumption of food; hotel accommodations; weather conditions; language barriers; differing social cultures and national laws; contagious diseases; criminal activities; terrorist attacks; political unrest; negligent first aid operations or procedures; negligent or willful acts of other participants; and other risks that are unknown at this time. **I KNOWINGLY AND VOLUNTARILY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE NEGLIGENCE OF RELEASEES,** and assume full responsibility for my participation in the Activity.

INDEMNITY: I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, agree to hold harmless, defend and indemnify the Releasees from any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage or death that I may suffer as a result of my participation in the Activity, **REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.**

CHOICE OF LAW/SEVERABILITY: I hereby agree that this Agreement shall be construed in accordance with the law of the State of California and that this Agreement is intended to be as broad and inclusive as permitted by such law. I further agree that if any portion hereof is held invalid, the balance shall, notwithstanding, continue in full force and effect.

HEALTH/SAFETY: I am aware of all applicable personal medical needs, and I am unaware of any health-related reasons or problems which preclude or restrict my participation in the Activity. I have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the Activity. I understand and agree that USF is not obligated to attend to any of my medical or medication needs during the Activity, and I assume all risk and responsibility therefore. If during the Activity I require medical treatment or hospital care, in a foreign country or in the United States, USF is not responsible for the costs or quality of such treatment or care. **I agree that USF may, but is not obligated to, take any actions it considers necessary under the circumstances regarding my health and safety. I further agree to pay all expenses relating thereto and release USF from any liability for any actions it may take.**

I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND ITS TERMS. I AM AWARE THAT THIS AGREEMENT INCLUDES A RELEASE AND WAIVER OF LIABILITY, AN ASSUMPTION OF RISK, AND AN AGREEMENT TO INDEMNIFY THE RELEASEES. I UNDERSTAND I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Signature of Participant

Date

Appendix C2 – Waiver TW

USF SHORT TERM INTERNATIONAL PROGRAM – in countries with Travel Warning

**RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK
AND INDEMNITY AGREEMENT**

I, _____ (“Participant”), hereby acknowledge that I have voluntarily elected to participate in the University of San Francisco in _____ (“Activity”), to be held in and around _____ [CITY] from approximately _____ [DATES]. In consideration for being permitted to participate in the Activity, I hereby acknowledge and agree to the following:

ELECTIVE PARTICIPATION: I acknowledge that my participation is elective.

RULES AND REQUIREMENTS: I agree to conduct myself in accordance with University of San Francisco ("USF") policies and procedures, including the "Standards of Nonacademic Conduct", which appear in the *Fogcutter Student Handbook*. I further agree to abide by all the rules and requirements of the Activity. I grant USF the right to terminate my participation in the Activity if it is determined that my conduct is detrimental to the best interests of the group or violates any rule of the Activity.

INFORMED CONSENT: I have been informed of and I understand the various aspects of the Activity including, but not limited to, arrangements for payment, travel, itinerary, logistics, cancellation, and academic content/credit. I understand that as a Participant in the Activity I may sustain serious personal injuries, illness, property damage, or even death as a consequence of not only USF's actions, inactions or negligence, but also the actions, inactions or negligence of others, travel, weather conditions, conditions of equipment used, and that there may be other risks not known to me or not reasonably foreseeable at this time. I further understand and agree that any injury, illness, property damage, disability, or death that I may sustain by any means is my sole responsibility. I also understand that the Activity is being held in a country for which the United States Department of State has issued a Travel Warning and that I have been given a copy of such Travel Warning. I acknowledge that I have freely agreed to travel to a country for which the United States State Department has issued a Travel Warning.

RELEASE AND WAIVER OF LIABILITY: I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, **HEREBY RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE** the University of San Francisco, its directors, officers, employees and agents (hereinafter referred to as "Releasees") for any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage or death that I may suffer as a result of my participation in the Activity, **REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.**

ASSUMPTION OF RISK: I understand that there are potential dangers incidental to my participation in the Activity, some of which may be dangerous and which may expose me to the risk of personal injuries, property damage, or even death. I understand that these potential risks include, but are not limited to: travel to and from the Activity; local transportation to and from the Activity site; consumption of food; hotel accommodations; weather conditions; language barriers; differing social cultures and national laws; contagious diseases; criminal activities; terrorist attacks; political unrest; negligent first aid operations or procedures; negligent or willful acts of other participants; and other risks that are unknown at this time. **I KNOWINGLY AND VOLUNTARILY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE NEGLIGENCE OF RELEASEES,** and assume full responsibility for my participation in the Activity.

INDEMNITY: I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, agree to hold harmless, defend and indemnify the Releasees from any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage or death that I may suffer as a result of my participation in the Activity, **REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.**

CHOICE OF LAW/SEVERABILITY: I hereby agree that this Agreement shall be construed in accordance with the law of the State of California and that this Agreement is intended to be as broad and inclusive as permitted by such law. I further agree that if any portion hereof is held invalid, the balance shall, notwithstanding, continue in full force and effect.

HEALTH/SAFETY: I am aware of all applicable personal medical needs, and I am unaware of any health-related reasons or problems which preclude or restrict my participation in the Activity. I have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the Activity. I understand and agree that USF is not obligated to attend to any of my medical or medication needs during the Activity, and I assume all risk and responsibility therefore. If during the Activity I require medical treatment or hospital care, in a foreign country or in the United States, USF is not responsible for the costs or quality of such treatment or care. **I agree that USF may, but is not obligated to, take any actions it considers necessary under the circumstances regarding my health and safety. I further agree to pay all expenses relating thereto and release USF from any liability for any actions it may take.**

I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND ITS TERMS. I AM AWARE THAT THIS AGREEMENT INCLUDES A RELEASE AND WAIVER OF LIABILITY, AN ASSUMPTION OF RISK, AND AN AGREEMENT TO INDEMNIFY THE RELEASEES. I UNDERSTAND I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Signature of Participant

Date

Appendix D

Disciplinary Clearance Form (Undergraduates Only)

Center for Global Education

Disciplinary Clearance Form



To The Student:

Participating in a study abroad program includes demonstrating an ability to abide by the University’s standards, policies and procedures as outlined in the Fogcutter Student Handbook. The Center for Global Education requests conduct history information from the Office of Student Conduct, Rights and Responsibilities (OSCRR) prior to approving a study abroad application.

Students who are on Probation (Disciplinary, Housing and/or University) are not allowed to participate in any kind of international program (e.g. study abroad, short term program, immersion, field study, etc.). An evaluation to determine a student's eligibility will take place for students who had previously been on Probation. Additionally, any information provided by OSCRR including, but not limited to, violations of the University’s Student Conduct Code or other issues involving disruptive behavior may impact a student’s eligibility.

Your signature provides consent for release of information from the point of receipt of this form by the USF Center for Global Education through the start date for your program. It is your responsibility to update our office immediately if you have new violations or changes in your disciplinary status after submitting this form.

Printed Name _____
USF ID #

Signature _____
Date

Program Name: _____ Program Year: _____

Program Term:

- Fall Semester Intersession (January) Spring Break (March)
- Fall Break (October) Spring Semester Summer

The remainder of this form must be completed by the Office of Student Conduct, Rights and Responsibilities (OSCRR).

Please return to:

Center for Global Education, University of San Francisco
2130 Fulton St., UC 5th Floor, San Francisco, CA 94117
Or email to: studyabroad@usfca.edu

To OSCRR:

This student has applied to participate in a University of San Francisco study abroad program. While prior disciplinary history does not necessarily preclude a student’s participation, this information is taken into consideration during review. Recognizing that a student’s status can change from the completion of this form until the time of departure, we request notification of any new violations or changes to this record.

- This student has not been subject to disciplinary action at USF.
- This student has been subject to disciplinary action at USF and is currently **not** in good disciplinary standing with the University.
- This student has been subject to disciplinary action at USF, however **is** currently in good standing with the University.
- Other: _____

OSCRR APPROVAL:

- Approved Not Eligible

OSCRR Signature: _____ Name: _____ Date: _____

For questions, please call The Center for Global Education 415-422-6848



Appendix E

WASC Policy

Study Abroad Policy

Study abroad can be an important phase of undergraduate and graduate programs in American colleges and universities. Carefully planned and administered foreign study can add significant dimensions to a student's educational experience. A study abroad program should:

- a. Be clearly related to the objectives of the sponsoring or participating institution;
- b. Have a well defined rationale that states the specific nature and purposes of the program and is accurately represented in the institution's catalog and all promotional literature;
- c. Provide educational experiences related to the institution's curriculum;
- d. Be available to students who are carefully selected according to ability and interest;
- e. Have a carefully articulated policy regarding the availability of financial assistance to students for programs required by the institution;
- f. Have clearly specified language proficiency requirements, when appropriate to the program and place of study, and clearly defined methods of testing language proficiency prior to acceptance into the program;
- g. Provide intended participants with accurate and current information, specifically describing the following: program opportunities and limitations; how and where instruction will be given and the relationship to the foreign institution; grading practices; significant differences between a home campus experience and what can be expected abroad, including information about local attitudes and mores; and a description of local living conditions and the extent of responsibility assumed by the program for housing participants;
- h. Provide extensive orientation for participants prior to departure for, and on arrival in, the foreign country with respect to the matters in (g) above, and augmented with more detailed information and instruction related to the specific program;
- i. Provide counseling and supervisory services at the foreign center, with special attention to problems peculiar to the location and nature of the program;
- j. Guarantee adequate basic reference materials to offset any limitations of local libraries or inaccessibility to them;
- k. Include clearly defined criteria and policies for judging performance and assigning credit, in accordance with prevailing standards and practices at the home institution. A common basis for determining grade equivalents is established when several institutions are involved with a single overseas institution or in a consortium;

- l. Stipulate that students will not ordinarily receive credit for foreign study that is undertaken without prior planning or approval on the student's home campus;
- m. Include provisions for ongoing institutional oversight, including assessment of the educational effectiveness of programs;
Assure fair reimbursement to participants if the program is not delivered as promised, for any reason within the sponsor's control; and
- n. Provide opportunity, at the conclusion of the student's program or upon return, to process and reflect on the experience in ways that may contribute to the student's and others' learning.

