

STUDY ABROAD HANDBOOK: PARTICIPATION & RESPONSIBILITIES

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STUDY ABROAD AT UWEC

Congratulations! You are one of the roughly 24% of UWEC students in a graduating class who will have studied abroad. UWEC ranks in the top 30 Master's granting institutions in the country for the number of students who study abroad.

CIE STUDY ABROAD UNIT MISSION

Our mission is to enhance the University of Wisconsin-Eau Claire student experience by developing and administering high-quality international academic programs that are integrated into the campus curriculum.

We provide students with opportunities to cultivate intercultural competency by engaging with people, cultures, languages, and systems abroad. This fosters global citizens who have personal and professional skills for lifelong learning in a diverse world.

We fulfill our mission through a commitment to:

1. Develop and promote international academic programs for all curricular areas.
2. Develop and promote international academic programs with a focus on whole world study.
3. Encourage participation by all students, particularly those traditionally underrepresented in study abroad.
4. Foster development of intercultural competency and communication skills.
5. Support students in planning, processing, and articulating their experience during pre-departure preparations, while abroad, and upon return.

STAFF RESOURCES

Study Abroad Staff: The CIE has three staff members who manage programs. See the Contacts and Communications section for information about your program's coordinator.

Contact study abroad staff with in-depth questions about issues such as eligibility, academics, health and counseling services

Study Abroad Interns: Study abroad interns are returned study abroad students who are delighted to share their first-hand experience on topics such as packing, daily life, budgeting tips, getting involved at your host site, personal travel, or cultural adjustment. They can walk you through the study abroad application process and answer basic questions about academics, finances, and choosing a program.

ONGOING ORIENTATION/INTS 145

Orientation begins when you are accepted to your program and continues until you leave! New items are released regularly in your BlugoldsAbroad account, and most require action. In INTS 145, a required 1-credit orientation class, you'll learn about your host country in relation to several topics, including academics, personal and cultural identity, cultural adjustment, health, safety, money and budgeting, travel, and more. In addition, you may receive materials directly from your host institution.

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YOUR RESPONSIBILITIES

PRE-DEPARTURE

The *Statement of Participation* you signed in your BlugoldsAbroad account states that participating in a UWEC study abroad program is a privilege with several responsibilities. **Failure to live up to these responsibilities may result in cancellation.** They include:

- ✓ Completing items in your BlugoldsAbroad account and items required by your host organization by the stated deadlines.
- ✓ Remaining in good standing (academic, financial and conduct) at UWEC the semester prior to departure.
- ✓ Successfully completing INTS 145
- ✓ Applying for and obtaining a visa, if required by your host country.
- ✓ Knowing the information in this Handbook and the corresponding guide or USAC handouts for your program.
- ✓ Educating yourself on your host country's culture and laws
- ✓ Checking your UWEC e-mail account and BlugoldsAbroad account at least weekly.
- ✓ Making all program payments on time. Detailed financial information is in the "Money Matters" section of this Handbook.

WHILE ABROAD

You are subject to the same code of conduct and disciplinary measures abroad as on the UWEC campus. The [Blugold Code](#) includes policies for academic and non-academic misconduct. Some host universities and organizations have conduct codes that you must follow **in addition to** the Blugold Code.

Misconduct: If we receive a complaint of misconduct about you while abroad, we will consult with the Dean of Students Office (DOS) to determine whether misconduct as defined by the Blugold Code has occurred and what disciplinary sanctions may apply.

If the DOS determines misconduct has occurred, they will contact you to arrange a conference. This may happen while you are abroad or after your return. At the conference, you will present your information. You will then be notified as to whether you were found responsible or not, given details regarding any sanctions assigned and information on how to file an appeal.

Grievances: The DOS has academic and affirmative action grievance and complaint policies, and formal hearing processes, on their website. These policies and procedures may be superseded by policies and procedures at the host institution.

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Termination: As stated in the **Enrollment Agreement** that you signed in your BlugoldsAbroad account, the following behaviors may result in termination of participation. Your host organization may specify additional actions that could cause termination:

- Failure to maintain good academic standing or program academic requirements
- Failure to maintain good conduct standing
- Personal conduct that adversely affects other students or faculty
- Conduct that violates the rules and regulations published in the Blugold Code
- Conduct that violates the laws of the host country

UPON RETURN

You are responsible for checking your UWEC academic record to make sure your grades and credits from abroad are posted on the timeline specified in your program-specific guide or USAC Transcript handout. If not, contact your UWEC study abroad coordinator for clarification.

ELIGIBILITY

INITIAL PROGRAM ELIGIBILITY

Study abroad programs run through the CIE are open to currently enrolled, degree-seeking students. Transfer students accepted to UWEC may apply the semester prior to beginning on campus.

To participate in a CIE program abroad, **you must be in good standing at UWEC (academic, conduct and financial) and have the minimum cumulative GPA required** at the time of application. View requirements on the program brochure pages on the [study abroad website](#).

In addition, UW System adopted [UW System Policy 136](#) requiring students participating in study abroad to disclose if they have ever been:

- convicted of a felony (including pleading no-contest or guilty)
- expelled, dismissed, or suspended from a postsecondary institution for reasons other than academic standing or academic misconduct

You will receive information about completing the disclosure during the semester prior to departure. **Students who do not complete the disclosure will not be allowed to study abroad.** Answering “yes” does not automatically preclude participation.

MAINTAINING PROGRAM ELIGIBILITY

CIE staff checks grades and academic standing again at the **end of the semester prior** to departure, and the following policies apply. Contact your UWEC study abroad coordinator if you have concerns about your academic performance at any time prior to your planned departure.

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Summer/Winterim Programs: If you are on academic warning, academic probation, or are suspended, you will be allowed to participate in a Winterim or Summer study abroad program, just as you could take a Winterim or Summer class on campus. Grades and credits from abroad will be figured into your UWEC GPA, and the same conditions for continued study at UWEC after the Winterim or Summer program apply as on campus.

Semester Programs: If you are on academic warning, academic probation, or suspension you will have the opportunity to file an expedited appeal with the study abroad appeals committee. The committee may include CIE and Dean of Students staff, as well as a representative from Academic Affairs or your College Dean's office. If your appeal is approved, and in the case of suspension, your suspension lifted, you will be allowed to participate/continue to participate on the program. If your appeal is denied, you will not, and you will be responsible for all costs associated with the cancellation. If you are already on-site, the host coordinator will also be notified that your participation has been cancelled due to academic ineligibility.