



**GEORGIA GWINNETT COLLEGE
GUIDEBOOK FOR DEVELOPING AND MANAGING A
FACULTY-LED EDUCATION ABROAD PROGRAM**

AY 2023-2024

TABLE OF CONTENTS

PAGE #

PRELIMINARY

Office Contact Information	3
Emergency Contact Information	3
GGC Crisis Management Teams	3
Letter from the Director of Internationalization	4
Student Education Abroad Requirements	5
Requirements for Education Abroad Program Leaders	8
Education Abroad Grant	12

SECTION I: PROGRAM PLANNING AND APPROVAL PROCESS

1. Proposal Process for <u>New</u> Study Abroad Programs	13
2. Proposal Process for <u>Existing</u> Study Abroad Programs	14
3. Flow Chart	16
4. The GGC Education Abroad Portal	17
5. Pre-Departure Timeline for Program Leaders	17
6. Student Application Process	17
7. Student Participant Class Policies	17
8. Student Program Withdrawal Policy	17

SECTION II: PRE-DEPARTURE ACTIVITIES

1. Recruitment Strategies	18
2. OI Individual Pre-Departure Meetings with Leaders	18
3. OI General Pre-Departure Orientations for Students	19
4. Program-Specific Pre-Departure Orientations	19
5. On-site Orientation and Meetings	20
6. Program Leaders' Pre-Departure Checklist	21

SECTION III: FISCAL PROCEDURES

1. Budgeting	22
2. Fiscal Procedures/Agency Accounts	22
3. Student Payment Procedures	22
4. Cash Advance	23
5. Minimum Enrollment in Study Abroad	24
6. Contracts	24
7. Budget Items	24
8. Application Fees and Payment Schedules	24
9. Account Management and Record Keeping	25
10. Financial Aid	25

SECTION IV: RISK MANAGEMENT, INSURANCE, HEALTH, AND SAFETY

1. Safety and Tort Liability Issues	26
2. Contractual Liability	28
3. Crisis Management	28
4. Medical Emergencies	29
5. Crisis Management Protocol	33

SECTION V: POLICIES AND PROCEDURES FOR STUDY ABROAD STAFF AND STUDENTS

1. Emergency Response Protocol for International Education Programs.....	34
2. Institutional Travel Policies	34
3. DOS Travel Advisories.....	34
4. CDC Travel Advisories.....	34
5. Smart Traveler Enrollment Plan (STEP)	34
6. Non-Discrimination and Anti-Harassment (NDAH) and Sexual Misconduct Policy.....	35
7. Policy on Alcohol and Other Drugs.....	35
8. Students with Disabilities on Study Abroad Programs.....	35
9. Students with Mental Health Issues.....	35
10. International Students.....	35
11. Passports, Visas, Vaccinations for Your Students.....	35
12. Advising Students on Funding Their Study Abroad Program	36

SECTION VI: PROGRAMS WITH HOMESTAYS

1. Baseline Expectations for Program Leaders, Providers, and Host Families	37
2. Guidelines to be distributed to and signed by students	38

SECTION VII: EDUCATION ABROAD REVIEW COMMITTEE

1. Committee Charge	39
2. Representation/Appointment.....	39
3. Review Process.....	39
4. Review Criteria	39

SECTION VIII: SUMMARY OF PARTICIPANT OBLIGATIONS AND RESPONSIBILITIES

1. Summary of Student Obligations (Mandatory)	40
2. Summary of Program Leader Responsibilities.....	40

SECTION IX: ADVERTISING

1. Brochures	41
2. Study Abroad Fair	41
3. Education Abroad Portal	41
4. Other Ways That We Can Advertise Study Abroad Across Campus.....	41

SECTION X: APPENDIX

<u>Preliminary</u> Request for Approval Study Abroad Program	42
<u>Detailed</u> Proposal for Study Abroad Program.....	43
Education Abroad Budget Sheet	46
Prior Approval to Travel	47
GGC Payment Request Form	48
Cash Advance Request Form	49
Liability Participant Agreement - Adults	50
Liability Participant Agreement - Minors	52
Student Code of Conduct for Education Abroad for Adults.....	54
Student Code of Conduct for Education Abroad for Minors	55
Student Emergency Contact Form	56
GGC Study Abroad Incident Report Form	57
Letter of Agreement/Acknowledgment.....	58

OFFICE CONTACT INFORMATION

- Dr. Funwi Ayuninjam, Director of Internationalization
678-407- 5145 fayuninjam@ggc.edu
- Internationalization Program Specialist
678-407-5597 (Vacant)
- Tracy Mitchell, Administrative Assistant III
678-407-5309 tmitchell30@ggc.edu

WEBSITE: <https://www.ggc.edu/academics/internationalization>

PHYSICAL LOCATION: Building B-3070, 1000 University Center Lawrenceville, GA 30043

FRONT DESK PHONE: 678-407-5300

EMERGENCY CONTACT LIST

If there is an *emergency*, Program Leaders should contact persons in the order below:

- A. Internationalization Main Number: +1-678-407-5300 (Office)
Director, Internationalization (Dr. Funwi Ayuninjam)
 - (Int'l Access) +1-678-407-5145 (Office)
 - (Int'l Access) +1-770-883-9922 (U.S. Mobile, Personal)
- B. GGC Academic and Student Affairs
Associate Provost for Academic Programs (Dr. Derek Stone)
 - (Int'l Access) +1-678-407-5258
- C. GGC Campus Security
 - (Int'l Access) +1-678-407-5333
- D. Call the U.S. Department of State's Office of American Citizen Services for suggestions and assistance if appropriate.
 - (Int'l Access) +1-888-407-4747 for suggestions and assistance
- E. GGC Office of Student Affairs: Vice President for Student Affairs (Dr. Matthew Robison)
 - (Int'l Access) +1-678-407-5662
- F. Associate Vice President of Communications (Sloan Jones)
 - (Int'l Access) +1-678-407-5424
- G. Coordinator, Equal Opportunity and Title IX Compliance
 - (Int'l Access) +1-678-407-5085 (Office)

GGC CRISIS MANAGEMENT TEAMS

Overseas <u>Primary</u> Crisis Management Team	Overseas <u>Secondary</u> Crisis Management Team
Program Leader (s)	Director of Internationalization
Director of Internationalization	Vice President for Student Affairs
Internationalization Program Specialist	Director of Emergency Management
	Director of Legal Affairs
	Associate Vice President of Communications
	Director of Counseling and Psychological Services
	Senior VP for Academic and Student Affairs/Provost
	U.S. Consulate (Representative)

Dear Program Leader,

Thank you for choosing to commit your time and energy to providing a high-quality education abroad experience for our students. Study abroad can be one of the most enriching and inspiring experiences of a student's life, and it is arguably the quickest way to prepare students to become global citizens. Through your efforts, you are helping to make these potential life-changing educational experiences a reality for so many students.

As a program leader, your responsibilities range from professor to caretaker, advisor, marketing specialist, logistical coordinator, on-site coordinator, budget manager, first-aid provider, and more. Our office understands the amount of work you put into making this program a reality. Whether you are new to leading a study abroad program or you have been doing it for years, we hope you will find this manual useful as you navigate the process to develop or improve your program. We would welcome any feedback you have.

The staff of Internationalization (OI) is committed to assisting you in a variety of ways throughout the year. We are available to meet with you to provide guidance on the development and maintenance of the program. Additionally, we help to recruit education abroad students. We also manage an outreach email database of interested students, as well as coordinate events, information sessions, workshops, and class presentations throughout the year and hold a study abroad fair every fall. Our office administers an Education Abroad Grant (EAG) program, which provides funding to our students. Keeping students safe on our programs is a top priority. For this reason, OI has developed policies relating to emergency and risk management. While students are abroad, our office will help to troubleshoot or assist with resolving any problems that may arise.

We hope the number of students who decide to study abroad will grow each year, and we know this will be due in large part to your efforts. Thank you for all you do to provide the GGC students with an incomparable educational experience. It is our pleasure to support your important contribution to education abroad!

Sincerely,



Funwi Ayuninjam, PhD
Director

Student Education Abroad Requirements

Policy Number: 3.53

Effective Date: May 2, 2023

Revision History: July 1, 2022; August 1, 2018

Policy Contact: Director of Internationalization

I. Purpose and Policy Statement

This policy defines several types of study abroad, study away, and service-learning opportunities and provides eligibility and credit transfer requirements, as well as requirements for participating in the programs. The policy also stipulates requirements for students receiving financial aid and GGC grants.

II. Scope

The policy applies to all students interested in an education abroad program and is implemented primarily by the staffs of Internationalization, Financial Aid, and Student Accounts. All study abroad and service-learning program leaders and their respective deans or supervisors are also responsible for understanding and complying with the policy.

III. Definitions

Affiliate programs: Programs organized by third-party providers with which GGC has affiliation agreements.

Education abroad: An umbrella term for experiential learning programs or activities which occur in a different country and are designed to enhance participants' academic and intercultural experience. Education abroad at GGC includes study abroad, research abroad, internships abroad, service or civic engagement abroad, and teaching abroad. Activities include, but are not limited to, classroom study, research, and excursions.

Exchange programs: Programs which enable GGC students to study for a semester or an academic year at a foreign college or university with which GGC has an exchange agreement. Classes may be taught in the host language, English, or both. Courses taken through GGC exchanges or with GGC exchange partners count as transfer credit.

Good academic standing: A student is in good academic standing if their cumulative Georgia Gwinnett College grade point average is at or above the minimum cumulative Georgia Gwinnett College grade point average for the number of semester hours attempted plus transfer hours as shown in the GGC Catalog.

Good standing: A student is in good standing with the College if they are eligible to enroll in classes and are not on Academic Probation or Conduct Probation.

International internships: Opportunities for students to work in an organization abroad to gain practical, real-world experience or satisfy requirements for a course or program of study.

Service learning: A form of study abroad, except that it may or may not be credit bearing. It focuses on contemporary global and transnational issues and emphasizes human connection. Service learning incorporates community work into students' educational experiences by providing real-world learning experiences that enhance students' academic learning while providing a tangible benefit to the

community in which the activity occurs. GGC service learning may also be carried out in an appropriate setting within the United States.

Study abroad: A credit-bearing program of study in a foreign country. Participants earn grades for the course(s) they take, and the grades may or may not transfer to the participants' home campus.

Study away: Credit-bearing travel based in the U.S. designed to increase the opportunity for students to participate in relevant, hands-on, academic learning in culturally and geographically diverse locations where students can strengthen their intercultural competencies. Participants earn grades for the course(s) they take, and the grades may or may not transfer to the participants' home campus

USG programs: Programs organized by other colleges and universities within the University System of Georgia.

IV. Eligibility and Requirements

- A. The following criteria describe eligibility requirements for all GGC education abroad programs.
 - 1. Only students may participate in GGC education abroad programs. Non-students may not participate in the programs.
 - 2. GGC students who wish to participate in study abroad programs, study away programs, or service-learning programs abroad must be in good academic standing.
 - 3. Students must be in good standing with the College; i.e., they are eligible to enroll in classes and are not on Academic Probation, Conduct Probation, or on any form of academic warnings.
 - 4. Certain study abroad programs may require higher GPAs or other prerequisites.
 - 5. To participate in an exchange program with GGC's overseas partner institutions, students must have a cumulative GPA of 2.0 or higher by the **application deadline**. Students interested in participating in exchange programs should contact the Office of Internationalization for guidance.
 - 6. GGC students are eligible to participate in study abroad programs or service-learning programs abroad after completing a minimum of 24 collegiate credit hours by the program start date. Transfer students must successfully complete a minimum of one full-time semester at GGC before they may study or serve abroad.
 - 7. GGC students are eligible to participate in **study away** programs if they are in good standing with the College.
 - 8. International students wishing to study abroad must consult International Student Services to verify that their student visa will allow them to study or serve in the proposed host country.
- B. Transfer Credit for Study Abroad
 - 1. Students must verify whether the program is credit bearing and, if so, how many credits and whether the credits will transfer to their GGC program of study.
 - 2. Courses from affiliate and non-GGC programs will be reflected on another institution's transcript and will count as transfer credit at GGC.

V. GGC Education Abroad Grant

- A. The GGC Education Abroad Grant ("EAG") is funded by a mandatory International Education Fee ("IEF"). The program has limited funds, and applications will be considered as long as there are funds. Following are guidelines.
- B. **Criteria for Grants.** All EAG applicants must:
 - 1. Have been enrolled the previous semester and be working toward completion of a degree program at GGC;

2. Have a minimum institutional GPA of 2.5; and,
 3. Have successfully completed an education abroad program through GGC or any other approved provider.
- C. **Award Amounts.** If approved, students may receive the following amounts:
1. For programs lasting less than 28 days: \$500
 2. For programs lasting 28-41 days: up to \$700
 3. For programs lasting 42 days or longer: up to \$900 (depending on availability of funds)
- D. **Note:**
1. Meeting eligibility requirements and applying do not guarantee an award.
 2. Maximum number of awards per student during her/his time at GGC: 1
- E. **Considerations for determining award amounts for programs lasting four weeks or longer:**
1. Preference #1: Program sponsor: preference for GGC faculty-led programs
 2. Preference #2: Program location: preference for non-traditional locations (those outside the West, Australia, and New Zealand)
 3. Preference #3: Duration of program: preference for longer-term programs (semester or yearlong)
- F. **Service Requirement**
1. All Education Abroad Grant recipients must complete five (5) hours of community service for the education abroad session for which they request a grant. The service may be completed locally or abroad before applying for the grant. Students will report their service when they apply for the grant. Students can meet the service requirement in one of two ways:
 - a. If a student enrolls in an education abroad program with an approved built-in international community service project during the overseas trip, the student will not be required to do any additional service prior to receiving the grant. All service will be verified by a grade of “C” or better (for credit-bearing programs) and by successful completion of the service program (for non-credit programs).
 - b. If a student is not enrolled in an education abroad program with built-in service, the student must complete a five-hour local service project for the requested term. The student may choose any service project she/he likes. For assistance with finding volunteer placement, students should visit Grizzlies Serve Volunteer Opportunities for a list of service opportunities. All service must be verified by the GGC Grizzlies Serve Program, and the applicant must submit to the Office of Internationalization a duly signed Volunteer GGC Grizzlies Serve Community Service Form (also available on the Education Abroad Portal).
- G. **Other Study Abroad Scholarships & Funding Sources:** Students should contact the GGC Education Abroad Portal for external scholarships and funding sources.
- H. **SAP Requirements**
- Federal regulations, HEA Sec. 484(c), §668.16, 668.34 requires all schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (“SAP”) policy requiring students to meet the SAP requirements for the term in which they receive the financial support, or the financial support will not be disbursed (see SAP Standards).
- Note:** Failure to complete and properly submit the required documents will result in cancellation of any education abroad award!