Cooperative arrangements are urged among American institutions seeking to provide foreign study opportunities for their students. In many cases, resident directors, faculty, and facilities could be shared with significant improvement in the efficiency and economy of the operation. One basic reference collection, for example, supported and used by students from several programs, is likely to be more satisfactory than several separate ones.

Credit is not awarded for travel alone. Commercially sponsored "study/travel programs" should be thoroughly investigated by an institution before it grants degree credit for these activities.

Travel/study courses sponsored by the institution must meet the same academic standards, award similar credit, and be subject to the same institutional control as other courses and programs offered by that institution.

Credit for travel/study courses is limited to a maximum of one semester unit of credit per week of full-time travel/study (or the equivalent in quarter system units), with one additional unit of credit for additional readings, papers and class meetings that are required before or after the course.

Credit Hour Policy

Introduction

The University of San Francisco operates under a semester credit hour system of approximately 15 weeks each semester in the academic year, or its equivalent in the winter intersession, summer session, and online semester. This policy aims both to codify the University's requirement of course contact hours and keep it in compliance with Federal, State, and accrediting agency guidelines. The policy applies to all courses.

Credit Hour at USF

The credit hour policy applies equally to courses of varying credits, duration, and modes of instruction.

One unit of credit in lecture, seminar, and discussion work should approximate one hour of direct faculty instruction and a minimum of two hours of out-of-class student work per week through one 15-week semester.

Alternately, if the time is wholly occupied with either the seminar, studio, field, clinical or laboratory work, or internships, service learning, directed study or intensive semester (e.g. summer, online or courses offered in shorter form), a minimum of 45 hours of student work is expected for each unit of credit. Note that there may be other and/or future modes of instruction to which this alternate satisfaction of the credit hour requirement may apply.

Additionally, where classroom work is supplemented by systematic outside reading, experiment or research under the direction of the instructor, a reduction may be made in the actual studio, field, clinical, laboratory, internship or classroom time as seems appropriate to the instructor with the approval of the pertinent department and/or school or college's curriculum committee.

Periodic Compliance Review of Credit Hour Policy

We recommend that each department conduct an initial comprehensive review of the credit hour assignment of approximately no less than 25% of its courses each year for the next four years.

This ensures that all the University's courses' credit worthiness would be reviewed in time for WASC's next site visit. Review would be done either by the pertinent department faculty and/or school or college's curriculum committee. Whereas each school or college should determine how best to organize and conduct its initial review, some common themes should be observed. See section on **Guidance on Common Themes in Meeting WASC Credit Hour Requirement**.

New courses should be reviewed and approved by the pertinent school or college's curriculum committee for compliance with the credit hour policy. The periodic compliance review of the credit hour policy, called for by WASC, would be incorporated into each school's and college's established curriculum review schedule, after completion of the initial comprehensive review described above. The periodic compliance review should encompass no less than 25% of each department's courses.

In addition to the periodic compliance review, schools and colleges should also incorporate the credit hour review into comprehensive self-study requirements. Taken together, this would satisfy WASC's requirement for an explanation and documentation of the University's process for periodic review of the accurate and reliable application of its credit hour policy.

Guidance on Common Themes in Meeting WASC Credit Hour Requirement:

1. Guiding principle: One unit equals one hour of direct faculty instruction and a minimum of two hours of out-of-class student work per week for 15 weeks. Generally, one unit is granted for 45 hours of student work.
2. Include information on expected amount of work on course syllabus. A course's credit hours should reflect the amount of work required to earn those credits.
3. A course offered in fewer than 15 weeks shall contain the same total hours – contact hours, preparation time, content, and requirements – as the same course offered in the standard 15-week semester.
4. Regardless of mode of instruction, courses should be consistent in terms of purpose, scope, quality, assessment, and expected learning outcomes with other courses with the same department code, number, and course title.

Credit Hour Task Force

Appendix F

On-Site Orientation Topics

Below are topics and issues to be discussed during the On-Site Orientation for international programs sponsored by USF. Text in brackets indicates suggestions/ directions to On-Site faculty or staff

- **Program Goals**

- USF's Vision of educating "leaders who will fashion a more humane and just world" – therefore the need to understand cultural differences
- USF's Mission to provide students with the "values and sensitivity necessary to be men and women for others" who can understand the perspectives of the poor, the underserved, the rejected
- USF's Core Value that promotes "diversity of perspectives, experiences and traditions as essential components of a quality education in our global context" who learn about the world in order to change it
- USF's Core Value that promotes "a culture of service that respects and promotes the dignity of every person"
- Specific Program goals include
 - Develop an understanding of diverse cultures and an understanding that cultures are diverse within themselves
 - Develop intercultural skills in interacting with individuals from other cultures based on proper culture-specific information
 - Develop an understanding of the process of globalization and its implications in the context of evolving societies
 - Become prepared for local and global citizenship through an understanding of cultural variations in civil societies

- **Host Institution**

- History
- Main characteristics
- Location, campus description
- List of local staff [introduce if present]

- **Cultural Sensitivity**

- Students should expect behavioral and attitudinal patterns or characteristics that will seem different, peculiar and even inappropriate. Treat these differences with respect understanding how they reflect the host culture.
- Expect disapproval or even contempt for students' nationality, lack of linguistic abilities or even gender, race and sexuality.
- Understand that Americans are usually perceived as too loud – lower volume of conversations when in public sites and avoid shouting or loud laughs.

- Understand that frequent stereotypes of Americans include being loud drunks. There is a need to moderate amount of alcoholic beverage consumption as well as volume of voice. There is no need to be loud to convey happiness.
- Tank tops, shorts, flip flops are usually not appropriate when visiting public places or attending classes.
- Each institution and each country has specific patterns of behavior in terms of how long it takes for things to be done or the steps required for something to be completed. Students are guests and should not expect everything to be “like back home”.
- Income and wealth distribution in many countries is very uneven. You will see extreme poverty and extreme affluence. Make sure to respect the dignity of the poor and the disenfranchised. Be prepared for strong emotional reactions when visiting some sites of poverty.

- **Academic Issues**

- Description of Program
 - Components
 - Typical Schedule
 - Requirements (exams, papers, etc.)
 - [Introduce (at least by name) instructors]
 - Textbooks and Readers
 - Field Trips are compulsory
 - Students should expect differences in teaching styles when comparing local professors with USF professors
 - Advising procedures (on-site). Also students should stay in touch (by e-mail) with their advisors in San Francisco
- All USF academic regulations apply to Program
- Academic credits will appear in USF transcripts. There is no need to ask for transfer of credits since this is a USF program
- If students choose to withdraw, they must leave the program immediately. There is no refund possible.

Academic/Student Services

- Library facilities
- Computer centers and cybercafes
- Athletic facilities
- Campus ministry resources and schedule of religious services
- Availability of psychological help or resources
- Telephone services and use of mobiles (when available)

- **Transportation Issues**

- Schedule of Program transportation for classes, fieldtrips, etc.
- Need to be on time—bus will leave on time
- Description of public transportation available and its safety (buses, taxis, metro, trams, trains, ‘colectivos’, etc.)
- Description of transportation options and their safety for weekend travel (buses, trains, airplanes, ferries, etc.)

- **Housing Issues**

- No overnight guests in room regardless of relationship to USF student
- Students are responsible for upkeep
- Alcoholic beverages cannot be consumed in hotel/motel rooms used to house students during the program.

- **Safety**

- ATTENTION- In the event of a medical/psychological emergency call AXA Assistance USA, Inc. immediately and reference plan code: ADDN05660865R

24-Hour Access. Call 1-855-327-1414 toll free in the USA or Canada 1-630-694-9764 collect outside of the USA

- USF has a protocol for emergency procedures that staff and faculty are aware of. This includes health emergencies, political problems, natural disasters, etc. Program staff will know how to react to an emergency
- In an emergency, students must contact USF staff or faculty and follow instructions given by staff or faculty
- Students should notify Program staff if stomach difficulties extend over more than 6 hours
- During free time, students should make sure to go out in pairs or larger groups.
- Never allow strangers into rooms or apartments
- Review procedures to follow in a fire (checking for smoke, notifying staff of student location, knowing evacuation routes, etc.)
- In a national, natural or political emergency, make sure to immediately report to agreed upon meeting place. This means abandoning current tasks and taking the quickest possible route to reach the meeting place. [Identify the meeting place for each program]
- Students are encouraged to register with the nearest US Embassy or consulate [provide details on how to do it]
- Description of how to prevent pick-pocketing and other petty crimes (never walk alone at night, carry valuables in front pocket, hold on to purse, avoid wearing jewelry, etc.)
- Students should note that alcoholic beverages outside the US usually have higher alcohol content than in the U.S. (even of the same brand). [Emphasize the need for responsible drinking when minimum age is lower than in US and cost is lower.]
- Description of usual health risks (street food, uncooked seafood, unpeeled fruits and vegetables, salads). Untreated water is usually used for irrigation.
- Students should not drink tap water. Always use bottled water even when brushing teeth and make sure the seal has not been broken when buying bottled water

- **Additional Issues**

- Fill out contact sheet if absent from Program for more than 24 hours (On-Site Coordinator has sheets that must be filled out and return to Program staff)
- Contact Program staff with concerns or suggestions (or contact Gerardo Marin by e-mail: marin@usfca.edu)
- Review of issues surrounding culture shock—symptoms, ways of dealing with it, etc.

