

# STUDY ABROAD HANDBOOK: PARTICIPATION & RESPONSIBILITIES

## CONTENTS: PARTICIPATION & RESPONSIBILITIES, STUDY ABROAD HANDBOOK

Study Abroad at UWEC .....	1
CIE Study Abroad Unit Mission .....	1
Staff Resources .....	2
Ongoing Orientation .....	2
Your Responsibilities .....	2
Pre-Departure .....	2
While Abroad .....	3
Upon Return .....	3
Eligibility .....	4
Initial Program Eligibility .....	4
Maintaining Program Eligibility .....	4

## 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.

## STUDY ABROAD HANDBOOK: PARTICIPATION & RESPONSIBILITIES

### STAFF RESOURCES

**Study Abroad Staff:** The CIE has two study abroad coordinators who manage programs and a study abroad advisor who can answer questions applicable to all programs. See Contacts and Communications section for information about your program's coordinator.

Contact study abroad staff with questions about eligibility, academics, health and counseling services, housing and the UWEC cost estimate for your program, as well as questions regarding outstanding forms, study abroad registration, and CISI insurance enrollment.

**Study Abroad Interns:** Study abroad interns are returned study abroad students who would be delighted to share their first-hand experience on topics such as packing, daily life, getting involved at your host site, personal travel, or cultural adjustment.

### ONGOING ORIENTATION

Orientation begins when you are accepted to your program and continues until you leave. New items are released every few weeks in your BlugoldsAbroad account, and most them require action on your part. Topics addressed include academics, cultural adjustment, health/safety, money/budgeting, participant and program responsibilities, and travel. In addition, you may receive materials directly from your host institution.

## 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.
- ✓ Knowing the information in this Handbook and the corresponding guide or USAC handouts for your program.
- ✓ Applying for and obtaining a visa, if required by your host country.
- ✓ Checking your UWEC e-mail account at least weekly.
- ✓ Educating yourself on your host country's culture and laws
- ✓ Making all program payments on time

## STUDY ABROAD HANDBOOK: PARTICIPATION & RESPONSIBILITIES

### 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, 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. In the case of direct enroll programs, these policies and procedures may be superseded by policies and procedures at the host institution.

**Termination:** As stated in the **Enrollment Agreement** that you signed in your BlugoldsAbroad account, the following behaviors may result in termination of participation:

- 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.

# STUDY ABROAD HANDBOOK: PARTICIPATION & RESPONSIBILITIES

## ELIGIBILITY

### INITIAL PROGRAM ELIGIBILITY

To participate in a CIE program abroad, **you must be in good standing (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 recently 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.

**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.