Requirements for Education Abroad Program Leaders and International Exchanges

Policy Number: 3.54

Effective Date: February 28, 2023

Revision History: April 2021; August 1, 2018

Policy Contact: Director of Internationalization

I. Purpose and Policy Statement

This policy defines several types of study abroad, study away, and service-learning opportunities and provides requirements for academic integrity, faculty compensation, program proposal development and approval, and risk and crisis management. The policy also provides requirements for establishing international exchange agreements.

II. Scope

The policy applies to education abroad program leaders and is implemented primarily by the staff of Internationalization, school deans, the Vice President for Business and Finance, and the Associate Provost for Academic Programs.

III. Definitions

Affiliate programs: Programs organized by third-party providers with which GGC has affiliation agreements.

Contact Hours: When calculating contact hours, field experiences that have academic value and are led by faculty can be incorporated with classroom instruction. One hour of field experience counts as a half-hour of classroom instruction. It is standard practice to reduce the number of classroom contact hours required for credit when the learning is taking place abroad. The usual calculation is to reduce the normal number of contact hours by 20%. If 3 semester credit hours normally require 45 contact hours, then $45 \times 80\% = 36$ (the number of contact hours required for a study abroad program that carries 3 semester credit hours).

Education abroad: An umbrella term for experiential learning programs which occur in a different country and are designed to enhance participants' academic and intercultural experience. Education abroad at GGC includes study abroad, research abroad, internships abroad, service or civic engagement abroad, and teaching abroad. Activities include, but are not limited to, classroom study, research, and excursions.

Exchange programs: Programs which enable GGC students to study for a semester or an academic year at a foreign college or university with which GGC has an exchange agreement. Classes may be taught in the host language, English, or both. Courses taken through GGC exchanges or with GGC exchange partners count as transfer credit.

Faculty exchange agreement: An international exchange agreement designed to include an exchange of faculty or researchers between institutions for a term exceeding two years.

Faculty-led study abroad programs: Programs led and taught by GGC faculty members. The programs grant GGC resident credit, and no course substitution or transient permission is necessary. Students participate in lectures, site visits, excursions, and tours as part of the program.

Good academic standing: A student is in good academic standing if their cumulative Georgia Gwinnett College grade point average is at or above the minimum cumulative Georgia Gwinnett College grade point average for the number of semester hours attempted plus transfer hours as shown in the GGC Catalog.

Good standing: A student is considered to be in good standing with the College if they are eligible to enroll in classes and are not on Academic Probation or Conduct Probation.

International exchange agreement: A written document outlining the terms and conditions providing for an exchange of students, faculty, or staff or specifying research activity between GGC and a university or other institution located outside the territorial boundaries of the United States of America.

International internships: Opportunities for students to work in an organization abroad to gain practical, real-world experience or satisfy requirements for a course or program of study.

Memorandum of understanding: An agreement which recognizes a shared interest between parties in exploring together potential projects, funding, or other arrangements that may lead to specific projects. No clear projects or plans are delineated. It is a legally binding contract subject to the same authorization and campus approval procedures as more specific agreements.

Non-provider-organized programs: Programs organized and led by the program leader, who is responsible for all or most of the logistical arrangements.

Pilot exchange agreement: An international exchange agreement which usually lasts for two years and allows both institutions to review their involvement before making a more substantial time commitment. In many cases, the agreement will be implemented prior to a long-term student or faculty exchange agreement.

Program leader: A faculty or staff member responsible for writing the proposal and establishing and leading the program.

Provider-organized programs: Programs which rely partly or entirely on third-party providers for logistical arrangements, including program deposit/fee payment, travel (international and in country), accommodations, meals, safety/security, and delivery of the instructional and cultural components.

Service learning: A form of study abroad, except that it may or may not be credit bearing. It focuses on contemporary global and transnational issues and emphasizes human connection. Service learning incorporates community work into students' educational experiences by providing real-world learning experiences that enhance students' academic learning while providing a tangible benefit to the community in which the activity occurs. GGC service learning may also be carried out in an appropriate setting within the United States.

Student exchange agreement: An international exchange agreement designed to include an exchange of students between institutions for a term exceeding two years.

Study abroad: A credit-bearing program of study in a foreign country. Participants earn grades for the course(s) they take, and the grades may or may not transfer to the participant's home campus.

Study away: Credit-bearing travel based in the U.S. designed to increase the opportunity for students to participate in relevant, hands-on, academic learning in culturally and geographically diverse locations where students can strengthen their intercultural competencies. Participants earn grades for the course(s) they take, and the grades may or may not transfer to the participants' home campus

USG programs: Programs organized by other colleges and universities within the University System of Georgia.

IV. Compliance

A. Student Eligibility and Requirements. The following criteria describe eligibility requirements for all GGC education abroad programs:

1. GGC students who wish to participate in education abroad programs must be in good academic standing with the College; i.e., they are eligible to enroll in classes and are not on Academic Probation, Conduct Probation, or any form of academic warnings.
2. Certain education abroad programs may require higher GPAs or other prerequisites.
3. Students must have achieved the required GGC GPA by the program start date.
4. GGC students are eligible to participate in education abroad programs after completing a minimum of 24 collegiate credit hours by the program start date. Transfer students must earn at least 12 collegiate credit hours at GGC before they may study or serve abroad.
5. International students wishing to study abroad must consult International Student Services to verify that their student visa will allow them to study or serve in the proposed host country.

B. **Program Proposal Development and Approval**

1. Any type of education abroad program requires a written proposal. Program Leaders must submit a proposal for each year they plan to lead the program.
2. The detailed proposal must be approved before the proposer begins making related travel or logistical commitments.
3. The detailed proposal must address, among others, academics, logistics, risk management and financial feasibility.
4. To ensure timely administrative review and budget allocation for the program, a signed copy of the detailed proposal must be submitted to the Office of Internationalization according to this schedule:
 - A. **May 1** for programs proposed for the following summer
 - B. **December 1** for programs proposed for the fall, winter, or spring of the following academic year.
5. **Note: No GGC faculty or staff member may lead or serve on more than two education abroad programs in one academic year and on no more than one program in the summer term.**
6. Program Leaders must keep accurate financial records and follow guidelines on the use of student money as established by the University System of Georgia and GGC.

C. **Academic Integrity for Credit-bearing Programs**

1. The program leader must ensure the program is academically substantive and that credit awards are in line with the program curriculum, contact hours and assignments.
2. Course plans should take advantage of the international setting and ensure academic rigor. Among the factors to consider are: number of credits, contact hours, class attendance, syllabus, evaluations, and logistics.

D. Faculty Compensation for Study Abroad: GGC Faculty-led Programs. Compensation for education abroad programs will be determined by the institution and communicated to the faculty by the School Deans. Each Dean will determine the school's contribution towards faculty travel.

- E. Faculty Compensation for Study Abroad: USG Goes Global Programs. The following compensation policy applies to USG Goes Global programs:
1. Each participating faculty member receives \$3,000 per course taught.
 2. Each participating faculty member must teach two courses.
- F. Risk and Crisis Management. Program Leaders must organize a program-specific orientation, which should address program-specific issues, including, but not limited to, the following: emergencies, medications, immunizations and visas, culture, and academics. Following are additional safety requirements for each study abroad or service-learning program:
1. The program leader must be thoroughly familiar with the program and service providers as well as the cultural, political, and social conditions of the site(s).
 2. The program leader must make sure that someone is always in charge. An alternate leader or in-country coordinator must be available in case the program leader is incapacitated.
 3. If a situation arises where a student may have to remain or is remaining in a foreign country and/or is unable and/or unwilling to return as and when scheduled to do so under the program, the program leader and the agent for the College (if such an agent exists) shall individually notify the GGC Office of Internationalization. The notification shall be provided as soon as the program leader/agent for the College is aware of any situation where a student may be required to remain or is remaining in a foreign country past the scheduled return under the program. The GGC Overseas Secondary Crisis Management Team shall be activated and notice simultaneously provided to the GGC Senior Vice President for Academic and Student Affairs/Provost.
 4. If a student is hospitalized, the program leader must take all necessary measures to ensure the student is not alone.
 5. All students participating on GGC study abroad or service-learning programs must carry study abroad travel insurance which covers them from departure to return (inclusive).
 6. The program leader must be certified in first aid (CPR) administration.
 7. All students who participate in the study abroad program must sign an application form that includes a Waiver of Liability for their program.
 8. Under no circumstances may a GGC faculty or staff member purchase for students or provide students with alcoholic beverages.
 9. In case of a crisis abroad, the Program leader must contact the Office of Internationalization as soon as possible.
 10. The program leader or any employee with student oversight/authority is obligated to report any disclosures or allegations of sexual misconduct, discrimination, and/or harassment to Equal Opportunity and Title IX Compliance. Reports may be submitted to titleix@ggc.edu, via a complaint form, or via telephone at 678-407-5085.
- G. Forms and Templates. Education abroad forms and templates are available on the Education Abroad Portal



Education Abroad Grant Application Form

This form may be submitted only by students who have returned from an approved education abroad or education away program through GGC or any other approved provider.

To apply you must:

1. Have been enrolled the previous semester and be working toward completion of a degree program at GGC
2. Have a minimum institutional GPA of 2.5
3. Have completed 5 hours of community service (approved by the Office of Student Involvement) Program Title: _____

Program Location: _____ Program Start Date: _____ End Date: _____

__ Non-credit Prog __ Credit-bearing Prog __ If Credit-bearing, total credits earned: _____

I am applying for the following amount (**check one**):

- ☐ \$500 (for programs lasting less than 28 days)
- ☐ \$700 (for programs lasting 28-41 days)
- ☐ \$900 (for programs lasting 42 days or longer)

Submit this form, an unofficial transcript for the associated course work, and a signed Volunteer GGC Grizzlies Serve Community Service Form, available via this [LINK](mailto:Internationalization@ggc.edu) to Internationalization@ggc.edu.

Attestation: By signing this form, I testify that all information provided here is accurate and that, should anything stated here turn out to be false, Internationalization may not grant my request. I understand that applying for this grant does not guarantee receipt of requested funds and is dependent upon availability of funding.

Student's Name ID Number Signature Date

SECTION I: PROGRAM PLANNING AND APPROVAL PROCESS

1. Proposal Process for New Study Abroad Programs

Meet with OI

- Overview of the process
- Set up Education Abroad Portal account
 - o Review learning materials within application

Preliminary Proposal

- What to Include:
 - o Preliminary Proposal form
 - o Site Visit Grant Request Form (if need be)
- Approvals:
 - o Dean
 - o OI

Detailed Proposal

- Deadlines:
 - o **May 1** for programs proposed for the following summer
 - o **December 1** for programs proposed for the fall, winter, or spring of the following academic year
- What to Include:
 - o Detailed Proposal form
 - o Appendix
 - Budget (in two tabs)
 - Faculty
 - Students
 - Memorandum of Support (OI and respective schools/departments for each participating faculty member)
 - Site visit report (if applicable)
 - Health and Safety Procedures for EA Proposals signed by all Program Leaders
 - Sample syllabus for each proposed course
- Approval process:
 - o Faculty member's dean or staff member's supervisor
 - o OI
 - o Business and Finance
 - o Academic and Student Affairs
 - o President

AFTER APPROVAL

- Orientation
 - o Education Abroad Portal access and management
 - o Budget and account management
 - o Leading students on study abroad programs
 - o Health and safety
 - o Promotion and recruitment
 - o Equal Opportunity and Title IX Compliance

- Vendors
 - Ensure vendor is added with Purchasing (if not already in the system)
 - Supplier Form and W-9 for new vendors
 - Vendor Agreements/contracts and payment requests with Accounts Payable (note: 10-day lead time for most submissions)
 - Supplemental vendor documents (if using a provider)
 - a. Proof of insurance
 - b. Scope of work
 - c. Contract terms (including deadlines)
 - d. Invoice
- Study Abroad Account Agreement forms (from the Office of Budget and Planning)
- Account set-up and/or activation (by the Office of Budget and Planning)
- Program brochure and application activated on Education Abroad Portal

2. Proposal Process for Existing Study Abroad Programs

Review of most recent iteration must be completed and included.