- Drug laws (even for the possession of one 'joint') can be extremely severe. The US representatives have no obligation to help US citizens caught breaking local laws. Students in previous programs have been caught carrying drugs (after the program had ended) and spent time in jail.
- If students choose to remain after the Program ends, they must fill out a note informing USF that they choose to remain in the country and to separate from the Program [On-Site Coordinators should have these forms]
- Smoking is not allowed in the rooms or in the classrooms
- In some countries it is not appropriate to dispose of soiled toilet paper (or feminine hygiene products) inside the toilet bowl, students should use the basket placed alongside the toilet.
- Program faculty and staff are authorized to terminate a student's participation when proven disruptive or for any other reason as contemplated in USF documents.



Health Insurance Requirement for USF-Sponsored International Programs

Frequently Asked Questions

As a condition of enrollment, University of San Francisco (USF) requires students to have health insurance plan underwritten by a U.S.-domiciled (U.S.-based) insurance company while participating in USF-sponsored international programs including short-term programs and degree required research or fieldwork taking place outside the U.S. during the January intersession, spring break and summer periods.

Students can get a **health insurance plan** underwritten by a U.S.-domiciled (domestic) company either through USF-Sponsored Student Health Insurance Plan (Aetna) or through their employer, parent or spouse's policy.

Supplemental Insurance: Most domestic health insurance plans have limitations or no coverage for overseas regular medical care, emergency medical evacuation and repatriation of remains. As such USF provides a free travel, major accident, and security assistance program called **ACE/AXA Assistance USA, Inc. to all students traveling on USF approved academic activities.** **ACE/AXA Assistance USA, Inc. only provides emergency medical assistance and it does not provide regular medical care overseas.** ACE/AXA Assistance USA, Inc. plan is meant to supplement your existing health insurance plan. You must have a health insurance plan while you are studying abroad.

1. **Why is it necessary to have health insurance plan when I go abroad?**

USF wants our students to be protected in the event they become ill and need to see a medical doctor overseas. Thus, you must maintain your domestic health insurance and NOT cancel or waive your existing coverage when you go abroad. If you were to experience medical problems while abroad and returned home to the U.S., you may be denied from re-enrolling with your health insurance carrier because of a pre-existing medical condition, and you will be without health insurance coverage.

ACE/AXA Assistance USA, Inc. provides emergency medical evacuation. If such an event were to occur and you needed to be flown back to the U.S. for further medical treatment, you would need to have health insurance plan to cover your medical expenses. Major injuries or illness sustained abroad may require long-term care or follow up medical treatment upon your return home.

Remember, ACE/AXA Assistance USA, Inc. does not cover non-emergency medical services such Doctor visits, routine checkups, dental care, vaccinations, physical exams, prescription medications, etc. Depending on your domestic health insurance plan, you may need to pay for these medical services out of pocket and file a claim for reimbursement with your domestic health insurance upon your return to the United States. USF-Sponsored Health insurance plan (Aetna) works with OnCall International to cover your non-emergency medical services overseas. OnCall International can advance students up to \$5,000 in local currency to cover on-site medical care expenses.

2. I do not have health insurance plan and my university-sponsored trip is only for a few weeks. Do I still need to have health insurance?

Yes. You will be required to get Short-Term health insurance for the duration of your program. We strongly advise you to add an extra month after the program ends if in the event you sustain an injury that requires follow up medical care. You will need that health insurance coverage. We suggest that you consult with the USF Health Promotion Services office staff (www.usfca.edu/hps) that can assist you in choosing and reviewing any short-term insurance plan that you wish to purchase.

3. I'm an international student and I am conducting field research back in my home country. Do I need health insurance?

International students are automatically charged USF Student Health Insurance unless they have shown proof of comparable coverage (equal or better) to USF's insurance plan. USF Student Health Insurance plan does cover international students in their home country even if the country has socialized medicine program.

4. How much does ACE/ AXA Assistance USA, Inc. cost and how do I sign up?

ACE/AXA Assistance USA, Inc. is included in your tuition/program fee and enrollment is automatic once the required pre-departure documents are filed with the Center for Global Education. You will be given an ACE/AXA Assistance USA, Inc. emergency contact card. Please carry this card with you at all times while you are abroad.

5. Can I use ACE/AXA Assistance USA, Inc. when I'm on personal vacation?

No. ACE/AXA Assistance USA coverage is restricted to university-approved activities only. If you intend to travel prior to or after your university-related trip, we recommend that you should purchase additional insurance to cover your personal trip. Furthermore, ACE/AXA Assistance USA will not cover accidents involving high-risk activities such as extreme sports like skydiving or bungee jumping.

6. Does ACE/AXA Assistance USA, Inc. help with personal belongings, lost baggage or trip cancellation/interruption?

No. Ace/AXA Assistance USA, Inc. is not travel insurance. This type of insurance can be purchased through the airlines or travel agencies. The USF sponsored health insurance Aetna plan covers travel insurance at no additional cost through OnCall International U.S 1-866-525-1956 or collect 1-603-328-1956.

7. What happens if I choose to not get health insurance plan or purchase short-term insurance?

Students that willfully refuse to comply with university health insurance policy will have all their academic credits dropped and cannot participate in the program.

November 2014

Appendix H

Behavior Contract (Online Submission)

<http://usfca.edu/studyabroad/shortterm/forms/>

The screenshot shows a web browser window displaying the USFCA website. The page title is "Center for Global Education". The main content area is titled "Short Term Program Behavior Contract". The form includes a header with the USF logo and navigation tabs for "ABOUT USF", "DESTINATIONS", "GATEWAYS", and "SEARCH". The form text reads: "In consideration for being permitted to participate in the University of San Francisco Study Abroad program in _____ (City, Country) with _____ (Program), I, _____ (First Name, Last Name) hereby acknowledge and agree to the following:"

GET STARTED

- Why Study Abroad
- Eligibility
- Choosing a Program
- Application Procedure
- Sponsored Programs
- Short Term Programs
- External Programs

FINANCES & SCHOLARSHIPS

- Tuition and Fees
- Scholarships and Loans
- Budget and Research

ADMITTED

- Next Steps
- Academic Information
- Passport and Visa
- Travel Prep and Arrival
- Cultural Competence
- Living Abroad
- Before Coming Home

HEALTH & SAFETY

- Advisory Updates
- Overseas Insurance
- Immunizations

QUICK LINKS

- International Student and Scholar Services
- Arrupe Justice Immersion Program
- Casa Bayanihan
- One Stop Enrollment & Financial Services
- Leo T. McCarthy Center for Public Service & the Common Good
- Study Abroad Forms
- Study Abroad Videos

Center for Global Education

University Center, 5th Floor
2130 Fulton Street
San Francisco, CA 94117-1045
TEL: (415) 422-6848
FAX: (415) 422-5908
HOURS: 9 am - 5 pm

studyabroad@usfca.edu

[Map & Location](#)

[facebook](#)

USFCONNECT LOGIN

Appendix I

Travel Intent (Online Submission)

<http://usfca.edu/studyabroad/shortterm/forms/>

The screenshot shows a web browser window displaying the USF Center for Global Education website. The browser's address bar shows the URL https://www.usfca.edu/templates/global_ed_inside.aspx?ekfrm=6442472551. The website header includes navigation tabs for ABOUT USF, DESTINATIONS, GATEWAYS, and SEARCH. The main content area is titled "Short Term Program Travel Intent" and contains a form with the following sections:

- GET STARTED**
 - Why Study Abroad
 - Eligibility
 - Choosing a Program
 - Application Procedure
 - Sponsored Programs
 - Short Term Programs
 - External Programs
- FINANCES & SCHOLARSHIPS**
 - Tuition and Fees
 - Scholarships and Loans
 - Budget and Research
- ADMITTED**
 - Next Steps
 - Academic Information
 - Passport and Visa
 - Travel Prep and Arrival
 - Cultural Competence
 - Living Abroad
 - Before Coming Home
- HEALTH & SAFETY**
 - Advisory Updates
 - Overseas Insurance
 - Immunizations

The form itself includes the following fields and sections:

- Student Name: Student ID Number:
- Program Name: Major:
- Please check all boxes that apply.
 - I do not plan to arrive early before the program begins or stay after the program ends.
 - Early Arrival Before Program Begins
This is to inform you that I am choosing to arrive in before the start of the "USF in Program."
 - Intention to Stay After Program Ends
This is to inform you that I am choosing to remain in at the end of the "USF in Program."
 - I am choosing to arrive in said country and/or travel to another country out of my own accord and agree that my academic relationship with USF related to my participation in the USF short term study abroad program begins on the official start date of .
 - I am choosing to remain in said country and/or travel to another country out of my own accord and agree that my academic relationship with USF related to my participation in the USF short term study abroad program ends on the official end date of .

On the right side of the page, there is a "QUICK LINKS" section with the following items:

- International Student and Scholar Services
- Arrupe Justice Immersion Program
- Casa Bayanihan
- One Stop Enrollment & Financial Services
- Leo T. McCarthy Center for Public Service & the Common Good
- Study Abroad Forms
- Study Abroad Videos

At the bottom right, there is a contact box for the Center for Global Education:

Center for Global Education
University Center, 5th Floor
2130 Fulton Street
San Francisco, CA 94117-1045
TEL: (415) 422-6848
FAX: (415) 422-6908
HOURS: 9 am - 5 pm

studyabroad@usfca.edu
[Map & Location](#)
[facebook](#)

At the bottom of the page, there is a "USFCONNECT LOGIN" button.

Appendix J

Sample Emergency Response Plan

GENERAL PROCEDURES:

- ATTENTION- In the event of a medical/psychological emergency call AXA Assistance USA, Inc. immediately and reference Policy # ADDN05660865R
24-Hour Access. Call 1-855-327-1414 toll free in the USA or Canada 1-630-694-9764 collect outside of the USA
- Keep this Emergency Response Plan (“ERP”) with you at all times.
- Encourage all participants (faculty, students, and staff) to register with the United States Embassy or Consulate before departure (www.state.gov) or immediately upon arrival.
- Make sure that the information contained in this ERP is available to all USF staff as well as to host institution’s staff.
- Immediately upon your arrival at the program site, devise and rehearse a procedure for contacting all students in case of an emergency including a scenario when telecommunications and local transport fail.
- Identify a meeting place where all participants must report in case of an emergency. Make sure to communicate this emergency meeting place to participants.
- Identify means of transport that can be used in case an emergency evacuation is necessary.
- Request contact information for all participants leaving the program site for more than 24 hours. Notification of contact information should be done by using a special form.
- Identify participants with special needs and formulate plans to accommodate them during an emergency, if necessary.
- Report any incident, including but not limited to incidents described in this ERP, to Gerardo Marín in writing via e-mail (marin@usfca.edu), telephone (+1-415-422-2199) or facsimile (+1-415.422.6212).

Important Telephone Numbers (Please fill in missing numbers specific to your program):

USF Public Safety Dispatch	1.415.422.4201
USF 24-hr. mobile	1.415.994.4330
On-Site Staff	_____
Faculty	_____
Gerardo Marín (office)	1.415.422.2199
OSCR	1.415.422.5330
<i>U.S. Consulate</i>	_____
<i>Hotel</i>	_____
<i>U.S. State Department</i>	
<i>Citizen’s Overseas Emergency Center</i>	1.202.647.5225
	1.202.647.4000

MISSED FLIGHTS:

Ideally, students should travel as a group to the foreign destination and in the company of a faculty member, staff, or research assistant. When students travel without a USF responsible individual, arrangements should be made to meet students at the point of arrival. Faculty should discuss with student an appropriate procedure for cancelled/missed/delayed flights or anything effecting prior meeting and pick up arrangements.

MEDICAL EMERGENCY:

- ATTENTION- In the event of a medical/psychological emergency call AXA Assistance USA, Inc. immediately and reference Policy # ADDN05660865R 24-Hour Access. Call 1-855-327-1414 toll free in the USA or Canada 1-630-694-9764 collect outside of the USA
- Identify seriousness of situation and contact physician or ambulance service
 - Red Cross: _____
 - Ambulance: _____
 - Hospitals: _____
- Contact USF Center for Global Education:
 - 24-hr. mobile 1.415.994.4330
 - Gerardo Marin (office) 1.415.422.2199
- Contact Public Safety Office 1.415.422.4201
- USF staff in San Francisco will contact emergency contact persons as indicated in emergency binder
- In a case of a medical problem ask student to indicate if s/he wishes parents or guardians to be contacted
- **Faculty/staff cannot provide any type of medications (prescription or over-the-counter) to students.**

SEXUAL MISCONDUCT/SEXUAL ASSAULT:

If a student discloses that a sexual assault or sexual misconduct has recently occurred, stay with him/her in a safe place.

- Contact AXA Assistance USA, Inc. and reference Policy # ADDN05660865R 24-Hour Access. Call 1-855-327-1414 toll free in the USA or Canada 1-630-694-9764 collect outside of the USA
- Contact Public Safety emergency dispatch [1-415-422-2911](tel:1-415-422-2911)
- Contact Center for Global Education
 - 24-hr. mobile [1.415.994.4330](tel:1.415.994.4330)
 - Gerardo Marín (office) [1.415.422.2199](tel:1.415.422.2199)

Although you are contacting Public Safety, this does not require the student to make a report, it is merely the best way to get in touch with on-call staff. Dispatch will simply put the student in touch with a university staff member who is available 24/7 to support the student through the process.

Keep in mind that you are not expected to, nor should you, act as a counselor, and should always refer the student to appropriate services as soon as possible.

A follow-up process to ensure adequate support for the student will be made based on the student's wishes. Please keep in mind that USF's sexual assault policy requires all university employees to report sexual assaults.

Faculty and staff must keep a written record of any incident or allegation of sexual misconduct and of the steps taken to respond.

CRIME [NOT LIMITED TO THEFT]:

Crime may occur anywhere. In the case of theft, participants must decide if they wish to file a police report for use in insurance claims for lost property.

- Contact Center for Global Education:
 - 24-hr. mobile 1.415.994.4330
 - Gerardo Marín (office) 1.415.422.2199
- Contact Public Safety Office 1.415.422.4201

ARRESTS:

- ATTENTION- In the event of a medical/psychological emergency call AXA Assistance USA, Inc. immediately and reference Policy # ADDN05660865R
24-Hour Access. Call 1-855-327-1414 toll free in the USA or Canada 1-630-694-9764 collect outside of the USA
- Immediately contact the U.S. Consulate. U.S. consuls usually visit US citizens who are arrested, U.S. consuls may also provide a list of local attorneys, and in some cases clarify legal procedures.
 - U.S. Consulate: _____
- Contact Center for Global Education:
 - 24-hr. mobile 1.415.994.4330
 - Gerardo Marín (office) 1.415.422.2199
- Contact Public Safety Office 1.415.422.4201
- Identify procedures needed to post bail and communicate such information to USF staff
- Stay in locale (program site or jail) until instructed otherwise by USF staff in San Francisco
- USF staff in San Francisco will contact emergency contact persons as indicated in emergency binder

PSYCHOLOGICAL DIFFICULTIES:

(e.g., depression, suicide attempt, behavioral problems)

- ATTENTION- In the event of a medical/psychological emergency call AXA Assistance USA, Inc. immediately and reference Policy # ADDN05660865R
24-Hour Access. Call 1-855-327-1414 toll free in the USA or Canada 1-630-694-9764 collect outside of the USA
- Contact Local host institution staff _____
- Contact Center for Global Education:
 - 24-hr. mobile 1.415.994.4330
 - Gerardo Marín (office) 1.415.422.2199
 - OSCRR 1.415.422.5330
- Contact Public Safety Office 1.415.422.4201
- If person is a threat to self or others, stay with person and monitor the situation until professional help arrives (psychotherapist or emergency personnel).
- USF staff in San Francisco will contact emergency contact persons as indicated in emergency binder
- **Faculty/staff cannot provide any type of medications (prescription or over-the-counter) to students.**

SERIOUSLY DISRUPTIVE BEHAVIOR:

(e.g., aggressive behavior, excessive drinking, verbal abuse)

- Contact Center for Global Education:
 - 24-hr. mobile 1.415.994.4330
 - Gerardo Marín (office) 1.415.422.2199
 - OSCRR 1.415.422.5330
- ATTENTION- In the event of a medical/psychological emergency call AXA Assistance USA, Inc. immediately and reference Policy # ADDN05660865R
24-Hour Access. Call 1-855-327-1414 toll free in the USA or Canada 1-630-694-9764 collect outside of the USA
- Contact Public Safety Office 1.415.422.4201
- If person is a threat to self or others, stay with person and monitor the situation until professional help arrives (psychotherapist or emergency personnel).
- Establish short-term behavioral limits as part of a contract (drafted in collaboration with USF staff) where failure to adhere to contract can result in dismissal from Program.

- USF staff in San Francisco will contact emergency contact persons as indicated in emergency binder.

NATURAL DISASTERS:

(e.g., floods, earthquake, storms, volcano eruptions)

- ATTENTION- In the event of a medical/psychological emergency call AXA Assistance USA, Inc. immediately and reference Policy # ADDN05660865R
24-Hour Access. Call 1-855-327-1414 toll free in the USA or Canada 1-630-694-9764 collect outside of the USA
- Contact Center for Global Education:
 - 24-hr. mobile 1.415.994.4330
 - Gerardo Marín (office) 1.415.422.2199
- Contact Public Safety Office 1.415.422.4201
- *Contact USF staff as soon as possible.* If telephone contact is not possible, try all other possible ways of communicating the status of program participants to USF staff including fax, e-mail.
- If no telephone contact with USF staff is established, as soon as the roads are safe, locate nearest telephone service.
- Contact the Center for Global Education if a natural disaster occurs in the program country (even if far away from the program site).