Detailed Proposal

- Deadlines:
 - **May 1** for programs proposed for the following summer
 - **December 1** for programs proposed for the fall, winter, or spring of the following academic year
- What to Include:
 - Detailed Proposal
 - Appendix
 - Budget (in two tabs)
 - Faculty
 - Students
 - Memorandum of Support (OI and respective schools/departments for each participating faculty)
 - Site Visit report (if applicable)
 - Health and Safety Procedures for EA Proposals signed by all Program Leaders
 - Sample syllabus for each course
- Approval process:
 - Faculty member's dean or staff member's supervisor
 - OI
 - Business and Finance
 - Academic and Student Affairs
 - President

AFTER APPROVAL

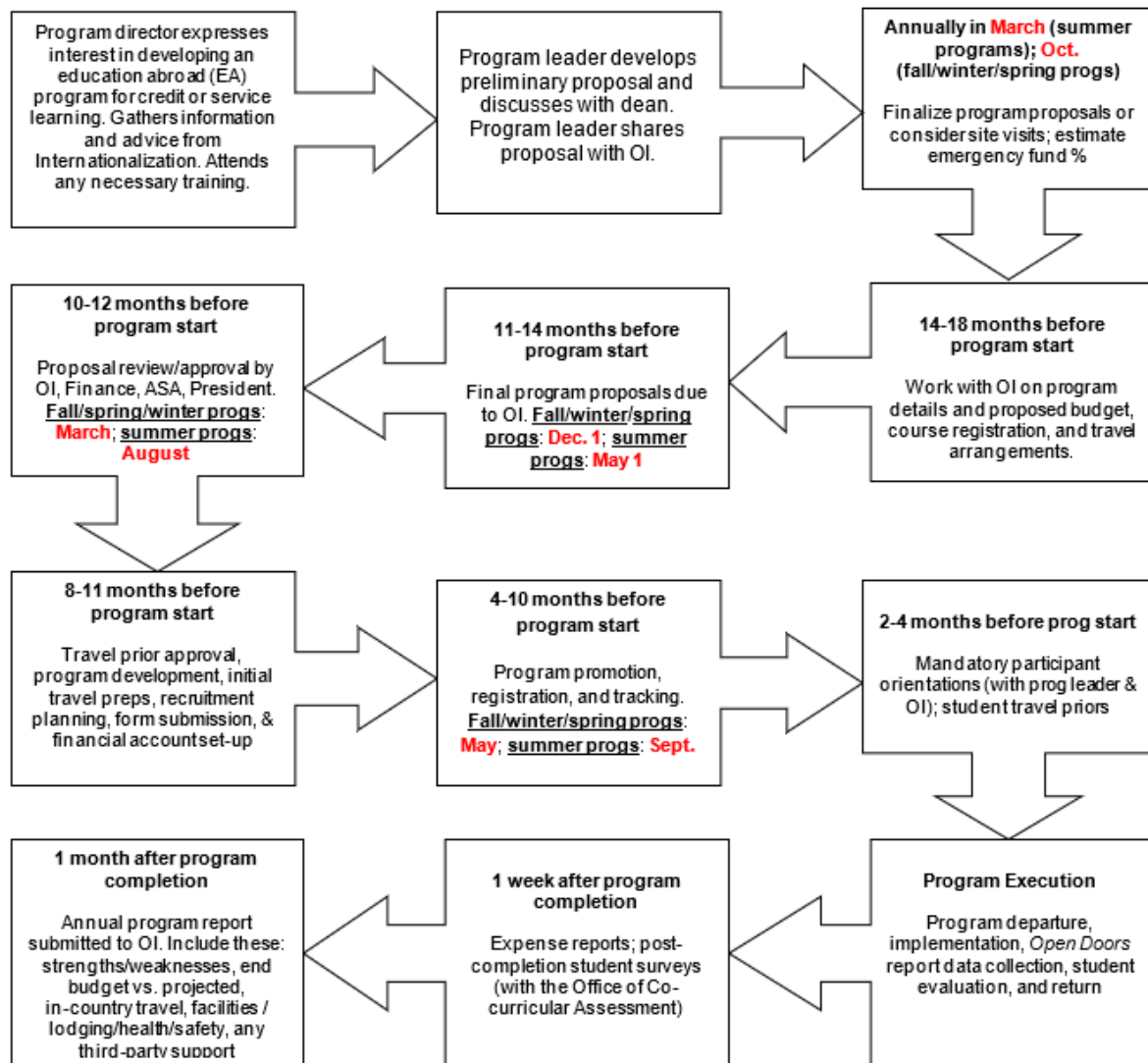
- Orientation
 - Education Abroad Portal access and management
 - Budget and account management
 - Leading students on study abroad programs
 - Health and safety
 - Promotion and recruitment
 - Equal Opportunity and Title IX Compliance

- Vendors
 - Ensure vendor is added with Purchasing (if not already in the system)
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 - c. Contract terms (including deadlines)
 - d. Invoice
- Study Abroad Account Agreement forms (from the Office of Budget and Planning)
- Account set-up and/or activation (by the Office of Budget and Planning)
- Program brochure and application activated on Education Abroad Portal

3. Flow Chart

Education Abroad Flowchart

It takes about 14 to 18 months to plan an education abroad program – from site visit, to proposal, to approval, to promotion, to departure!



4. The GGC Education Abroad Portal

The GGC Education Abroad Portal is hosted by Terra Dotta. OI will create a brochure with all pertinent information included for each program, including cost, deadlines, and general program information. It also provides a platform for the full application and program life cycle, including messaging, document signing, payments, and certain training. For the Guide to Terra Dotta, visit this site: <https://support.terradotta.com/hc/en-us/articles>

5. Pre-Departure Timeline for Program Leaders

- Pre-departure orientations by Program Leader(s)
- Mandatory pre-departure orientations by OI

6. Student Application Process

Students apply for all study abroad programs through the Education Abroad Portal. Currently, there is no application fee. Applications are then reviewed by the Program Leaders for the specific programs as well as OI. Any behavioral or academic issues should be noted and addressed if necessary. Once students have been approved, their spot in the program is confirmed by making the first payment. Students must complete all listed materials, questionnaires, and payments to attend their program.

7. Student Participant Class Policies

To be included in the course syllabus by faculty.

8. Student Program Withdrawal Policy

Students who withdraw from the program before program-related payments have been made in their behalf (e.g., ticket purchase or vendor payments) will be able to receive a full refund. Students will also receive a full refund if the program is cancelled by GGC. Students who withdraw after expenses have been incurred in their behalf will be refunded any remaining amounts that the Program Leaders can recoup.

SECTION II: PRE-DEPARTURE ACTIVITIES

1. Recruitment Strategies

It is the responsibility of Program Leaders to recruit and promote the study abroad program in conjunction with Internationalization. OI will handle promotion of all programs in various ways, including email, word of mouth, promotional materials, tabling events, meetings, and social media. Program Leaders may be asked to contribute content for this promotion. In addition, they are expected to recruit students through:

- Participation at the study abroad fair
- Classroom presentations
- Promotion through the appropriate departments and schools
- Other on-campus informational meetings

Recruitment is essential to the success of the program. Study abroad programs must be financially sustainable, which means recruiting at least the minimum number of students the program requires. Personal promotion and recruiting are generally the most effective strategies. Be creative, consistent, and thorough in promoting the program. Leaders should help students understand that tuition and fees are not included in the program fee. Engage with students who have expressed interest. Recruit former program participants (students and faculty) to help with promoting the program.

2. OI Individual Pre-Departure Meetings with Program Leaders: Agenda

1. Education Abroad Terms and Definitions
2. Education Abroad Planning Flow Chart
3. Non-duplication
4. Preliminary Proposal
5. Detailed Proposal
6. Before You Choose an Education Abroad Partner
7. Competitive Criteria
8. Selection Criteria
9. EA Policies: Student Eligibility and Requirements
10. EA Policies for Program Leaders
11. Risk and Crisis Management
12. Cultural DOs and DON'Ts
13. Faculty Compensation for Study Abroad: GGC Faculty-Led Programs
14. Faculty Compensation for Study Abroad: USG Goes Global Programs
15. Documents/Templates
16. Recently Approved Faculty-Led Programs
17. Managing Students Abroad
18. Emergency Communication Plan

Sharing a daily emergency communication plan to be used by all individuals involved (including the president; faculty, staff, and students on the home campus; parents and family of students abroad; U.S. representatives and legislators; and media) – on PPT Pres.

19. Student Program Evaluation

3. OI General Pre-Departure Orientation for Students: Agenda

Internationalization will address the following content during the mandatory pre-departure orientation with students:

1. Contact Information
2. Finances
3. Travel Documents (passport, visa, etc.)
4. Benefits of EA: developing cross-cultural skills and understanding
5. Safety, including country laws, common scams, and advice
6. Health abroad (including medications): physiological and psychological effects of jetlag
7. Travel insurance
8. Pre-departure survey (with Co-Curricular Assessment)
9. Culture shock
10. Policies and procedures (including alcohol, drug use, and conduct expectations and consequences)
11. General travel tips
12. GGC academic and financial policies (including registration, billing, financial aid, posting grades upon return)
13. EA Grant application

4. Program-Specific Pre-Departure Orientations

Each program must arrange a pre-departure orientation for its students, in conjunction with OI. This session will cover program-specific pre-departure logistics, information, and training (if needed).

One of the best ways of ensuring student safety and minimizing the likelihood of litigation over negligence is for Program Leaders to provide a thorough pre-departure orientation that clearly spells out expectations and consequences. Internationalization holds a separate mandatory general orientation for all students in each cycle (fall, winter, spring, and summer); however, Program Leaders must also organize a separate program-specific orientation. Please work with Internationalization to provide a quality study abroad orientation.

Program Leaders are responsible for scheduling pre-departure orientation sessions in cooperation with Internationalization. All students participating in a GGC international program are required to attend the OI orientation session. At the end of the session, faculty/staff will have an opportunity to meet with their group briefly prior to dismissal. Program Leaders should address the following topics in pre-departure meetings (including any others of their own):

1. The benefits of education abroad
2. Education Abroad Student Pre-Departure Checklist
3. Travel insurance for all students (Cultural Insurance Services International - CISI)
4. Preparing for Emergencies: advice to share with students
5. Emergency contact information (included in this guidebook)
6. Medications: advice to prepare a customized medical kit, including generic prescription medications in labeled bottles, extra contacts/glasses, etc. If the student has not given authorization to the Program Leader to obtain medical treatment, authorization should be obtained from the individual who is legally able to do so on the student's behalf.
7. Immunizations and visas
8. Pre- and post-program evaluations (with Co-Curricular Assessment)
9. Cross-cultural Issues

10. Health and safety (including mental health):
 - You may wish to distribute travel health information available from the Centers for Disease Control and Prevention.
 - Reiterate the physiological and psychological consequences of jet lag, culture shock, homesickness, loneliness, changes in diet, and lack of exercise and how to combat them.
11. Survival language training for programs in non-English-speaking countries
12. Information on the culture, history, politics of the country(-ies) or region(s) to be visited
13. You may also address:
 - Road and Traffic Safety
 - Water Safety
 - Fire Safety
 - Extreme Sports

5. On-site Orientation and Meetings

Program Leaders should conduct an on-site orientation with program participants shortly after arrival at the site. This orientation may include on-site hosts.

1. General
 - Timing:
 - Upon arrival: a general orientation which recaps some of the pre-departure messages
 - Regularly during the program (for programs lasting several weeks or longer)
 - Before returning home: shopping/packing, care in sharing personal travel information with locals, departure details...
 - General instructions for routine and emergency medical situations: using an emergency telephone system (like 911) or calling an ambulance, a hospital or doctor, or an embassy or consular office
 - Advice on how to minimize the possibility of being the victim of crime
 - Advice to avoid political activism
 - Region-specific health information such as the nature, prevention, and treatment of region-specific diseases, required and recommended vaccinations, food risks, and descriptions of persistent and epidemic diseases
 - Retaining copies of the passport information page
 - On-site arrangements, contact information, and services (e.g., housing, dining, ATMs, health/dental/mental health facilities, and e-mail access)
 - Cautions about alcohol and drug abuse and a warning not to carry, buy, or sell illegal drugs
 - Local vs. U.S. Laws: Students should be advised that they are subject to local--not U.S.--laws and that GGC or the U.S. Embassy can do little to help students who are caught breaking the law, other than visit the student in jail.
2. Rules of behavior and penalties (e.g., attendance policy, dress code, behavior expectations, and grounds for expulsion)
3. Keeping track of students
4. It's still academic!
5. Airline and travel itinerary
6. Review of course syllabi, evaluation criteria, and academic expectations (for credit-bearing programs)
7. Scheduled activities vs. free time; making clear when and where GGC responsibility ends before, during, and after the program

6. Program Leaders' Pre-Departure Checklist

- ☐ Obtain/renew your passport. Make sure it is signed and valid for at least six months after your return.
- ☐ Obtain a visa, if required.
- ☐ Vaccinations (if applicable)
- ☐ Tickets
- ☐ Medications
- ☐ Confirm whether your application is complete for your education abroad program with the Office of Internationalization (even if your status says "accepted" or "committed")
- ☐ Meet with your academic advisor and/or school Point of Contact to discuss your course selection and make sure any course pre-approvals are complete (Education Abroad Course Approval Form may be required).
- ☐ Finalize your financial aid (if applicable) by meeting with a Financial Aid advisor.
- ☐ For semester-long/AY programs, make housing arrangements at GGC for after you return from abroad
- ☐ Learn about your host country. Research!
- ☐ Pay any remaining balance on your education abroad program.
- ☐ If you are registered at GGC: Pay your tuition and fees before departure. Otherwise, ensure program payments have been completed to your program provider or host institution.
- ☐ Obtain a medical release from your doctor allowing you to travel to the host country (if this is required).
- ☐ Finalize registration for courses.
- ☐ Register with the US Department of State [Smart Traveler Enrollment Program \(STEP\)](https://step.state.gov/) (<https://step.state.gov/>).
- ☐ Reconfirm your flight(s) to your destination.
- ☐ Check your airline for any baggage restrictions. Review packing list.
- ☐ Make a copy of your passport and other important documents for your family.
- ☐ Make a list of all contact information in your host country and for your GGC contacts. Carry a copy with you and leave one with your family.
- ☐ Bring copies of insurance cards, medical prescriptions, passport/visa, ID cards. Do not keep these copies with the originals.
- ☐ Inform your credit card company and/or bank of your travel dates.

SECTION III: FISCAL PROCEDURES

A key element of running an education abroad/away program is making sure there is enough money in the program budget to pay for all program costs and that the management of funds follows federal, state, and institutional guidelines. This section provides a procedure for managing program finances. Program Leaders should follow GGC and USG fiscal management guidelines.

1. Budgeting

When establishing a budget for your program, the projected budget form will be a helpful resource in anticipating expenses. Additionally, it is a good idea to plan to have some funds left over to advertise your program the following year, consistent with institutional guidelines relating to refunding overages to students. A contingency fund of 5-10 percent, determined by the Office of Planning and Planning, is recommended. In some cases, Program Leaders have found that they are faced with higher expenses than they had budgeted due to currency fluctuations, changing travel expenses, etc. If the contingency fund cannot cover cost overruns, it may be necessary to pass some or all of these charges to the students. Program Leaders are encouraged to include this possibility in program brochures and recruitment materials. Sound budgeting avoids funding shortages and keeps student costs down. The following guidelines should be used to create a budget:

1. Determine an enrollment number for which the program will be budgeted based on an estimate of student interest and the program capacity.
2. Figure out the total per-student package cost by dividing group expenses by the target number of students.
3. If faculty/staff expenses/meals are not paid through another source, faculty/staff expenses and a daily food allowance (per diem) for each faculty/staff participant should be included in the calculation of the total per-student package cost. For a meal allowance, the GGC rate should be used.
4. A contingency fund cushion of 5%-10% (or minimum \$100 per student) for administrative overhead, variation in exchange rates, and price fluctuations should be added to the total package figure.
5. A conservative estimate for exchange rates should be used as rates may fluctuate. PLEASE ROUND UP THE FIGURES TO THE NEAREST DOLLAR.
6. Do not include tuition or faculty salaries as part of the program budget; these will be handled through separate accounts.