FIRE:

- Immediately leave the premises
- Make sure all rooms are vacated and all participants are accounted for
- Contact Center for Global Education:
 - 24-hr. mobile 1.415.994.4330
 - Gerardo Marín (office) 1.415.422.2199
- Contact Public Safety Office 1.415.422.4201
- USF staff in San Francisco will contact emergency persons as indicated in emergency binder.

MISSING PERSON:

- ATTENTION- In the event of a medical/psychological emergency call AXA Assistance USA, Inc. immediately and reference Policy # ADDN05660865R
24-Hour Access. Call 1-855-327-1414 toll free in the USA or Canada 1-630-694-9764 collect outside of the USA
- Obtain all possible information from roommates, friends, staff, etc.
- Contact Center for Global Education:
 - 24-hr. mobile 1.415.994.4330
 - Gerardo Marín (office) 1.415.422.2199
 - OSCRR 1.415.422.5330
- Contact Public Safety Office 1.415.422.4201
- Contact emergency rooms at local hospital if participant is missing for more than 24 hours (or earlier if appropriate)
- Contact local police if participant is missing for more than 24 hours (or earlier if appropriate)
- USF staff in San Francisco will contact emergency persons as indicated in emergency binder.

POLITICAL UNREST:

- ATTENTION- In the event of a medical/psychological emergency call AXA Assistance USA, Inc. immediately and reference Policy # ADDN05660865R
24-Hour Access. Call 1-855-327-1414 toll free in the USA or Canada 1-630-694-9764 collect outside of the USA
- Inform participants of events and their relevance to personal safety

- Request that participants stay away from demonstrations, strike sites, roadblocks, and other such politically sensitive areas
- Contact Center for Global Education:
 - 24-hr. mobile 1.415.994.4330
 - Gerardo Marín (office) 1.415.422.2199
- Contact Public Safety Office 1.415.422.4201
- Consult with local faculty and assess any potential danger to USF participants and implications for program
- Establish a news gathering operation (through the web, international short wave stations such as Voice of America and BBC, and television stations such as local news stations, CNN and BBC World)
- Create a reporting/updating process for participants (check-in every 3-6 or 12 hours, as appropriate)
- USF staff in San Francisco will contact parents or guardians as indicated in emergency binder.

OUTBREAK OF INFECTIOUS DISEASE:

- ATTENTION- In the event of a medical/psychological emergency call AXA Assistance USA, Inc. immediately and reference Policy # ADDN05660865R
24-Hour Access. Call 1-855-327-1414 toll free in the USA or Canada 1-630-694-9764 collect outside of the USA
- Inform participants of the risk and relevant protective measures
- Contact Center for Global Education:
 - 24-hr. mobile 1.415.994.4330
 - Gerardo Marín (office) 1.415.422.2199
- Contact Public Safety Office 1.415.422.4201
- Establish a news gathering operation (through the web, international short wave stations such as Voice of America and BBC, and television stations such as local news stations, CNN and BBC World)
- USF staff in San Francisco will contact emergency persons as indicated in emergency binder.

DEATH:

- ATTENTION- In the event of a medical/psychological emergency call AXA Assistance USA, Inc. immediately and reference Policy # ADDN05660865R
24-Hour Access. Call 1-855-327-1414 toll free in the USA or Canada 1-630-694-9764 collect outside of the USA
Immediately contact the U.S.A. Consulate
 - U.S.A. Consulate _____
- Contact Center for Global Education:
 - 24-hr. mobile 1.415.994.4330
 - Gerardo Marín (office) 1.415.422.2199
 - OSCRR 1.415.422.5330
- Contact Public Safety Office 1.415.422.4201
- Meet with participants to discuss the death
- Find a member of the clergy and a psychologist to be available to participants to discuss death and provide support
- USF staff in San Francisco will contact emergency persons as indicated in emergency binder.
- Arrange a memorial service for decedent

TERRORIST ACTIVITIES and WAR:

- ATTENTION- In the event of a medical/psychological emergency call AXA Assistance USA, Inc. immediately and reference Policy # ADDN05660865R
24-Hour Access. Call 1-855-327-1414 toll free in the USA or Canada 1-630-694-9764 collect outside of the USA
- Inform participants of events and their relevance to personal safety

- Request that participants stay away from demonstrations, strike sites, roadblocks, and other such politically sensitive places or dangerous areas
- Contact Center for Global Education:
 - 24-hr. mobile 1.415.994.4330
 - Gerardo Marín (office) 1.415.422.2199
- Contact Public Safety Office 1.415.422.4201
- Consult with local faculty and assess any potential danger to USF participants and implications for program
- Monitor the State Department website (www.state.gov)
- Create a reporting/updating process for participants (check-in every 3-6 or 12 hours, as appropriate)
- Establish a news gathering operation (through the web, international short wave stations such as Voice of America and BBC, and television stations such as local news stations, CNN and BBC World)
- Prepare the implementation of the confidential evacuation plan (if appropriate)
- USF staff in San Francisco will contact emergency persons as indicated in emergency binder.

If terrorist attacks were directed at U.S. citizens in country where Program is located:

In addition to steps detailed above, implement the following steps:

- Remove all external signs that refer to the Program
- Limit participants' local travel (including commuting to and from program sites)
- Implement and enforce a buddy system for outings
- Prohibit outside group activities (immediately following attack and when appropriate)
- Prepare the implementation of the confidential evacuation plan (if appropriate)
- Encourage dressing and acting like “locals” when going outside
- Encourage avoiding “American” and “expat” restaurants and bars
- Contact U.S. Embassy/consulate immediately
- Discuss event with students on a regular basis (every 6-12 hours or so)

VIOLATION OF UNIVERSITY POLICIES, PROCEDURES AND RULES:

- Follow USF policy and procedures
- Obtain details of alleged event and document in writing information provided, evidence (if any) and witnesses
- If physical injury is present, follow procedures for medical emergencies
- If emotional disturbance, follow procedures for psychological problems
- Offer the participant medical and/or psychological emergency care
- Contact Center for Global Education:
 - 24-hr. mobile 1.415.994.4330
 - Gerardo Marín (office) 1.415.422.2199
- Contact Public Safety Office 1.415.422.4201
- Contact OSCRR 1.415.422.5330

TRAFFIC ACCIDENT:

- ATTENTION- In the event of a medical/psychological emergency call AXA Assistance USA, Inc. immediately and reference Policy # ADDN05660865R
24-Hour Access. Call 1-855-327-1414 toll free in the USA or Canada 1-630-694-9764 collect outside of the USA

If a traffic accident involves a university-rented or leased vehicle:

Contact Center for Global Education:

- 24-hr. mobile 1.415.994.4330
- Gerardo Marín (office) 1.415.422.2199

- Follow local insurance procedures and obtain all necessary information

If a traffic accident involves a participant-owned or participant-rented vehicle, have participant contact the local police and the local insurance company that provided the insurance coverage.

USF staff in San Francisco will contact emergency persons as indicated in emergency binder.

ISSUES TO COVER IN INCIDENT REPORT

Report any incident, including but not limited to incidents described in this ERP, to Gerardo Marín in writing via e-mail (marin@usfca.edu) or facsimile (1.415.422.6212). Suggested aspects/issues to cover in the incident report are:

- What happened?
- Where did it happen?
- When did it happen?
- Who was involved?
- Who are the witnesses?
- Who has been contacted?
- What action was suggested by local authorities/specialists?
- Where are the other participants?
- How are the other participants reacting?
- What action plan was developed/implemented?
- Who needs to be contacted by San Francisco staff?
- Suggestions for future actions in similar events

Appendix K

Sample Emergency Communication Plan

1. Background

- All students, local USF faculty, and local full-time staff have access to a mobile telephone.
- All rooms where students and local USF faculty reside have at least one telephone land line.
- All students have a map, including houses, shelters, and main city roads.
- Program office has a direct dial telephone land line.
- Each student and faculty apartment and the Program office has a current list of all telephone numbers (land lines as well as mobile telephones).
- Center for Global Education in San Francisco has a current list of all telephone numbers (land lines as well as mobile telephones)
- Local USF faculty member resides within a short distance of the Program's offices and classroom.
- Two emergency gathering places have been determined: (1) Classroom in ICAS building at UCA (during class hours); and (2) Hotel Alicante (during night time). If those buildings are inaccessible or destroyed, the gathering places will be: (1) University campus at UCA (during class hours); and (2) Embassy of United States of America (only if it is a national emergency).

2. Plan

- ATTENTION- In the event of a medical/psychological emergency call AXA Assistance USA, Inc. immediately and reference Policy # ADDN05660865R
24-Hour Access. Call 1-855-327-1414 toll free in the USA or Canada 1-630-694-9764 collect outside of the USA
- In case of an emergency, the On-Site Coordinator and the Program Assistant will call every student by telephone (using the land line or mobile number). Students will be informed of events, immediate steps to take, and the appropriate gathering place, according to the schedule of the program.
- Every student contacted will be asked to contact his/her roommates and confirm that they have received the emergency call and that they are implementing the required steps and proceeding to the gathering place.
- At the gathering place, the On-Site Coordinator and the USF faculty member will make sure that all students are accounted for.
- The On-Site Coordinator and/or the USF faculty member will establish an information gathering system making use of whatever news source is available (including local radio and television services, short-wave radio, Short Messaging System messages, Internet news services, etc.)
- Faculty and/or On-Site Coordinator will communicate with San Francisco using best available method
- Department of Psychology's area at UCA (ICAS building) can be used as an alternate housing/shelter facility and communication center.