2. Fiscal Procedures/Agency Accounts

Study abroad Program Leaders at GGC use program Departmental Sales and Services accounts to manage their study abroad finances. This is an account in which program fee money can be deposited. This money may be used for the program costs by the Program Leader. These funds may be accessed by check requests, wires, cash advances, etc. The Budget Office, Finance Office, and OI can assist you with establishing a Departmental Sales and Services account.

3. Student Payment Procedures

OI will work with the Program Leader to set up the payment process and acceptance of payments through Student Accounts. The following information will be required:

- Name of program
- Name(s) of Program Leader(s)
- Program deposit amount

- Program fee amount
- Account number

Any payments received will be applied to the student's account. Because payments are made on the student's account, refunds also must be processed through Student Accounts.

4. Cash Advance

A cash advance can be requested to pay for on-site expenses during the education abroad program.

The cash advance limit is currently \$7,500. Allow at least 10 business days for processing. If anything needs to be corrected and resubmitted, then the 10-day expected turnaround time restarts.

Cash Advance Process:

1. Set up vendors in GeorgiaFIRST Financials (if they are not already in the system).
2. Cash Advance Request to be submitted: fill out and return the following documentation to Internationalization:
 - A. **Cash Advance Request Form** – template on the Education Abroad Portal: Fill out the tab for Request. Close-out will be completed within 5 days of program completion.
 - B. **Prior Approval for Education Abroad** for employee requesting the cash advance
 - C. **Expense List + Participant List**: Each of these are on separate tabs of the same template attached.
 - D. Additional supporting documentation for items included on Expense List (e.g., print-out from museum website showing admission cost, etc.)
3. The OI Administrative Assistant will fill out and submit the Payment Request with the above outlined documentation to Cobblestone.
4. The Program Leader will receive payment via either check or directly deposited into faculty account. @Accounts Payable.

Documents Required to Request a Study Abroad Cash Advance

- Study Abroad Cash Advance Request Form
- Study Abroad Cash Advance Request Expense List
- Support for items on the Study Abroad Cash Advance Request Expense List (e.g., printout from museum website showing admission cost, support for conversion rate used)
- Study Abroad Participant List
- Prior Approval for study abroad trip for employee requesting cash advance

Documents Required to Close Out a Study Abroad Cash Advance

- Study Abroad Cash Advance Deposit/Close Out Form
- Study Abroad Cash Advance Request Expense List
- Receipts for all items on the Study Abroad Cash Advance Request Expense List
- Receipt from GGC Student Accounts showing where remaining cash advance funds were returned to Departmental Sales and Services account, if applicable.

*If you have out-of-pocket expenses related to the study abroad trip for which you need to be reimbursed and you received a cash advance, the cash advance must be closed out before the expense report can be processed by Accounting Services.

5. Minimum Enrollment in Study Abroad

Generally, faculty should plan to recruit a minimum of ten (10) students per course. Faculty should also discuss with their dean the enrollment requirements for the study abroad program. Please do this as early as possible.

6. Contracts

All contracts must be reviewed by Legal Affairs. Program Leaders should negotiate contracts before submitting the final proposal to Internationalization.

7. Budget Items

The following items (if they are parts of the program package) must be included in the study abroad budget:

1. International Travel
2. International Insurance (USG requires insurance)
3. Housing accommodations
4. Meals (including for faculty/staff, which may be in the form of a per diem)
5. In-country Travel
6. Entrance Fees and Guided Tours
7. Faculty Expenses
8. Facility Rental
9. Guest Lectures
10. Tours and Site Visits
11. Office Supplies
12. International Phone/Phone Plans

8. Application Fees and Payment Schedules

The following are guidelines for application deposits, student payment options, and payment schedules. Funds will be needed well in advance to cover items like airfare deposits and accommodation costs; however, many students will not be able to pay the entire package cost in one payment. Breaking up the package cost into an application deposit and two or more payments should help Program Leaders obtain funds early enough to pay advance costs, while maintaining program affordability. To that end, the following is recommended:

1. An application should be considered incomplete without the deposit. The application fee may be refundable up to a certain date or may be non-refundable. A refund policy should be included in the program literature. The remainder of the program fees may be broken down into two or more partial payments. This is the GGC policy:
Students who withdraw from the program before program-related payments have been made in their behalf (e.g., ticket purchase or vendor payments) will be able to receive a full refund. Students will also receive a full refund if the program is cancelled by GGC. Students who withdraw after expenses have been incurred in their behalf will be refunded any remaining amounts that the Program Leaders can recoup.
2. Application fees should be added to the cost of program which students pay. The remainder of the package cost may be paid by check, money order, or credit card.

9. Account Management and Record Keeping

Program Leaders must keep accurate financial records and follow guidelines on the use of student money established by the University System of Georgia and GGC. The following guidelines will help Program Leaders manage their study abroad Departmental Sales and Services account and keep appropriate financial records:

1. As soon as plans are underway to launch the program, the Office of Budget and Planning will establish a Departmental Sales and Services account in which student program fees will be held and from which all program expenses will be paid.
2. The Program Leader who signs the Study Abroad Account Agreement will receive periodic reports from Financial Services or Accounting. In addition to these reports, the Program Leader should maintain records to track the balance in the Departmental Sales and Services account. Faculty can also use Terra Dotta Analytics to keep track of their spending.
3. For credit-bearing programs: It is important that student tuition payments be kept separate from program fees. Charges for tuition/fees will appear on students' accounts when they register for classes.
4. All student program fees must be paid to Georgia Gwinnett College. If a check is returned, the Program Leader will be notified and should then contact the student and try to collect payment. Payment due dates should be far enough in advance of the travel dates so that if a student is dropped for non-payment, that student's plane ticket and hotel accommodations can be canceled without penalty.
5. Once there are funds in a Departmental Sales and Services account, the Program Leader may make payment requests for program services. The Program Leader should maintain copies of all invoices and receipts. Internationalization will provide guidance regarding the proper procedures.

10. Financial Aid

Program Leaders should become familiar with the use of student financial aid and any available supplemental funding to pay for study abroad expenses. Students may use their state (including the HOPE Grant—only for GGC and USG programs), federal, and private financial aid packages to cover tuition and mandatory fees. Therefore, Program Leaders must ensure that the credit awarded through the study abroad program will advance financial aid recipients toward completion of their degree programs.

Students who rely on financial aid should consult Internationalization and then the Office of Financial Aid for guidance. Program Leaders should advise students that if money is needed for a summer program, they should make sure there will be enough funds available from their annual package to cover summer costs. Students who have not applied for financial aid should request information from the Office of Financial Aid as soon as possible.

SECTION IV: RISK MANAGEMENT, INSURANCE, HEALTH, AND SAFETY

Georgia Gwinnett College (GGC) recognizes the importance of risk management and crisis prevention for study abroad. The issues involved are complex and often fluid. The following risk management procedures are intended to be used as a guide and a foundation for a strong protocol by GGC faculty who wish to develop a study abroad program. These procedures should not be considered an exhaustive document but should function as a guide for potential study abroad Program Leaders.

No activity is risk-free, but study abroad may involve unique risks to participants and a higher level of responsibility for Program Leaders. This section describes how Program Leaders can best protect their students from harm. Any issues regarding legal liability should be addressed to the Office of Legal Affairs (+1-678-407-5154).

1. Safety and Tort Liability Issues

A. Background

Tort law covers civil suits involving wrongful acts that result in injury, loss, or damage. Negligence is the most common tort litigation. In study abroad, the most common example of negligence is a failure to counsel students sufficiently about risks and dangers—natural, social, political, cultural, and legal—inherent in visiting or living in a foreign environment.

A legal judgment of negligence must prove duty, breach of duty, proximate cause, and actual injury. **Duty** is defined as an obligation recognized by the law. A duty is determined when the risk in question is deemed to be foreseeable through the objective eyes of “a reasonably prudent person in a similar situation.” Once a duty has been determined to exist, a standard of care is established. Disregard of this standard of care is a breach of duty and can result in a lawsuit. For example, a Program Leader who takes a group of students into a known war zone has breached his/her duty. With a breach of duty established, a litigant must determine the proximate cause. **Proximate cause** is proof that the breach of duty resulted in the injury, loss, or damage in question. Finally, successful litigation requires proof that an actual injury, physical or mental, occurred.

It is important to note that the standard of care in study abroad programs is higher than at the home campus because students are in unfamiliar environments without the support networks they are accustomed to. In addition, students may be operating in non-English-speaking communities. Program Leaders must be conscious of this fact during pre-departure preparations and on-site management of the program.

B. How to Create a Reasonably Safe Program

Below are ways to minimize the risk of tort litigation:

- a. **Familiarity with Program and Site:** The Program Leader must be thoroughly familiar with the program, providers of services, and the cultural, political, and social conditions of the sites. The Program Leader should investigate the security of all accommodations and the safety record of all transportation providers and research the security of all destinations and the areas through which the group will travel using ground transportation. They should also monitor State Department [U.S. Passports and International Travel](#) site for any alerts and warnings. A site visit or planning trip well before the program start date is highly recommended.

- b. **Supervision and Back-up:** Program Leaders should make sure that someone is always in charge. An assistant leader, faculty member, or in-country coordinator must be available in case the Program Leader is unable to function. Students should always be accompanied during group travel by the Program Leader(s), assistant, or host institution staff to handle emergency situations. Host institution staff or country coordinators would only be additions.
- c. **No Student Left Behind:** Under no circumstances may a student be left behind alone in a foreign country. There must be provision for a Program Leader or someone else to be with the student, unless the student willfully separated himself or herself from the program. If so, the Program Leader(s) should notify OI as soon as possible.
- d. **Insurance:** Students participating in a GGC study abroad or service-learning program must carry the mandatory study abroad insurance—currently Cultural Insurance Services International (CISI). Coverage includes medical expenses, evacuation, family visits, and repatriation of remains. The coverage must be made clear to students upon application and during the OI pre-departure orientation. Program Leaders must include the cost of insurance in the program budget, so funds will be available for the insurance provider. Internationalization will purchase the insurance on behalf of the participants, and faculty will be required to self-enroll, pay, and seek reimbursement as part of the travel expense reimbursement. OI will provide a guide on this. The Program Leader should also make sure he/she has copies of the Participant Information Forms from all student and faculty participants during the program.

It is the responsibility of the Program Leader to ensure all students participating in the program are enrolled in an insurance plan provided by the Office of Internationalization. They are responsible for providing OI a final list of program enrollees for insurance registration. Program Leaders are also required to purchase the same insurance plan. They will be refunded the cost through the GGC expense reimbursement process. OI can assist with this process, and it should be done **at least one month** before the program start date. Once the insurance is ordered, insured participants will receive an insurance card by email. OI will receive an invoice, which it will pay through the program account. Coverage is required for all students, staff, faculty, and non-GGC personnel, including those who are not receiving credit for their program.

- e. **Certification in First Aid Administration:** All program faculty must be certified in first aid (CPR) administration.
- f. **Smart Traveler Enrollment Program:** The Program Leader should have all program participants sign up for the US Department of State [Smart Traveler Enrollment Program \(https://step.state.gov/\)](https://step.state.gov/).
- g. **Statement of Responsibility:** All students who participate in a study abroad program must sign a Waiver of Liability for their program. This document will be available in their [Terra Dotta application](#).
- h. **Alcohol Policy:** Students are expected to follow the local laws governing the sale and consumption of alcohol in the country where they are studying. They are expected to exercise moderation and responsible conduct if they decide to consume alcohol. In addition, they should take special care to avoid excessive alcohol consumption because it impairs judgment and could alienate members of their host community. Under no circumstances may a GGC faculty or staff member purchase for students or provide students with alcoholic beverages.
All GGC faculty and staff members leading, teaching, or participating in education abroad programs should consider carefully whether their actions will model appropriate behavior for

students. This applies to the consumption of alcohol—whether or not in the presence of students. It is especially important that GGC employees limit consumption of alcoholic beverages to levels that will not impair their judgment and that will set appropriate models of behavior for students.

- i. **Illness/Hospitalization:** In case a student is hospitalized, the Program Leader must take all necessary measures to ensure the student does not feel alone or isolated. If possible, and without violating the student's privacy, the Program Leader should ensure the student is with someone at all times.
- j. **Orientation:** One of the best ways to ensure the safety of students and minimize the occurrence of litigation over negligence is for Program Leaders to provide a thorough pre-departure orientation that clearly sets out expectations and consequences. The Office of Internationalization holds a separate mandatory general orientation for all students in each cycle (fall, winter, spring, and summer).

2. Contractual Liability

This form of liability stems from not providing the services or quality of services that are promised. In order to avoid contractual litigation, Program Leaders should do the following:

- A. Be honest about travel, prices, housing, food, etc.
- B. Include disclaimers in program literature. For example:
 - *All costs are subject to change because of unanticipated increases in airfare, other program costs, or fluctuation in monetary exchange rates.*
 - *Prices may vary.*
 - *Services may change.*
- C. Provide equivalent services when changes are made.
- D. Obtain clear, written contracts with service providers that include services, costs, and a refund or alternate plan if first-choice services cannot be provided.
- E. Include detailed and appropriate alternative planning in the proposal.

3. Crisis Management

All of the crisis management protocols below require that you contact Internationalization *as early as possible*.

The Program Leader should definitely contact Internationalization immediately if a student or faculty member:

- Is arrested or involved in legal proceedings abroad
- Is a victim of a significant criminal act
- Is seriously injured or ill
- Loses her/his passport or visa
- Loses a significant amount of money
- Any other such matters

The Director of Internationalization will keep the Office of Academic and Student Affairs and the Office of the President informed as needed regarding study abroad incidents. Once the essential facts have been gathered, the Director of Internationalization may call a meeting with the Associate Provost for Academic Programs, the Director of Public Safety, and/or the Director of Public Relations at GGC. The group will consider:

- Any immediate measures necessary to preserve the health and safety of students and staff
- Any additional issues of health, safety, academics, financial aid, public relations, and legal liability

- The appropriate course of action overseas (dealing with initial student's potential emotional response, recommending appropriate student behaviors, developing a written course of action, and having students acknowledge in writing receipt of such information)
- Developing and assisting with an evacuation plan, if necessary (considering the safety of various modes and routes of travel, the costs of evacuation and the method of meeting those costs, the possibility of reducing the level of threat by dispersing students in small groups to reconvene later in another locale, and available in-country resources)
- Designating an individual to assume responsibility for the situation at the host institution (one person, with backup)
- Assessing the impact of the event once ended and documenting all actions taken in a written report using the Incident Report form

If there is an *emergency*, Program Leaders should contact persons in the order listed below:

- a. Internationalization Main Number: +1-678-407-5300 (Office)
Director, Internationalization (Dr. Funwi Ayuninjam)
 - (Int'l Access) +1-678-407-5145 (Office)
 - (Int'l Access) +1-770-883-9922 (U.S. Mobile, Personal)
- b. GGC Academic and Student Affairs
Associate Provost for Academic Programs (Dr. Derek Stone)
 - (Int'l Access) +1-678-407-5258
- c. Coordinador, Equal Opportunity and Title IX Compliance
 - (Int'l Access) +1-678-407-5085 (Office)
- d. GGC Office of Student Affairs: Dean of Students (Dr. Matthew Robison)
 - (Int'l Access) +1-678-407-5882
- e. Associate Vice President of Communications (Sloan Jones)
 - (Int'l Access) +1-678-407-5449
- f. Call the U.S. Department of State's Office of American Citizen Services for suggestions and assistance if appropriate.
 - (Int'l Access) +1-888-407-4747 for suggestions and assistance
- g. GGC Campus Security
 - (Int'l Access) +1-678-407-5333

Internationalization will coordinate all communication and activities between the Program Leader, the student or faculty member's family, and GGC.

4. Medical Emergencies

Before departure, Program Leaders should learn about the general attitudes toward health care in the culture; e.g., do doctors hesitate to use potent drugs and take a wait-and-see approach or do they treat problems aggressively? This information will be invaluable in dealing with medical emergencies. In cases of serious medical situations, Program Leaders are to do the following:

- A. Take the participant to a hospital/clinic, verify the nature of the emergency with a doctor, inform health care personnel about chronic medical conditions, and assist with medical insurance paperwork.
- B. Obtain the medical help indicated.
- C. Contact Internationalization with the nature of the medical emergency and keep in regular contact until the emergency has resolved. Advise Internationalization if the student does NOT want his/her emergency contact(s) notified.

- D. Have the student call one of the emergency contacts. If the student is not able to communicate, Internationalization or the Program Leader will call the listed emergency contact.
- E. If payment for treatment is required and the student is unable to do so, the Program Leader should contact Internationalization with details. **NOTE:** This is a good example/reason to require that students carry valid credit cards.
- F. If the student has not given authorization to the Program Leader to obtain medical treatment, authorization should be obtained from the individual who is legally able to do so on the student's behalf. This information should have been obtained prior to departure. The Program Leader, while not the student's legal guardian, should try to get the best medical attention for them.
- G. Documentation: In case of a medical emergency, the Program Leader should obtain the following information to assess the situation and fill out the Incident Form:
- Student's name
 - Date of accident or commencement of illness
 - Details of injuries, symptoms, present condition, including temperature
 - Name and telephone number of attending physician
 - Name, address, and number of hospital or clinic
 - If applicable:
 - Drugs administered
 - X-rays taken and results
 - Surgery proposed (type of anesthesia). Authorization should be obtained if possible (time permitting).
- H. Natural Disasters and Group Accidents: In case of an earthquake, flood, avalanche, epidemic, car crash, etc., Program Leaders are to do the following:
- Ensure the safety of all group members.
 - Communicate immediately with Internationalization regarding the safety and state of health of all group members: the group's location, plans, and when Internationalization will be contacted again.
 - Communicate the same information to the nearest American Embassy or Consulate. Diplomatic channels are an alternative way to get information to GGC and Internationalization if public communication systems fail.
 - Consult with local police, local sponsors, etc. for advice on how to respond to the situation.
 - Discuss plans with group members. This may include change of location, change in program schedule, cancellation of the program, or a shift in emphasis in the program.
 - Some students may decide to return home immediately. Of course, this is their prerogative, and Program Leaders should assist in making these arrangements.
 - Keep in touch with the Office of Internationalization, which, in turn, will notify all appropriate GGC units regarding the situation.
- I. Civil Disturbance: In case of civil disturbance, Program Leaders should:
- Be aware of situations and locations which can be dangerous; warn students and advise them to avoid such areas whenever possible; discourage or forbid, if necessary, attendance at political meetings, rallies, or other sizable gatherings.
 - Keep the American Embassy notified of the group's location at all times if the Program Leader suspects problems are likely to erupt. Make sure participants understand and can follow evacuation procedures should the need arise.
 - Keep Internationalization informed of developments and follow instructions issued by the American Embassy.

- Contact Internationalization as soon as possible in case of a coup, assassination, riot, revolution, etc., so parents who call may receive complete information.
 - The insurance company used may have a process in place for evacuation and should be consulted before making final plans.
- J. Missing Program Participant (more than 24 hours): Program Leaders should follow these procedures in case of a missing participant:
- Inquire with friends and associates about the missing participant's whereabouts.
 - Notify the American Embassy, local police, and local sponsor(s) and give them your telephone number.
 - Notify Internationalization immediately. OI will notify all the appropriate parties, including the student's listed emergency contact.
 - Program Leaders should be sure to provide Internationalization with as many details as possible regarding what happened and what is being done locally.
 - Program Leaders should check with the local authorities daily and inform Internationalization of any new developments.
- K. Student Arrest: In case a student is arrested, the Program Leader(s) should:
- Notify Internationalization about the incident as soon as possible.
 - Call the local law enforcement agency.
 - Visit student in jail and determine what happened.
 - Verify any option and guidelines for bail and share them with Internationalization.
 - Have the student call an emergency contact. If the student is unable to make a call, a Program Leader should call the emergency contact.
 - Report the situation to the American embassy or nearest consulate.
- L. Robbery: If a student has been robbed, Program Leaders should:
- Call the local law enforcement agency.
 - Lend the student petty cash if she/he requests it and have the student sign a Letter of Agreement/Acknowledgment (template enclosed).
 - Have the student call her/his emergency contact.
 - Notify Internationalization.
- M. Assault: If a student has been assaulted, Program Leaders should:
- Follow Medical Emergencies protocol in Section IV.
 - Call the local law enforcement agency and report the incident.
 - Notify Internationalization.
- N. Rape: If a student has been raped, Program Leaders should:
- Take the participant to a hospital/clinic.
 - Follow Medical Emergencies protocol above.
 - Notify Internationalization about the incident as soon as possible.
 - Help the student find counseling. Keep in mind that in many cultures, medical doctors often are the first point of contact for people struggling with emotional or psychological issues.
 - Help the student (if requested or required) return home.

- O. Death of a Student or Faculty Member: If a student or faculty member dies while participating in the program, the Program Leader should record all available facts accurately. The atmosphere surrounding the program will be emotionally charged, and it will be difficult to manage the program while handling all of the details listed below. Even so, it is important to handle the tasks below promptly and effectively. Program Leaders should take the following steps if a student or faculty member dies:
- If word comes by phone, obtain the identity of the person giving the information.
 - Determine the cause of death—if an illness, what illness; if an accident, what kind, where it happen, who else was involved, etc.
 - Get name and address of undertaker, if available.
 - If the participant died in an accident, inquire about the local laws regarding autopsy.
 - Contact the participant's insurance company for coverage of repatriation of remains. To report the information, Program Leaders should:
 - Inform Internationalization immediately.
 - Notify the U.S. Embassy or Consulate.
 - Follow-up Protocol:
 - Program Leaders should continue to keep a chronological record of events and actions as they occur.
 - Program Leaders should talk to other student participants and keep them informed and counseled.
 - GGC will assist the Program Leader in planning for the repatriation of remains.
 - Program Leaders should gather the participant's belongings and make an inventory.
 - Program Leaders (in collaboration with Internationalization) will facilitate the shipping of belongings and inventory to GGC, which will forward them to the participant's family.
- P. Rules of Behavior and Penalties: Program Leaders should establish a set of rules and penalties (first, second, third offense) for breaking the rules that were covered in the pre-departure orientation. These rules should be discussed orally and in writing. Students may be expelled from the program, with no refund, if a clear warning about the consequences of misconduct is given. Rules should be established for at least the following:
- Fighting
 - Theft
 - Destruction of property
 - Excessive drinking
 - Harassment of students, faculty, staff, or host families
 - Absences
 - Non-participation in group activities
 - Dress code (for professional programs or formal events)

5. Crisis Management Protocol

Studying abroad may involve unique risks to participants and a higher level of responsibility for Program Leaders. This policy provides procedures for handling crisis situations abroad. **It should be noted that these procedures are mandatory. They are to be followed by ALL Program Leaders in the situations described. PROGRAM LEADERS SHOULD REMEMBER TO TAKE THIS DOCUMENT WITH THEM ON THE PROGRAM AND REMEMBER TO DOCUMENT ACTIONS.**

All the crisis management protocols below require that Program Leaders contact Internationalization (OI) as soon as possible.

- A. **Log of Events – Program Leader:** In the event of a crisis or emergency abroad, the Program Leader is required to begin keeping a log of events immediately. It is critical for information to be shared accurately and completely, as soon as possible.
- B. **Log of Events –Director of Internationalization:** During a crisis or emergency abroad, the Director of Internationalization will keep a log of all calls and activities. In the absence of the Director, a designee will keep the log.
- C. **Incident Report Form:** In the event of a student incident involving excessive or illegal alcohol consumption, drug use, theft, assault, injury, illness, arrest, a behavior problem, or other serious situations involving a student, the Program Leader will complete the Incident Report Form (see Appendix) and email/text it as soon as possible to the Director of Internationalization. The information will enable the Director of Internationalization to provide any necessary support. If necessary, Internationalization will provide the incident report to the Dean of Students and/or other GGC administrators.
- D. **Cancellation of Programs:** In the event of an emergency (such as civil unrest, a pandemic outbreak, a natural disaster, or the issuance of a travel warning after program start), it will likely be necessary to cancel or significantly alter a program for the safety of all program participants. The Director of Internationalization, in consultation with the Overseas Crisis Management Team, will make a recommendation to senior administration to continue or cancel the program.
- E. **Emergency Notification System:** In the event of an emergency or crisis abroad, the Program Leader should contact the Director of Internationalization, who will contact appropriate members of the Overseas Crisis Management Team. If the Program Leader cannot reach the Director of Internationalization, they should contact an Internationalization designee. If the designee is unavailable, they should contact the GGC Office of Public Safety at 678-407-5333. This office is open 24 hours a day, 7 days a week. All known information about the emergency should be given, including contact information for the Program Leader. The designee will contact the Director of Internationalization, who will activate the GGC emergency plan. The Director of Internationalization will determine if circumstances merit contacting the Provost. From this point, only the Director of Internationalization will handle all communication with the Program Leader for the duration of the crisis.

SECTION V: POLICIES AND PROCEDURES FOR STUDY ABROAD STAFF AND STUDENTS

1. Emergency Response Protocol for International Education Programs

There is an Emergency Response Plan (ERP) for all GGC faculty-led programs. All program participants (students, staff, and faculty) must know and have access to this plan. While Internationalization will provide copies of the ERP and training associated with it, it is the responsibility of the individual leaders to make sure they know, understand, and have access to a copy of the most current version of the ERP.

2. Institutional Travel Policies

As a component of the risk assessment of a program, OI considers the U.S. Department of State (DOS) and the Center for Disease Control and Prevention (CDC) travel advisories. When assessing the advisory levels for a specific program location, Program Leaders should consider all destinations they intend to visit. They must assess conditions at the local level as a country can have multiple advisory levels. For example, if the group is based primarily in one location but will go on a field trip to another location (even if within the same country), it is necessary to assess both locations.

3. DOS Travel Advisories

The DOS uses a four-level advisory system which takes into consideration multiple factors from safety and health perspectives. Below are the levels and the corresponding effect on GGC faculty-led study abroad travel:

- 1 = Exercise Normal Precautions: Travel is permitted.
- 2 = Exercise Increased Caution: Travel is permitted.
- 3 = Reconsider Travel: Travel is not permitted, though the Program Leader may request an exception. To do so, the Program Leader must justify travel to this location and provide documentation for increased safety precautions that they will take. They must submit the justification to the Office of Internationalization with the final proposal. OI, the respective Deans, and the Provost will review the travel exception request.
- 4 = Do Not Travel: Travel is not permitted.

4. CDC Travel Advisories

The CDC uses a three-level advisory system which focuses primarily on health-related criteria. Below are the levels and the corresponding effect on GGC faculty-led study abroad travel:

- Watch Level 1 = Practice Usual Precautions: Travel is permitted.
- Alert Level 2 = Practice Enhanced Precautions: Travel is not permitted, though the Program Leader may request an exception. To do so, the Program Leader must justify travel to this location and provide documentation for increased safety precautions that they will take. They must submit the justification to the Office of Internationalization with the final proposal. OI, the respective Deans, and the Provost will review the travel exception request.
- Warning Level 3 = Avoid Nonessential Travel: Travel is not permitted.

5. Smart Traveler Enrollment Plan (STEP)

STEP is a service offered through the U.S. Department of State whereby U.S. citizens and other nationals traveling internationally can register their travel with the nearest U.S. embassy or consulate. All GGC faculty-led study abroad programs are required to register in STEP, and the Program Leaders must ensure that all participants are registered in STEP before the date of departure.

6. Non-Discrimination and Anti-Harassment (NDAH) and Sexual Misconduct Policy

Please refer to the **Georgia International Programs, The Clery Act, and Title IX** document for further information, responsibilities, and requirements related to reporting and response procedures. The USG policy is available in the Appendix.

7. Policy on Alcohol and Other Drugs

GGC policies governing the use of alcohol and other drugs remain in effect during GGC faculty-led programs.

8. Students with Disabilities on Study Abroad Programs

Students with documented disabilities who may need special accommodations during their study abroad experience should discuss these needs with the Program Leader at the time of application. Program Leaders should work with the staff of OI and the Office of Disability Services to determine appropriate accommodations on a case-by-case basis.