Appendix L
Sexual Misconduct Policy¹

<http://www.usfca.edu/fogcutter/studentconduct/>

I. Introduction

Members of the University of San Francisco (hereinafter University) community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University believes in a zero tolerance policy for sexual misconduct. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated.

Students who believe they have been subjected to sexual misconduct are encouraged to report these incidents. When an allegation of misconduct is brought to an appropriate University official, the University will respond promptly, equitably and thoroughly.

This policy is intended to define University expectations and to establish a mechanism for determining when those expectations have been violated. Consistent with its commitment to addressing sexual misconduct, the University complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Sexual misconduct, as defined in this policy, constitutes forms of sex discrimination prohibited by Title IX.

II. Overview of Sexual Misconduct Policy Expectations

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission.

Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex.

Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if s/he cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because s/he lack the capacity to reasonably understand the situation. Those who consent to sex must be able to understand what they are doing. Under this policy, "no" always means "no," and anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

¹ Much of the sexual misconduct policy and definitions was adapted with permission from Brett Sokolow, J.D., and the National Center for Higher Education Risk Management, Ltd

This policy is applicable regardless of the complainant's or respondent's sexual orientation, sex, gender identity, gender expression, age, race, nationality, class status, ability or religion.

While in campus conduct proceedings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable, the University never assumes a student is in violation of University policy. Campus conduct proceedings take into account the totality of all evidence available, from all relevant sources.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety and the University community. Such measures include, but are not limited to, modification of University housing and class schedule, interim suspension from campus pending a conduct proceeding, suspension or expulsion from extracurricular activities (e.g. athletics, club sports, Associated Students) and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions when a student is found to have violated this policy, ranging from verbal warning to expulsion, depending on the severity of the offense. The University will consider the concerns and rights of the complainant, the respondent and the University in allegations of sexual misconduct.

III. **Confidentiality and Reporting**

All full and part-time Faculty and staff members, independent contractors and designated student staff trained as mandated reporters who are informed of an allegation of sexual misconduct involving students are expected to file a report with the Title IX Coordinator or designee as designated in Section VII.3. Certain University employees who serve in a privileged professional capacity (Counseling and Psychological Services counselors, ordained clergy, medical providers and rape crisis counselors) are not bound by this expectation, except as required by law.

Reports, cases, investigative information, findings, and sanctions are kept private to the extent possible and are only disclosed to those who have a need or a right to know. In certain situations (e.g., where disciplinary action is taken against a respondent), particular disclosures may be required by applicable laws and regulations.

IV. **Sexual Misconduct Defined**

Sexual misconduct includes a broad range of behaviors focused on sex and/or gender discrimination that may or may not be sexual in nature. Offenses of the Sexual Misconduct Policy include, but are not limited to 1.) Sexual Harassment, 2.) Non-Consensual Sexual Contact (or attempts to commit same), 3.) Non-Consensual Sexual Intercourse (or attempts to commit same), or 4.) Sexual Exploitation.

Sexual Harassment is

- unwelcome, gender-based verbal or physical conduct that is,
- sufficiently severe, persistent or pervasive that it,
- unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities, and is
- based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting

to sexual advances; sexual violence; intimate partner violence (domestic violence), stalking; gender-based bullying.

2. **Non-Consensual Sexual Contact** is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force.

Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. **Non-Consensual Sexual Intercourse** is any sexual intercourse however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. **Sexual exploitation** occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another student;
- non-consensual video/audio-taping or streaming of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student

5. Other forms of sexual misconduct include, but are not limited to, the following:

- exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- sexually-based stalking and/or bullying may also be forms of sexual exploitation
- Aiding in the commission of sexual misconduct as an accomplice

V. **Additional Applicable Definitions and Information**

1. **Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
 - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
 - Previous relationships or prior consent cannot imply consent to future sexual acts.
 - Mutually understandable consent must be obtained and maintained by both parties throughout the sexual interaction

- Consent to sexual activity may be revoked at any time, at which point sexual activity must cease immediately.
 - In order to give consent, one must be of legal age.
2. **Force:** The use of physical violence and/or imposing on someone physically to gain sexual access.

Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).

There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

3. **Coercion:** Unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes it clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
4. **Incapacitation:** a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
5. **Retaliation:** It is a violation of University policy to retaliate against any person making a complaint of sexual misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of sexual misconduct. For these purposes, “retaliation” includes intimidation, threats, harassment, and other adverse action threatened or taken against any such complainant or third party. All acts of retaliation should be reported promptly to the Director of Student Conduct, Rights and Responsibilities or Public Safety and may result in conduct actions independent of the sanction(s) or interim measures imposed in response to the underlying allegations of sexual misconduct.

VI. Resources

San Francisco General Hospital Emergency Room
 1001 Potrero Avenue
 (415) 206-8000

- SF General is the only facility in the city that provides medical services for victims of sexual offenses (including rape kits, medications, etc.). These services are free of charge.
- SF Women Against Rape (SFWAR) is available to victims for medical advocacy during treatment.
- The hospital is required by law to report an incident of a sexual offense to the San Francisco Police Department (SFPD). A decision by the victim to press formal charges does not have to be made at the time of the visit to the hospital.

Public Safety

University Center, 5th Floor (415)

422-4201 – general line (415)

422-2911 – emergency line

- Per the terms of the Memorandum of Understanding (MOU) with the San Francisco Police Department, Public Safety is required to report all incidents of alleged sexual assaults to SFPD; a decision by the victim to press formal charges does not have to be made at the time the information is provided to Public Safety or SFPD.

Office of Student Conduct, Rights and Responsibilities

University Center, 5th Floor

(415) 422-5330

- OSCRR staff can provide support and information regarding the conduct process, the complaint process, the investigative process and other options and resources available to claimants and respondents.

Obtain psychological support by contacting:

- USF Counseling and Psychological Services (415) 422-6352
- San Francisco Rape Treatment Center (415) 821-3222
- SF Women Against Rape (415) 647-7273

Additional sources of support include:

- California AIDS Hotline (415) 863-2437
- San Francisco Suicide Prevention, Inc.-24-Hour Crisis Line (415) 781-0500

Relevant Government Resources

The below government agencies may provide additional resources for students wishing to file a complaint of sexual misconduct:

- U.S. Department of Education, Office for Civil Rights <http://www.hhs.gov/ocr>
- U.S. Department of Justice, Office on Violence Against Women <http://www.ovw.usdoj.gov>
- For reference to the pertinent state statutes on sex offenses, please see <http://www.rainn.org/files/reportingdatabase/California/CaliforniaStatueofLimitations.pdf>

VII. How to File a Complaint Alleging a Violation of the Sexual Misconduct Policy

1. Students who want to file a complaint regarding an alleged incident of sexual misconduct involving another USF student should contact:

Office of Student Conduct, Rights and Responsibilities (OSCRR) UC

5th Floor

(415) 422-5330

The Director of OSCRR is a neutral administrator in the conduct process. This person is responsible for coordinating the conduct process and for working with all involved parties. The Director does not determine whether a policy violation occurred. This individual also serves as a Title IX investigator.

2. Students who want to file a complaint regarding an alleged incident of sexual misconduct involving a Faculty member, staff member, administrator or third party should contact:

Human Resources
Lone Mountain 339
(415) 422-6707

3. Title IX Coordinators

The below persons are the University's Title IX Coordinator and Title IX Deputy Coordinators. The Title IX Coordinator is responsible for the oversight of Title IX procedures as well as ensuring Title IX compliance at the University. The Title IX Deputy Coordinators serve as designees to the Title IX Coordinator and may act on her behalf when necessary; additionally, the Deputy Coordinators serve as persons to whom reports or complaints may be reported.

Donna Davis, Title IX Coordinator
General Counsel
(415) 422-6822
davisdj@usfca.edu

Peter Novak, Title IX Deputy Coordinator (for all students, Faculty and Staff)
Vice Provost of Student Life
(415) 422-2823
novakp@usfca.edu

Julie Orio, Title IX Deputy Coordinator (for students) Associate
Vice Provost and Dean of Student Development (415) 422-
5330
orioj@usfca.edu

Samantha Hartwell, Title IX Deputy Coordinator (for athletics)
Associate Athletic Director
(415) 422-6623
shartwell@usfca.edu

Diane Nelson, Title IX Deputy Coordinator (for Faculty and Staff)
Director of Employment and Employee Relations
(415) 422-2441
dlnelson3@usfca.edu

VIII. Investigation Process for Resolving Complaints of Alleged Violations of the Sexual Misconduct Policy ²

- A. The following procedures apply to Sexual Misconduct Policy investigations:

1. Upon receipt of a complaint, the Title IX Coordinator or designee will open a case file and assign investigator(s) who will direct the investigation and confer with

the Director of the Office of Student Conduct, Rights and Responsibilities (OSCRR) as to interim accommodations for the complainant and/or any interim actions that are appropriate for the respondent. *Note that mediation will not be used to resolve cases involving allegations of sexual assault.*

2. The Title IX investigator(s) will establish a 60 day timeline (from the date of receipt of the complaint) in which the investigation, charges and determination should be completed.
3. Before beginning the investigative process, the investigator(s) will provide a copy of the complaint and any additional statements or information provided by the complainant to the Director of OSCRR (or designee), who will determine the charge(s) to be brought, if any at this time; charges may be added as the investigation proceeds. The Director (or designee) will then have an informational meeting with the respondent to explain the process, answer any questions and allow the respondent the opportunity to agree or disagree with the charge(s).
 - a. If the respondent agrees with the charges, the Director will proceed with determining the appropriate action and sanction(s) as noted in Section IX.B below.
 - b. If the respondent disagrees with the charges the Director will then refer the respondent to the investigator(s) for the investigative process.
4. The investigator(s) will hold meetings with both the complainant and respondent. The investigator(s) may ask the complainant to clarify some aspects of the complaint. If the complainant learns or remembers any additional information, the complainant should notify the investigator(s) immediately.
5. The investigator(s) will also interview all relevant persons who may have pertinent knowledge of the complaint. Supporting documentation may be collected and analyzed. Note that the past sexual relationship between the parties may or may not be deemed relevant to the investigation by the investigator(s). For example, past sexual encounters between the parties may provide insight on communication patterns for purposes of determining consent.
6. At the conclusion of the investigation, the investigator(s) will determine, based on the preponderance of the evidence, whether the alleged acts occurred and violate the Sexual Misconduct policy.
 - a. Where there is insufficient evidence to support a violation of the Sexual Misconduct policy, the investigator(s) will provide its determination in writing to the complainant and the respondent, notifying them that the matter will be closed with no action taken.

² Much of the Investigation Process for Resolving Sexual Misconduct was adapted from Vanderbilt University

- b. Where there is sufficient evidence to support a violation of the Sexual Misconduct policy, the investigator(s) will provide its determination in writing to the complainant and the respondent. The investigator(s) will forward their determination along with a full investigative report to the Office of Student Conduct, Rights and Responsibilities for sanctioning when the respondent is found responsible for the alleged violation(s).

7. The Director of OSCRR or designee will determine the sanction(s) for the respondent based on the determinations of the investigation and conduct history of the respondent.

B. Potential Sanctions

Any student found responsible for violating the Sexual Misconduct policy on will be subject to sanction(s) ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous Student Conduct Code violations. Psychological and/or behavioral counseling will be required for any student found responsible for a violation of the Sexual Misconduct policy.

The Director of OSCRR or designee reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior.

IX. Appeals

For cases of alleged sexual misconduct, the respondent and the claimant shall both have the right to submit an appeal request to OSCRR within five (5) business days of the date noted on the decision notification letter. The written request for appeal must indicate what is being appealed (decision and/or sanctions) and must include answers to the questions on the request form in accordance with the criteria described on the form. OSCRR will forward the request for appeal to the University Appeals Board (UAB) that reviews and processes all requests for appeal. The appeals process is not a hearing – it is a review of the record and process only.

A. Criteria for Appeal

A request for appeal will be considered if one or more of the following criteria for appeal are met:

1. *Insufficient evidence to support the determination of the investigator(s).*
 - It is not the role of the University Appeals Board to substitute its judgment for the judgment of the investigator(s) if there is a reasonable basis for the investigator(s)'s determination. Deference must be given to the findings of the investigator(s), who had the opportunity to hear the witnesses and to assess their credibility and demeanor. The Board may not alter the determination of the investigator(s) unless the determination of the investigator(s) is clearly erroneous and cannot be reasonably supported by the evidence. *The student must describe how and why the evidence is insufficient to support the determination of the investigator(s) and how the decision was not based on a preponderance of the evidence.*

2. *Procedural irregularities sufficient to affect the determination of the investigator(s) and/or the decision of the Director of OSCRR or designee.*
 - The investigator(s) and the Director of OSCRR or designee are expected to conduct themselves in accordance with their policies and procedures. Deviations from those policies and procedures that render their actions fundamentally unfair constitute a sufficient basis for an appeal to the University Appeals Board. Procedural irregularities that are considered by the UAB to be harmless and did not, in the judgment of the Board, adversely affect the process, are not a basis for upsetting the determination of the investigator(s) and/or the decision of the Director of OSCRR or designee. *The student must describe how the procedures were not followed and how the conduct meeting was not conducted fairly in light of the allegations and information provided.*
3. *Harshness of the penalty imposed by the Director of OSCRR sufficient to show an abuse of discretion.*
 - Deference should be given by the UAB to the sanctions imposed by the Director of OSCRR. At the same time, the Board should recognize that the Director of OSCRR can make errors in judgment sufficient to show an abuse of discretion. Abuse of discretion does not necessarily imply an intentional wrong or bad faith, but simply the failure to exercise reasonable judgment under the circumstances. *The student must describe why and how the sanction is too harsh relative to the violation.*
4. *New evidence that was not reasonably available for presentation to the investigator(s), the introduction of which could reasonably be expected to affect the determination of the investigator(s).*
 - All available evidence, including testimony of witnesses, is expected to be presented to the investigator(s). Only on that basis can the investigator(s) render fair and reasonable decisions. A student who seeks to introduce new evidence has the burden of demonstrating that the evidence was not reasonably available at the time of the original process, and that the introduction of such new evidence can be reasonably expected to affect the determination of the investigator(s). If the UAB determines that the student has satisfied this burden, the Board remands the case to the investigator(s) with instructions to reconsider the case in light of the new evidence. *The student must describe the new evidence and explain why it was not available at the time of the meeting with the investigators.*

B. Consideration of Petition and Determination of Appeal

1. When the University Appeals Board (UAB) receives a petition, the Director of OSCRR will notify all persons who were sent formal notification of the determination of the outcome and the sanction (if any) that a petition for appeal has been filed and that the sanction (if any) should not be implemented pending the result of the appeal. This does not preclude the University from taking interim actions to ensure the safety, well-being, and security of the complainant, respondent, or campus community.
2. Upon receipt of the petition, the UAB will also receive the entire record of the case from the investigator(s) and/or the Director of OSCRR.
3. The UAB will then proceed to review the petition and the case record with all deliberate speed to determine whether the petition presents sufficient grounds for an appeal.

4. If the UAB determines that the petition **does not** set forth sufficient grounds for the appeal, the petition is dismissed.
5. If the UAB determines that sufficient grounds for appeal are presented in the petition, the Board forwards a copy of the petition to the investigator(s) and/or the Director of OSCRR as well as the non-petitioning student with instructions to respond to it. The investigator(s) and/or the Director of OSCRR as well as the non-petitioning student must provide their responses to the UAB within ten (10) calendar days of receiving the Board's notification that the appeal will be considered further. Upon receiving the responses from the investigator(s) and/or the Director of OSCRR as well as the non-petitioning student, the Board sends the responses to the Petitioner offering the Petitioner an opportunity to reply. Replies must be submitted within five (5) calendar days. The UAB forwards a copy of the responses to the investigator(s) and/or the Director of OSCRR for informational purposes.
6. The UAB then proceeds to consideration phase of the appeal. The Board's consideration of the appeal must be based only on the original records created by or provided to the investigator(s) and/or the Director of OSCRR and the petition, any new evidence the Board determines should be considered, and all responses submitted by the involved parties.
7. After reviewing the case record, the UAB decides whether to affirm, modify, or reverse the determination of the investigator(s) and/or the decision of the Director of OSCRR or to remand the case to the investigator(s) and/or the Director of OSCRR with instructions.
 - In cases where there has been a procedural error on the part of the investigator(s) and/or the Director of OSCRR, the UAB remands the case to the investigator(s) and/or the Director of OSCRR with instructions.
 - In cases where the UAB deems that new evidence should be considered, the Board remands the case to the investigator(s) with instructions.
8. The UAB notifies the complainant, the respondent, the investigator(s), and the Director of OSCRR (who, in turn, notifies all persons who were sent formal notification of the original determination of the investigator(s) and sanctioning decision (if any) of the Director of OSCRR) of the UAB's decision and the reasons for the decision.
9. If the UAB has a question about the meaning or application of a University policy or procedure, the Board may consult with the Associate Vice Provost and Dean of Student Development and Office of General Counsel to determine how best to proceed. At no time may the Board substitute its opinions or values for University policy.
10. A member of the UAB may not address an appeal if she/he has a conflict of interest that might render her/his objectivity questionable. Each Board member is responsible for determining whether or not a conflict of interest exists. If a conflict does exist, the member will excuse herself or himself from the review and another member will take her/his place.
11. Once a final determination has been made, all records of the investigator(s) and/or the Director of OSCRR are returned to that authority.
12. The University Appeals Board's decision is final.