9. Students with Mental Health Issues

Issues of mental health are increasingly common on campuses and could become a more common reality among study abroad students. While it is not required that a student disclose any such issues to Program Leaders prior to joining the program, it is important to be aware of their existence in general. If Program Leaders have any suspicion that the behavior of a student may be related to mental health, it is within their right to contact OI for guidance. OI will work with the appropriate offices on campus to help determine what course of action might be necessary.

10. International Students

If international students (non-U.S. citizens or Permanent Residents) plan to join the program while they are matriculated at GGC, Program Leaders should advise them to visit International Student Services (ISS) to determine if they need any additional paperwork based on their visa status. Program Leaders must make sure that the students have met with ISS before making financial commitments on their behalf.

11. Passports, Visas, Vaccinations for Students

All US citizens must have a valid passport to travel outside the US. To learn about obtaining a passport, please visit <http://travel.state.gov/content/passports/english/passports/apply.html>. If a passport expiration date is any earlier than 6 months after their planned return date, the student will need to renew the passport before departure.

Program Leaders should determine in advance if students will need visas to enter the country. Many countries allow US citizens to enter without visas for stays of three months or less. Program Leaders check with the embassy/consulate of the host country to verify what (if any) visa requirements there are (e.g., student, visitor, resident, etc.) and share the information with the student. There is usually a fee for visas. Information is available at <http://travel.state.gov/content/visas/english/general/americans-traveling-abroad.html>.

The Centers for Disease Control and Prevention (CDC) divides vaccines for travel into three categories: routine, recommended, and required. Program Leaders should visit the CDC website for detailed information and requirements for your program destination and advise the students early to obtain any required vaccinations per specified deadline. Here is the site: <http://wwwnc.cdc.gov/travel/destinations/list>.

12. **Advising Students on Funding Their Study Abroad Program**

One of the greatest deterrents to studying abroad is cost. Program Leaders will undoubtedly have students asking for advice on how to fund their study abroad program. GGC students who meet the minimum GPA requirement are eligible for a student-fee-funded **Education Abroad Grant** (EAG) for study abroad. The Education Abroad Portal has additional information on scholarships for study abroad. Here is the Internationalization site: <https://www.ggc.edu/academics/internationalization>.

SECTION VI: PROGRAMS WITH HOMESTAYS

1. Baseline Expectations for Program Leaders, Providers, and Host Families

While hotels and campuses are convenient for faculty-led programs, homestays are popular and less costly alternatives, especially in locations where there are no hotels or campus housing. A huge benefit of homestays is the opportunity for greater intercultural communication and learning. Homestays may have inherent risks. Here are some considerations for choosing a homestay:

A. Safety

Be sure you are familiar with the neighborhood and that you have a good sense of the safety of the environment—by day and by night. Students may return home after dark, so you want to ensure there are limited chances of their being at risk.

B. At Least Two Students Per Home

To increase student personal comfort and a sense of safety, no student may be placed at a home alone.

C. No Sharing of Bedrooms

Each student must be assigned a bedroom unless they elect to share a room. In this case, they must be of the same sex. Students may share bathrooms, restrooms, and other common, designated areas in the home.

D. Published House Rules

If there are house rules, they should be provided to the students ahead of their arrival, so they arrive knowing the terms of the stay. The house rules should be explicit about all expectations, especially about those for sharing common amenities and return times.

E. Gifts

Students should arrive with small gifts for the family. It should be a gift for the entire family, rather than, say, for a specific gender or age.

F. Meal Plan

Be clear about dining expectations and preferences, for example, dining together. Even though the group will be on a schedule that does not necessarily make for certain protocols, be sure to make clear to ALL hosts to preclude any requirements or preferences you may deem overbearing to students.

G. Proximity to Program Daily Meeting Place

As much as possible, choose homes within proximity to one another AND within proximity to the common meeting place where you'll have daily instruction. Avoid long daily commutes, especially those involving driving through city centers. Such drives increase the risk of road accidents and other untoward encounters.

2. Guidelines to be distributed to and signed by students:

- A. Follow the house rules (if available).
- B. Ask for clarification about any house rules you do not understand.
- C. Be a good guest and a good ambassador of GGC and the United States. The same family may have hosted other international students and may consider hosting GGC students in future based on how you carry yourself.
- D. Try to learn something new each day. Be respectfully inquisitive and show an interest in the host culture.
- E. Do not have unreasonable expectations of the family beyond those provided by the Program Leader or specified in the house rules.
- F. Do not smoke indoors or in common outdoor areas if there are other persons there.
- G. Leave the space at least as tidy as you found it.

SECTION VII: EDUCATION ABROAD REVIEW COMMITTEE

1. Committee Charge

The Education Abroad Review Committee will work with Internationalization to review matters relating to education abroad programming, including program proposals, funding (for students and faculty), policies, post-program evaluations, and overall program quality.

2. Representation/Appointment

The Education Abroad Review Committee comprises faculty members from the academic schools as well as the staff of Internationalization. The faculty members are appointed by their respective deans and shall serve at the pleasure of the dean. The staff of Internationalization are the Director and anyone else supporting education abroad programming.

3. Review Process

Internationalization will provide committee members' proposals after reviewing them and addressing basic compliance matters, including substantive edits, completeness vis à vis the application requirements, and budgeting. The reviewers will also use a review rubric. The committee will review one proposal at a time and decide by consensus or vote if it should be approved, returned for emendation, or rejected. Since the committee serves in an advisory capacity to Internationalization, Internationalization staff will be only ex-officio members of the committee and will convey the committee decision to the program proposers. The committee may also make recommendations relating to other matters within their purview.

4. Review Criteria

- Novelty: a theme which is relevant to students' experiences and would appeal to attendees
- Intercultural Component: the extent to which the program enriches the overall student experience
- Interdisciplinarity: involving two or more academic disciplines
- Cost effectiveness
- Applicant Newness to Study Abroad/Away: We wish to broaden GGC's scope of delivery by enabling more faculty who are new to study abroad/away to lead such programs.
- Academic Representation: involving as many schools/majors as possible
- **For overseas programs:** Preference for non-traditional destinations (those outside the West, Australia, and New Zealand)
- **For domestic programs:** Geographical Distinctiveness: representing locations that are geographically different from Gwinnett and from other proposals
- Viability: school/department support, ability to recruit students, and sustainability

SECTION VIII: SUMMARY OF PARTICPANT OBLIGATIONS AND RESPONSIBILITIES

1. Summary of Student Obligations (Mandatory)

- A. For study abroad: Students ensure that, through their academic advisors and/or school Points of Contact, they choose suitable courses of study.
For service learning: Students ensure that, through their advisors or school Points of Contact, they choose a suitable program.
- B. Students complete, sign, and submit to the Office of Internationalization all required forms, including an application form, a Waiver of Liability, and the pre-departure checklist (see Appendix) for their program within the published deadlines. Electronic forms must also be duly completed and submitted through Terra Dotta.
- C. Students attend all mandatory pre-departure orientations.
- D. Students sign up for the US Department of State Smart Traveler Enrollment Program (STEP).
- E. Students take all recommended travel shots or prophylaxes according to the recommended schedule.
- F. Students secure and take with them all required travel documents, including passport, visa, and health card. Program Leaders should verify these documents as soon as the group assembles at the airport. Failure to pack required travel documents could result in the student not traveling. GGC is not responsible for ensuring participants have the appropriate travel documents.

2. Summary of Program Leader Responsibilities

- A. The Program Leaders participate in all related GGC training sessions, including one offered by the Office of Equal Opportunity and Title IX Compliance.
- B. The Program Leaders are certified in first aid (CPR) administration.
- C. The Program Leaders have all program participants sign up for the US Department of State Smart Traveler Enrollment Program (STEP).
- D. The Program Leaders verify that each program participant has checked off all items on the pre-departure checklist (see Appendix) no later than 2-3 days prior to departure.
- E. If a group flight: The Program Leaders verify that all program participants have the required travel documents once the group assembles at Hartsfield-Jackson Atlanta International Airport.

SECTION IX: ADVERTISING

While your class presentations are crucial to recruitment, OI is available to assist Program Leaders with advertising.

1. Brochures

Brochures are a great way to advertise programs. They can easily be handed out in class. OI has a template that can be used to design your brochure. Many Program Leaders use funds left over from the previous year to support the cost of updating and producing brochures. An electronic brochure will be made by OI staff to advertise the program and contains the application and all required submission materials and questionnaires.

2. Study Abroad Fair

Our annual study abroad fair will be held in October/November. Each program will have a table upon request. Former study abroad students make great ambassadors, so Program Leaders should consider inviting a few exemplary students to help man the table.

3. Education Abroad Portal

Most GGC students begin their search on the Education Abroad Portal when they are looking for programs. OI will update the GGC program section to include information for each program.

4. Other Ways of Advertising Study Abroad across Campus

- Classroom presentations
- New student orientations
- Various events during Grizzly Days
- Our own study abroad workshops
- International Education Week
- Global Awareness Week
- Mass email

SECTION X: APPENDIX

PROPOSAL COMPONENTS – PRELIMINARY PROPOSAL AY23/24

Does the program replicate any other education abroad program to be offered within the University System of Georgia at the same time? (directory through this [link](#)): ____ YES ____ NO

Detailed Proposal Deadlines:

- For summer programs: **May 1** of the preceding academic year
- For fall, winter, or spring programs: **December 1** of the preceding academic year

1. **Nature and Purpose of Program** (1 short par.): A brief narrative overview of the program
2. **Program Description** (half page max.):
 - a. Academic component (including course title/s and number/s to be offered; type and number of credit hours to be awarded; number of contact hours)
NB: Contact hours per credit for study abroad/away must be at least 80% of the usual on-campus equivalent number of credit hours (That is, if 3 semester credit hours normally require 45 contact hours, then $45 \times 80\% = 36$.)
 - b. Cultural relevance of site/s
3. **Examples of Course-related Activities and Excursions** (half page max.):
 - a. Pre-Departure: Provide examples of various preparatory activities.
 - b. While Abroad/Away: Provide examples of planned field trips, educational activities, and intercultural engagement.
 - c. Post: Provide examples of intended activities after the program travel dates, such as reflection exercises and class meetings.
4. **Projected Number of Students and Faculty** (1 short paragraph): Include the number of Program Leaders and any additional staff (if applicable). For the projected student count, include the minimum needed financially, the expected recruitment total, and the maximum number possible.
5. **Projected Cost per Student** (1 short paragraph): Provide a narrative paragraph of the expected cost to each student. Use the GGC budget template.
6. **Amount and Source of Faculty Compensation** (1 paragraph): Provide a narrative paragraph of the expected cost for each faculty member, including the source of funding. Use the GGC budget template.
7. **Program Affiliations** (1 short paragraph): Note any vendors that you plan to use, including travel agents, in-country hosts, and third-party providers.
8. **Travel Arrangements** (half page): Provide a complete list of the countries and cities that the group will visit during the program as well as corresponding durations of stay.
9. **Health and Safety Arrangements** (half page): Health and safety are fundamental to education abroad. Provide specifics about the safety environment of the country/countries and city/cities which will be part of the program.
Write “NA: third-party program” if this is the case.

PROPOSAL COMPONENTS – DETAILED PROPOSAL AY23/24

Detailed Proposal Deadlines:

- For summer programs: **May 1** of the preceding academic year
- For fall, winter, or spring programs: **December 1** of the preceding academic year

Does the program replicate any other education abroad program to be offered within the University System of Georgia at the same time? (directory through this [link](#)): ____ YES ____ NO

NB for overseas programs:

Preference for non-traditional destinations (those outside the West, Australia, and New Zealand)

1. Nature and Purpose of the Program (250-300 words)

A brief narrative overview of the program. Ideally, start with an overview sentence which could be used to promote the program.

2. Program Description (2 pp. max.):

Description of the academic component (including type and number of credit hours to be awarded, number of contact hours, method of evaluation, and course title/s and number/s); cultural relevance of site/s

For **credit-bearing** programs (study abroad and study away):

- a. Course title(s) and number(s)
- b. Description of each course
- c. Number of contact hours (field trips count at ½ rate): Contact hours per credit for study abroad/away must be = 80% of the usual on-campus equivalent number of credit hours (That is, if 3 semester credit hours normally require 45 contact hours, then $45 \times 80\% = 36$.)
- d. Rationale for the proposed location relative to the academic objectives
- e. Course delivery: pre- and/or post-program elements, including content to be taught in Georgia or online
- f. Methods for student evaluation
- g. Faculty/staff member's expertise relevant to the proposed program, including previous off-campus programming
- h. Justification for any program that is less than one week long or carries less than 3 credits

For **service-learning** programs:

- a. Description of the service component
- b. Rationale for the proposed location relative to the academic objectives
- c. Plan for community engagement
- d. Methods for student evaluation
- e. Faculty/staff member's expertise relevant to the proposed program, including previous off-campus programming experience
- f. Justification for any program that is less than one week long

3. Examples of Course-related Activities and Excursions (250-300 words)

- a. Pre-departure: Provide examples of various preparatory activities.
- b. During: Provide examples of planned field trips, educational activities, and intercultural engagement.
- c. Post: Provide examples of planned activities upon return, e.g., reflection exercises and class meetings.

4. **How you plan to promote diversity, equity, and inclusion in the program – definitions adopted from The Forum on Education Abroad (200-300 words)**
 - a. **Diversity:** individual differences (e.g., personality, learning styles, and life experiences) and group/social differences (e.g., race/ethnicity, class, gender, sexual orientation, country of origin, and ability, as well as cultural, political, religious, or other affiliations).
 - b. **Equity:** creation of opportunities for historically underrepresented populations to have equal access to and participate in educational programs that are capable of closing the achievement gaps.
 - c. **Inclusion:** active, intentional, and ongoing engagement with *diversity*—in the curriculum, in the co-curriculum, and in communities (intellectual, social, cultural, geographical) with which individuals might connect—in ways that increase awareness, content knowledge, cognitive sophistication, and empathic understanding of the complex ways individuals interact within systems and institutions
5. **How you plan to promote some applicable United Nations Sustainable Development Goals while you are abroad/away (300-500 words)** (see the UN SDGs through this [link](#))
6. **Projected Number of Students and Faculty (1 short paragraph)**
Include the number of Program Leaders and any additional staff (if applicable). For the projected student count, include the minimum needed financially, the expected recruitment total, and the maximum number possible.
7. **Projected Cost to Each Student (1 short paragraph)**
Provide a narrative paragraph of the expected cost to each student. Use the GGC budget template.
8. **Room and Board Arrangements (250-300 words)**
List the type of accommodation(s) being used and the meal arrangements. For accommodations, indicate the number of students per room, if known. For meals, list all meals included in the program cost and all meals students will need to purchase out of pocket.
9. **Payment Schedule (briefly)**
 - a. A tentative breakdown of payments
 - b. A schedule of payments
 - c. A refund policy in case students withdraw after making payments – Use this text:
Students who withdraw from the program before program-related payments have been made in their behalf (e.g., ticket purchase or vendor payments) will be able to receive a full refund. Students will also receive a full refund if the program is cancelled by GGC. Students who withdraw after expenses have been incurred in their behalf will be refunded any remaining amounts that the Program Leaders can recoup.
10. **Amount and Source of Faculty Compensation (1 short paragraph)**
Provide a narrative paragraph of the expected cost for each faculty member, including the source(s) of funding. Please do NOT make assumptions of funding outside your purview. Use the GGC budget template.
Write “NA: third-party program” if this is the case.
11. **Program Affiliations (250-300 words)**
Describe in full all program affiliations, host institutions, and service providers and vendors, including chaperones travel agents, in-country hosts, third-party providers, and faculty from other institutions or entities.
12. **Travel Arrangements (250-300 words)**
Provide a complete list of the countries and cities that the group will visit during the program. Include all methods of transportation that will be used by the program both in transit to the locations listed and within the locations.
13. **Health and Safety (1 p.)**
 - a. Health and safety are fundamental to education abroad. Provide specifics about the safety environment of the country/countries and city/cities which will be part of the program.

- b. Add to the proposal appendix a generic document on procedures for health and safety arrangements titled “Health and Safety Procedures for Education Abroad.” Write “**NA: third-party program**” if this is the case.

14. Alternative Planning (250-300 words)

Provide a summary of alternative plans for completing the program should travel be disrupted before or during the program travel dates. The alternative should include location/s and delivery mode/s (virtual, hybrid...). As appropriate, we will seek to complete all education abroad programs, even if travel is not possible.

Note: If you can’t offer an alternative, write “NA” and explain.

15. Recruitment Plan (250-300 words)

Provide a narrative outline of the proposed recruitment plan. As a reminder, the general minimum ratio of students to faculty is 10:1 per course. For programs to be viable, you need a strong recruitment plan. Internationalization does not provide regular promotion for individual/specific programs. It will promote study abroad/away programs in general through its various media channels and outreach events, including social media, education abroad fair, and classroom visits (when possible). The program leader is responsible for recruiting at least the minimum number of students for the program.

16. Plan for Administering the Mandatory Pre-departure and Post-program Debrief (1 short paragraph)

The pre-departure orientation and post-program debrief are crucial components to a study abroad/away program. The pre-departure orientation should take place at least one month prior to departure. It should be a robust session or sessions where students are given information on the practical and cultural aspects of the program. Include a list of debrief topics and your plan for addressing them. For the post-program debrief, please provide a description of how you will conduct a final reflection and evaluation.

Appendix

- a. Sample syllabus for each course (3 pp. max.) to include GGC policies on Title IX, academic integrity, academic respect, and attendance as well as policy statements on the Americans with Disabilities Act, Equal Opportunity, and Affirmative Action
- b. Budget in two tabs (outlining student expenses and faculty expenses separately) (2 pp.)
Write “**NA: third-party program**” if this is the case.
- c. Memorandums of Support (OI and respective school/department) (1 p.)
- d. Site visit report (if applicable) (2 pp. max.)
- e. Health and Safety Procedures for Education Abroad Proposals signed by all program leaders (1 p.)

Education Abroad Budget Worksheet

Use this sheet as a **financial** planning guide for your overseas program. Be sure to complete it as much as you can before meeting with a Financial Aid counselor.

Student Name: _____

Date: _____

Program Provider: _____

YOUR PROGRAM COSTS	
1	Application Fee
2	Tuition
3	Housing
4	Meals
5	Books
6	Air Fare
7	U.S. Domestic Travel to International Airport
8	Personal Spending Money
9	Other Expenses (insurance, excursions, ground transportation, passport, vaccinations, prophylaxes...)
TOTAL EXPENSES	
SOURCES OF FUNDS FOR YOUR STUDY PROGRAM	
Include financial aid, grants, provider discounts, family assistance, and your own savings.	
SOURCES (to be completed in consultation with a Financial Aid advisor)	
AMOUNT	
1	
2	
3	

Total Resources: _____

Net Difference: _____

If the resources are less than the expected expenses, here are options:

1. Look for a similar program in a different location which may be less expensive.
2. Look for a shorter program in the same location.
3. Opt out of some provider expenses such as air fare (if you have the choice). Do this only if you know the location or someone there who will help you.
4. Look for a different program that still meets your academic and experiential goals.
5. Take fewer credits (if doing so would not jeopardize other institutional requirements or benefits).
6. Search more aggressively for additional study grants from foundations and family members.
7. Plan for the overseas experience later if you can secure more money and if you are not a senior.
8. Apply for a Gilman Scholarship...talk with the Office of Internationalization.

If the resources are less than the expected expenses, here are options:

1. **Look for a similar program in a different location which may be less expensive.**
2. **Look for a shorter program in the same location.**
3. **Opt out of some provider expenses such as air fare (if you have the choice). Do this only if you know the location or someone there who will help you.**
4. **Look for a different program that still meets your academic and experiential goals.**
5. **Take fewer credits (if doing so would not jeopardize other institutional requirements or benefits).**
6. **Search more aggressively for additional study grants from foundations and family members.**
7. **Plan for the overseas experience later if you can secure more money and if you are not a senior.**
8. **Apply for a Gilman Scholarship...talk with the Office of Internationalization.**



Prior Approval for Travel Authorization

DATE: _____

DEPT ID: _____ FUND: _____ PROGRAM: _____ CLASS: _____

ACCT. NO: _____ ACCT. NO: _____
(Travel) Employee/Non-Employee (Registration)

TO: _____

FROM: _____ EMPLOYEE NO: _____

PURPOSE OF TRIP: _____

DESTINATION ADDRESS: _____

DEPARTURE DATE: _____ RETURN DATE: _____

LOCAL TRAVEL AUTHORIZATION: ☐ FISCAL YEAR 20 _____

APPROXIMATE COST OF TRIP

AMOUNT

Registration Fee ☐ P-Card ☐ Ck Request ☐ Other \$ _____

Meals included w/Registration _____

Airline Ticket ☐ Agency ☐ P-Card ☐ Other \$ _____

Meals Per Diem _____ / _____ / _____ \$ _____

Links to BOR Travel Policy and Per Diem Web Sites:

BOR Policy Manual (4.0 Travel): http://www.usg.edu/business_procedures_manual/section4/

Domestic: <http://www.gsa.gov/Portal/category/104711>

Foreign: http://aopals.state.gov/web920/per_diem.asp

Lodging	_____ @ \$ _____	\$ _____ 0.00
	# Days Rate	
Personal Mileage	_____ @ \$ _____	\$ _____ 0.00
	Miles (RT) Rate	
Car Rental	_____ @ \$ _____	\$ _____ 0.00
	# Days Rate	
Miscellaneous		\$ _____

TOTAL ESTIMATE

\$ _____ 0.00

APPROVALS

(Supervisor)

(Divisional Vice President)-If Required

*AUTHORIZED AMOUNT \$ _____

*Total trip not to exceed this amount!

SUPPORTING DOCUMENTATION ATTACHED:

- ☐ Meeting/Conference Agenda
- ☐ Directional Search Engine - (Map Quest, Rand McNally, etc.)
- ☐ Car Rental Cost Comparison (<http://ssl.doas.state.ga.us/vehcostcomp/>)
- ☐ Flight Estimate (www.smartertravel.com)

(Budget Manager)

Approver Notes:

INSTRUCTIONS: Forward the completed form and supporting documentation to the department Supervisor & then Budget Manager, if the Supervisor is not the Budget Manager, at least ten working days prior to the date of departure. Please send to Accounting Services with expense report once the travel has been completed.

Updated Jun 2018

PAYMENT REQUEST

Use this form for payments of \$2,500 or less, except for payments for the following: Attorney/
Legal, Memberships/Subscriptions, Postage/Shipping, Utilities, and Agency Accounts

Send form directly to the Accounts Payable Office

Incomplete forms and any request without required documentation will be returned

The Governor's Executive Order requires that all invoices be paid within thirty (30) days of the later of (1) the date of the invoice, (2) receipt of goods, or (3) receipt of invoice. A memo of explanation must accompany all requests for payments that do not meet these criteria.

Stamp Area Accounting Services Use Only

Received Date:

PAYEE INFORMATION

Vendor Number:	
Vendor Name & Remittance Address:	
State of Georgia/GGC Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
US Citizen or Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please check the appropriate response	
<input type="checkbox"/> Sales Tax Exemption Form Presented	

DEPARTMENT INFORMATION

Department Name:	
Requestor/Initiator:	
Requestor/Initiator telephone number:	
PAYMENT INFORMATION	
Check Total Amount:	
Date Check Needed:	
<input type="checkbox"/> Check here if you wish AP to hold the check for pick-up (do not mail)	
Picked up by:	
	Sign and Date
<input type="checkbox"/> Mail Attached with Check	
<u>NOTE: Must provide 2 copies: File copy & Mailing copy</u>	

DESCRIPTION OF GOODS OR SERVICES (business justification is required)

Please check all that apply:

☐

Service Provided

(Agreement must be approved by Purchasing)

☐

Agency Account

(Does not require PO)

By signing this Payment Request, the individual is certifying that he/she is authorized on the Chartfield combination(s), that the charges are appropriate to the Chartfield combination(s) being charged, and the charges are legitimate expenses within the College guidelines.

Invoice Number	Amount	Account	Fund	Dept	Program	Class	Bgt Yr	Project/Grant

DEPARTMENT APPROVAL: I certify that the expense(s) itemized above has been reviewed and is an accurate, allowable, and appropriate expenditure. It is within my budgetary authority to approve the above expense(s).

Signature of Authorized Approver for Budget Unit
(Required & must be different than requestor above)

Date

Funwi Ayuninjam

Name of Authorized Approver for Budget Unit (Please Print)

GGC Cash Advance Request

Date Requested:	<input type="text"/>	Date Required:	<input type="text"/>
			(allow up to 10 business days for processing)
Payee's Name:	<input type="text"/>	Vendor #	<input type="text"/>
Contact Phone:	<input type="text"/>	Email Address:	<input type="text"/>
Start Date of trip:	<input type="text"/>	Department Name/Sport:	<input type="text"/>
Scheduled return date from trip:	<input type="text"/>	Amount Requested:	<input type="text"/>
			*Cash Advance Limit is \$7,500

Specific Reason(s) for Cash Advance:

Description	Chart Fields
Account	132400
Fund	
Dept	
Program	
Class	
Project	

I understand this request for a temporary cash advance is for official Georgia Gwinnett College business. I accept the responsibility for completing the necessary documents for requesting and finalizing this cash advance. I agree to repay this cash advance within five (5) business days of my return. Remaining funds will be submitted to Student Accounts.

Payee Signature	Date	Contact Phone #
<input type="text"/>	<input type="text"/>	<input type="text"/>
Budget Manager Signature	Date	
<input type="text"/>	<input type="text"/>	

All efforts should be made for hotels and transportation to be paid by PCard (transportation) or Payment Request (hotels/transportation).

In order for cash advance to be issued:
Please be sure to attach the required documentation (game schedule, team roster & applicable student listing).

Georgia Gwinnett College – Office of Internationalization
Education Abroad Release and Hold Harmless Agreement and Conditions of Participation
(for Adults)

Education Abroad Program: _____ Term(s) Abroad: _____
(Stated Activity)

This waiver is executed for the express purpose of precluding forever any and all claims for future injuries or damages, and I fully understand and appreciate the dangers, hazards, and risks inherent in participation in Stated Activity, which dangers include, but are not limited to, injury, sickness, death, and property damage.

1. I understand and accept that the education abroad program noted above will expose me to many risks. Some of the risks which may be present or occur include, but are not limited to, hazards associated with these:
 - Traveling by land, sea, or air
 - Unfamiliar environments
 - Changes from my normal level of activity
 - Seeking or obtaining medical treatment or advice in foreign countries
 - Changes in my diet
 - Theft or damage to personal property while traveling
2. I understand that I may sometimes be traveling in areas with higher-than-average rates for crime, especially theft or property. I agree to follow the Program Leader's recommendations regarding avoidance of theft, and I accept the risks associated with international travel. I have freely chosen to participate in this activity, and I hereby assume all risks associated with this education abroad program.
3. I also recognize that in the event of political unrest, the Program Leader will take all practical measures for the protection of program participants. I understand that Georgia Gwinnett College and its staff assume no responsibility for damage to or loss of property, injury, or life arising from political unrest.
4. I understand that this activity may subject me to unusual physical and/or psychological/emotional exertion, or other physical and/or psychological/emotional stress. I hereby attest that I am in sufficient physical and psychological/emotional condition to accept this exertion. I agree that I know of no physical or psychological impediments to my full participation in the education abroad program. I agree that I have sufficient medical insurance coverage for any emergency care that may be necessary and agree to assume financial responsibility for any medical, rescue, or other expenses incurred in connection with any injuries that I might sustain in traveling to and from the host country or otherwise participating in the education abroad program. I authorize Georgia Gwinnett College personnel supervising or otherwise in a position to assist in case of emergency to arrange for medical care if I am unable to do so personally. I will hold harmless Georgia Gwinnett College and its personnel for any injury of any nature arising from its or their assistance in arranging emergency medical care. I accept full responsibility for the cost and expense of all medical care provided pursuant to this authorization
5. In consideration of the privilege of being permitted by Georgia Gwinnett College to participate in the stated activity, I, the undersigned, for myself and on behalf of my heirs, personal representatives, assigns, and anyone acting on my behalf, waive, release, forever discharge, covenant not to sue, agree to hold harmless and indemnify The Board of Regents of the University System of Georgia, Georgia Gwinnett College, and the State of Georgia, along with their employees, contractors, and agents from any and all liabilities, claims, demands, or causes of action of any and every kind, whether known or unknown, that I have, may have, or may hereafter accrue against Georgia Gwinnett College, its employees, contractors, and agents directly or indirectly arising from or relating in any respect to my involvement and/or participation in the education abroad program.
6. In the event that Georgia Gwinnett College or its agents advance or loan any monies to me or incur special expenses on my behalf while I am abroad, I agree to repay Georgia Gwinnett College within 30 days of program completion.
7. I understand that while traveling or residing in any foreign country, I will be subject to the laws, rules, and law-enforcement procedures of that country rather than those of the United States of America. Any violations of such laws/rules could result in my detention or involvement with local law-enforcement authorities beyond the control of Georgia Gwinnett College.