Appendix M Sample of Budget Request Form

Download form here:

https://www.usfca.edu/uploadedFiles/Destinations/Offices_and_Services/Provost/docs/Budget%20Proposal%20Template.xls

Name of Program:				
Date of Travel:				
City/Cities:				
Faculty #1:				
Faculty/Staff #2:				

Per Diem / Stipends / Wages	Amt per day / per trip	No. of Days	Total	Remarks
Faculty #1				
Faculty/Staff #2				
Student Assistant				
Local Staff Cost				
Translator				
Sub-Total			0	

Travel	Amt per day	No. of Days	Total	Remarks
Faculty #1 Travel				
Faculty #1 Accommodation				
Faculty #1 Ground Transportation				
Faculty/Staff #2 Travel				
Faculty/Staff #2 Accommodation				
Faculty/Staff #2 Ground Transportation				
Sub-Total			0	

Operating Expenses	Budgeted Amount	Total	Remarks
Program Cost:			
Fee paid to Host Institution			
Duplicating			
Classroom rentals			
Fieldtrip transportation			
Fieldtrip expenses			
Mobile phone			
Supplies			
Postage			
Brochures			
In-country Cultural Activities (list below):			
Sub-Total		0	

Contribution from other sources	Total	Remarks
Sub-Total	0	

Cost per Student	No. of Students	Cost per Student	Total	Remarks
Lodging				
Transportation - Air				
Transportation - Ground				
Food				
Visa				
Sub-Total			0	

Total Cost for Program				
Revenue (no. of students * no. of credit unit * \$ per credit unit)				

To be completed by Office of the Provost	Total
Revenue - Cost	
Program Fee per student	

Appendix N

Procedures for Study Abroad P-card Users under the Center for Global Education

Faculty teaching abroad (short-term or semester long) may request to apply for a Purchasing Card (P-card) through our office to help pay for related expenses and for emergency purposes during the duration of the program. You can apply in one of two ways:

For schools/colleges that do not allow faculty to hold P-cards

Complete the P-card application found at http://www.usfca.edu/vpbf/pcard/pdf/pcard_ap.pdf and submit to Linda Ng (LMR 132 or email to lmng@usfca.edu) to fill in the \$ amounts and FOAP numbers.

To receive your P-card, you will need to complete both the Policy Training and the Concur Training held monthly by Dennis Miller, Purchase Card Manager.

Training schedule: <http://www.usfca.edu/vpbf/pcard/training.html>

You may also contact Dennis' office for possible personal training.

Your p-card will be available prior to your departure. Please note on the application when you must have the card ready.

For faculty who already have a P-card under their school/college or will apply under both their school/college and the Center for Global Education (CGE)

If you have an existing p-card, the only thing you need to do is send Gerardo Marin an email requesting his approval to add the proper FOAP onto your p-card.

If you are applying for the first time, please refer to instructions above. In addition, you will need the approval of your Business Manager.

Things you should know:

- ✓ All purchases made through the CGE need Gerardo Marin's approval on the expense report.
- ✓ Faculty whose p-cards are strictly under the CGE must return the p-card to Linda Ng (LM 132) upon return of a trip.
- ✓ New guidelines: Business meals \$50 per day, Domestic airfare up to \$500, Hotels up to \$200 per day. Amounts exceeding what is listed above need preapproval in writing from Senior Vice Provost and must be submitted with the expense report. Additional amounts not preapproved are considered personal. Foreign travel also requires preapproval in writing from Senior Vice Provost. Thank you for your careful stewardship of USF resources.

Please feel free to contact Linda Ng (x3900) with any questions.

Appendix O
Short-Term Program Planning Calendar
Academic Year 2014-2015: INTERSESSION

*Faculty should adhere to the following defined Intersession term to schedule their short-term program dates, as it impacts One Stop processes for add/drop, refund and census dates. The program does not need to run for the whole term, but it must fall within the session dates.

Intersession 2015
January 2 – 23, 2015

September 2014

- Start planning Short-Term Intersession 2015 Programs
- Secure approval from Department Chair and Dean to offer program

September 22-26, 2014

- Discuss schedule of activities and preliminary budget with the Senior Vice Provost
- Any changes to the previous year's activities should be highlighted
- Any changes to the activities after the initial approval must be re-approved

September - October 2014

- Promote program and recruit students
- Undergraduate students must complete a Disciplinary Clearance Form prior to beginning the application process. The Office of Student Conduct, Rights and Responsibilities (OSCR) will grant disciplinary clearance enabling students to advance in the application process.
- Request for and receive training for Purchasing Card if needed
- Complete Direct Deposit Authorization form for travel advance and out-of-pocket reimbursements

October 8, 2014

- Submit budget and detailed program of activities for approval by the Senior Vice Provost
- Expenditure requests including hotel deposits and program-related contracts must be approved by the Senior Vice Provost and processed through the Manager of Operations

October 10, 2014

- Preliminary list of students due to the Center for Global Education (CGE)

October 20, 2014

- Deposit due for confirmed student participants

October 27, 2014

- Set program fee and submit final budget to the Manager of Operations

November 3-7, 2014

- Student registration for Intersession

November 10, 2014

- Submit final list of students to CGE

November 17, 2014

- All student compliance forms due to CGE

November 17 – 21, 2014

- Request and obtain approval of travel advance through Concur if needed
- Meet with the Senior Vice Provost for Faculty/Staff Orientation
- Schedule Pre-Departure Orientation for students

December 8, 2014

- Final itinerary/detailed schedule and Emergency Response Plan(ERP)/Emergency Communication Plan (ECP) due

December 12, 2014

- Intersession tuition due for all students participating in program

Upon Arrival

- Faculty or staff must communicate the safe arrival of all participants by email
- Hold on-site Orientation

Upon Return

- Post-Trip Evaluation submitted to the Senior Vice Provost
- All expenditures with receipts must be reported through Concur

Short-Term Program Planning Calendar Academic Year 2014-2015: SPRING BREAK

*Faculty should adhere to the following defined Spring Break term to schedule their short-term program dates, as it impacts One Stop processes for add/drop, refund and census dates. The program does not need to run for the whole term, but it must fall within the session dates.

Spring Break 2015
March 16 – 20, 2015

September 2014

- Start planning Short-Term Spring Break 2015 Programs
- Secure approval from Department Chair and Dean to offer program

October 1-7, 2014

- Discuss schedule of activities and preliminary budget with the Senior Vice Provost
- Any changes to the previous year's activities should be highlighted
- Any changes to the activities after the initial approval must be re-approved

October, 2014 – February, 2015

- Promote program and recruit students
- Undergraduate students must complete a Disciplinary Clearance Form prior to beginning the application process. The Office of Student Conduct, Rights and Responsibilities (OSCRR) will grant disciplinary clearance enabling students to advance in the application process.
- Request for and receive training for Purchasing Card if needed
- Complete Direct Deposit Authorization form for travel advance and out-of pocket reimbursements

January 12, 2015

- Submit budget and detailed program of activities for approval by the Senior Vice Provost
- Expenditure requests including hotel deposits and program-related contracts must be approved by the Senior Vice Provost and processed through the Manager of Operations

February 2, 2015

- Preliminary list of students due to the Center for Global Education (CGE)

February 3, 2015

- Set program fee and submit final budget to the Manager of Operations

February 9, 2015

- All student compliance forms due to CGE

February 9 – 13, 2015

- Request and obtain approval of travel advance through Concur if needed
- Meet with the Senior Vice Provost for Faculty/Staff Orientation
- Schedule Pre-Departure Orientation for students

February 27, 2015

- Deposit due for confirmed student participants

March 2, 2015

- Student registration for Spring Break
- Submit final list of students to CGE

March 6, 2015

- Spring Break tuition and/or program fee due for all students participating in program

March 9, 2015

- Final itinerary/detailed schedule and Emergency Response Plan (ERP)/Emergency Communication Plan (ECP) due

Upon Arrival

- Faculty or staff must communicate the safe arrival of all participants by email
- Hold on-site Orientation

Upon Return

- Post-Trip Evaluation submitted to the Senior Vice Provost
- All expenditures with receipts must be reported through Concur

Short-Term Program Planning Calendar Academic Year 2014-2015: SUMMER

*Faculty should adhere to the following defined summer terms to schedule their short-term program dates, as it impacts One Stop processes for add/drop, refund and census dates. Your program must start on one of the following start dates below:

Summer Sessions 2015

May 23 • May 26 • June 16 • July 6 • July 28

September 2014

- Start planning Short-Term Summer 2015 Programs
- Secure approval from Department Chair and Dean to offer program

October 1-7, 2014

- Discuss schedule of activities and preliminary budget with the Senior Vice Provost
- Any changes to the previous year's activities should be highlighted
- Any changes to the activities after the initial approval must be re-approved

October, 2014 – March, 2015

- Promote program and recruit students
- Undergraduate students must complete a Disciplinary Clearance Form prior to beginning the application process. The Office of Student Conduct, Rights and Responsibilities (OSCRR) will grant disciplinary clearance enabling students to advance in the application process.
- Request for and receive training for Purchasing Card if needed
- Complete Direct Deposit Authorization form for travel advance and out-of-pocket reimbursements

March 2, 2015

- Submit budget and detailed program of activities for approval by the Senior Vice Provost
- Expenditure requests including hotel deposits and program-related contracts must be approved by the Senior Vice Provost and processed by the Manager of Operations

March 6, 2015

- Preliminary list of students due to the Center for Global Education (CGE)

March 16, 2015

- Deposit due for confirmed student participants

March 30, 2015

- Final budget submitted to the Manager of Operations

April 6, 2015

- Set program fee and submit final list of students to CGE

April 13, 2015

- All student compliance forms due to CGE

April 13 – 17, 2015

- Request and obtain approval of travel advance through Concur if needed
- Meet with the Senior Vice Provost for Faculty/Staff Orientation
- Schedule Pre-Departure Orientation for students
- Student registration for Short-Term Summer Programs

May 1, 2015

- Summer tuition due for all students participating in program

May 4, 2015

- Final itinerary/detailed schedule and Emergency Response Plan (ERP)/Emergency Communication Plan (ECP) due

Upon Arrival

- Faculty or staff must communicate the safe arrival of all participants by email and hold on-site orientation

Upon Return

- Post-Trip Evaluation submitted to the Senior Vice Provost
- All expenditures with receipts must be reported through Concur