8. I understand that during free time before, within and after the program, I may elect to travel independently at my own expense and risk. I agree to inform the Program Leader of my travel plans and understand that neither the Program Leader, nor Georgia Gwinnett College, nor its staff are responsible for me while I travel independently during such free time. I understand that I am fully and exclusively responsible for my own behavior at such times as I leave the supervised program voluntarily for any reason.
9. I agree to participate fully in all required orientation sessions, lectures, discussions, field studies, and other activities which are integral to or required by the program.
10. I understand that if I am removed, leave the program voluntarily for any reason, or cancel my participation after the refund deadline, there will be neither refund of fees already paid nor cancellation of obligations to pay fees for the duration of the program for which I have enrolled, unless with the agreement of the host institution. I have had adequate opportunity to read and understand the program refund policies, have had an opportunity to ask questions about them, and any questions I have had have been answered. If, by choice, I do not travel with the group to or from the host country, I will bear the responsibility.
11. I understand that if my conduct during or outside required program activities presents a hazard to other people on the trip, the Program Leader reserves the right to take appropriate action to protect the program, its staff, and participants from further disruption of the activities or the risks of physical injury, including removal from the program. Georgia Gwinnett College has authority to establish rules of conduct necessary for the operation of the program during the entire period of the program, including free time. The use of illegal drugs during the program, including free time, is strictly prohibited. Should the Program Leader decide to expel me from the program because of violation of stated rules, for disruptive behavior, or for any conduct that might bring the program into disrepute or its participants into legal jeopardy, the decision will be final. Removal from the program will be at the participant's expense and will result in loss of all academic credit. Georgia Gwinnett College will have no obligation to assist me with lodging, food, travel, or repatriation.
12. Prior to signing this document, I have had an opportunity to read and understand it, have had an opportunity to ask questions, and any questions I have had have been answered to my satisfaction, and I hereby affix my signature below with the intent to be legally bound.

Student Name: _____ Date of Birth: _____ ID #: _____

Signature: _____ Date: _____

Georgia Gwinnett College – Office of Internationalization
Education Abroad Release and Hold Harmless Agreement and Conditions of Participation
(for Minors)

Education Abroad Program: _____ Term(s) Abroad: _____
(Stated Activity)

This waiver is executed for the express purpose of precluding forever any and all claims for future injuries or damages, and I fully understand and appreciate the dangers, hazards, and risks inherent in participation in Stated Activity, which dangers include, but are not limited to, injury, sickness, death, and property damage.

1. I understand and accept that the education abroad program noted above will expose me to many risks. Some of the risks which may be present or occur include, but are not limited to, hazards associated with these:
 - Traveling by land, sea, or air
 - Unfamiliar environments
 - Changes from my normal level of activity
 - Seeking or obtaining medical treatment or advice in foreign countries
 - Changes in my diet
 - Theft or damage to personal property while traveling
2. I understand that I may sometimes be traveling in areas with higher-than-average rates for crime, especially theft or property. I agree to follow the Program Leader's recommendations regarding avoidance of theft, and I accept the risks associated with international travel. I have freely chosen to participate in this activity, and I hereby assume all risks associated with this education abroad program.
3. I also recognize that in the event of political unrest, the Program Leader will take all practical measures for the protection of program participants. I understand that Georgia Gwinnett College and its staff assume no responsibility for damage to or loss of property, injury, or life arising from political unrest.
4. I understand that this activity may subject me to unusual physical and/or psychological/emotional exertion, or other physical and/or psychological/emotional stress. I hereby attest that I am in sufficient physical and psychological/emotional condition to accept this exertion. I agree that I know of no physical or psychological impediments to my full participation in the education abroad program. I agree that I have sufficient medical insurance coverage for any emergency care that may be necessary and agree to assume financial responsibility for any medical, rescue, or other expenses incurred in connection with any injuries that I might sustain in traveling to and from the host country or otherwise participating in the education abroad program. I authorize Georgia Gwinnett College personnel supervising or otherwise in a position to assist in case of emergency to arrange for medical care if I am unable to do so personally. I will hold harmless Georgia Gwinnett College and its personnel for any injury of any nature arising from its or their assistance in arranging emergency medical care. I accept full responsibility for the cost and expense of all medical care provided pursuant to this authorization.
5. In consideration of the privilege of being permitted by Georgia Gwinnett College to participate in the stated activity, I, the undersigned, for myself and on behalf of my heirs, personal representatives, assigns, and anyone acting on my behalf, waive, release, forever discharge, covenant not to sue, agree to hold harmless and indemnify The Board of Regents of the University System of Georgia, Georgia Gwinnett College, and the State of Georgia, along with their employees, contractors, and agents from any and all liabilities, claims, demands, or causes of action of any and every kind, whether known or unknown, that I have, may have, or may hereafter accrue against Georgia Gwinnett College, its employees, contractors, and agents directly or indirectly arising from or relating in any respect to my involvement and/or participation in the education abroad program.
6. In the event that Georgia Gwinnett College or its agents advance or loan any monies to me or incur special expenses on my behalf while I am abroad, I (and my parents/guardians) agree to repay Georgia Gwinnett College within 30 days of program completion.
7. I authorize Georgia Gwinnett College to include my parents/guardians on the Office of Internationalization mailing list in order to keep them abreast of key information regarding the travel.
8. I understand that while traveling or residing in any foreign country, I will be subject to the laws, rules, and law-enforcement procedures of that country rather than those of the United States of America. Any violations of such

laws/rules could result in my detention or involvement with local law-enforcement authorities beyond the control of Georgia Gwinnett College.

9. I understand that during free time before, within and after the program, I may elect to travel independently at my own expense and risk. I agree to inform the Program Leader of my travel plans and understand that neither the Program Leader, nor Georgia Gwinnett College, nor its staff are responsible for me while I travel independently during such free time. I understand that I am fully and exclusively responsible for my own behavior at such times as I leave the supervised program voluntarily for any reason.
10. I agree to participate fully in all required orientation sessions, lectures, discussions, field studies, and other activities which are integral to or required by the program.
11. I understand that if I am removed from the program for any reason, or cancel my participation after the refund deadline, there will be neither refund of fees already paid nor cancellation of obligations to pay fees for the duration of the program for which I have enrolled, unless with the agreement of the host institution. I have had adequate opportunity to read and understand the program refund policies, have had an opportunity to ask questions about them, and any questions I have had have been answered. If, by choice, I do not travel with the group to or from the host country, I and my parents/guardians will bear the responsibility.
12. I understand that if my conduct during or outside required program activities presents a hazard to other people on the trip, the Program Leader reserves the right to take appropriate action to protect the program, its staff, and participants from further disruption of the activities or the risks of physical injury, including expulsion from the program. Georgia Gwinnett College has authority to establish rules of conduct necessary for the operation of the program during the entire period of the program, including free time. The use of illegal drugs during the program, including free time, is strictly prohibited. Should the Program Leader decide to remove me from the program because of violation of stated rules, for disruptive behavior, or for any conduct that might bring the program into disrepute or its participants into legal jeopardy, the decision will be final. Removal from the program will be at the participant's expense and will result in loss of all academic credit. Georgia Gwinnett College will have no obligation to assist me with lodging, food, travel, or repatriation.
13. Prior to signing this document, I have had an opportunity to read and understand it, have had an opportunity to ask questions, and any questions I have had have been answered to my satisfaction, and I hereby affix my signature below with the intent to be legally bound.

Student Name: _____ Date of Birth: _____ ID #: _____

Signature: _____ Date: _____

Parent or Guardian (only if participant is under 18 years of age)

I certify that I am the parent or legal guardian of the above-mentioned applicant and that I have read the foregoing Agreement and Release (including such parts as may subject me to personal financial responsibility) and hereby relinquish any claims that I might have against Georgia Gwinnett College or its agents (as set forth above) both on my own behalf and in my capacity as legal representative of the applicant, including any claim arising as a result of the applicant's leaving the supervision of the Program Leader or at a time when the applicant has left the supervision of the Program Leader.

Parent's/Guardian's Printed Name: _____

Signature: _____ Date: _____

Student Code of Conduct for Study Abroad (for Adults)

As a Georgia Gwinnett College education abroad student, your conduct inside and outside the classroom reflects upon the College. Accordingly, you are expected to adhere to the Georgia Gwinnett College Code of Conduct, as well as abide by the regulations of the specific education abroad program and host institution. We also expect you to abide by the laws and respect the customs of the host country. Please be aware that if the College determines, based on due process, that you are in violation of the Student Code of Conduct, your participation in the program may be terminated, and further disciplinary action may be taken which could lead to suspension or expulsion from the College.

Please read carefully the GGC Student Code of Conduct and Honor Statement

Examples of misconduct include, but are not limited to, these:

- Violation of laws of host country
- Abuse of alcohol, or use or abuse of illegal drugs
- Disturbing the peace or disrupting the community
- Repeated failure to control noise levels in student housing facilities
- Disruption of the academic environment of the program, including repeated failure to participate in service learning assignments or to attend mandatory excursions
- Not being on time for a scheduled activity or to depart for a scheduled activity
- Academic misconduct, including plagiarism or cheating
- Vandalism of public or private property
- Assault

I understand that if I violate this contract and I am dismissed from the program, I will be responsible for travel expenses. I and/or my family will be held financially responsible for any additional expenses incurred due to my behavior and/or actions.

I am responsible for informing the program director(s) of any plans to travel during free time before, during, and after the scheduled study abroad program. I understand that neither Georgia Gwinnett College nor its employees is responsible for any non-program-sponsored travel.

Student Name: Date of Birth: ID #:
Signature: Date:

Student Code of Conduct for Study Abroad (for Minors)

As a Georgia Gwinnett College education abroad student, your conduct inside and outside the classroom reflects upon the College. Accordingly, you are expected to adhere to the Georgia Gwinnett College Code of Conduct, as well as abide by the regulations of the specific education abroad program and host institution. We also expect you to abide by the laws and respect the customs of the host country. Please be aware that if the College determines, based on due process, that you are in violation of the Student Code of Conduct, your participation in the program may be terminated, and further disciplinary action may be taken which could lead to suspension or expulsion from the College.

Please read carefully the GGC Student Code of Conduct and Honor Statement

Examples of misconduct include, but are not limited to, these:

- Violation of laws of host country
- Abuse of alcohol, or use or abuse of illegal drugs
- Disturbing the peace or disrupting the community
- Repeated failure to control noise levels in student housing facilities
- Disruption of the academic environment of the program, including repeated failure to participate in service learning assignments or to attend mandatory excursions
- Not being on time for a scheduled activity or to depart for a scheduled activity
- Academic misconduct, including plagiarism or cheating
- Vandalism of public or private property
- Assault

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I am responsible for informing the program director(s) of any plans to travel during free time before, during, and after the scheduled study abroad program. I understand that neither Georgia Gwinnett College nor its employees is responsible for any non-program-sponsored travel.

Student Name: Date of Birth: ID #:
Signature: Date:

EMERGENCY CONTACT FORM

The following information is important to us in the event that there is an emergency while you are participating in a GGC education abroad program. We may have to inform family members of the safety of students following earthquakes, volcanic activity, international unrest, or personal injury. Please indicate below the most current emergency information and indicate if there is a possibility that this information may change while you are away.

PLEASE PRINT LEGIBLY

Your Name _____ Student I.D.# _____
Passport #: _____ Exp. Date: _____
U.S. Passport Holder? Yes No If not, country of issuance _____
GGC E-mail Address: _____

EMERGENCY CONTACT #1:

(Contact #1 should be the same as on the GGC Release Liability Form.)

Name _____ Relationship _____
Home Phone _____ Hours Available _____
Work Phone _____ Hours Available _____
Cell Phone _____ Fax _____
E-mail Address _____

EMERGENCY CONTACT #2:

(if the above-named person (#1) is unavailable, the second person to notify)

Name _____ Relationship _____
Home Phone _____ Hours Available _____
Work Phone _____ Hours Available _____
Cell Phone Fax _____
E-mail Address _____

EMERGENCY CONTACT #3:

OTHER INFORMATION:

List any dietary restrictions you may have:

- 1.
- 2.
- 3.
- 4.

Is there anything else you would like us to know about you with regard to the travel portion of this Education abroad trip?

Student's Signature

Date



Office of Internationalization

EDUCATION ABROAD STUDENT INCIDENT REPORT FORM

TO BE SUBMITTED TO INTERNATIONALIZATION

Today's Date: _____ Time: _____
Name(s) of Student(s) Involved: _____
Student ID Number(s): _____
Date and Time of Incident: _____ Location of Incident: _____
Employee Completing Report and Contact Information: _____
Any Others Involved: _____

Please check the appropriate box to indicate the nature of the incident:

☐ Alcohol/Drugs ☐ Assault of Student ☐ Theft
☐ Injury/Illness ☐ Arrest of Student ☐ Other: _____

Please describe the incident. Be specific while including all details. Use additional sheets if necessary.

Action(s) Taken: _____

Follow-up Action(s) (if any): _____

_____ Name of Reporting Person	_____ Signature	_____ Date
_____ Name of Reported Person	_____ Signature	_____ Date

If other persons witnessed the incident, they should each submit a separate report.

_____ Name of Witness	_____ Signature	_____ Date
--------------------------	--------------------	---------------



Office of Internationalization

LETTER OF AGREEMENT/ACKNOWLEDGMENT

PROGRAM NAME: _____

Amount: _____ Location: _____ Date: _____

I, _____, commit to paying Georgia Gwinnett College the sum of \$ _____ (in letters: _____).

Repayment will be in the form of (#) _____ equal payments of \$ _____ payable to Georgia Gwinnett College on the 10th day of each month beginning on _____ until the debt is paid in full.

Prior to signing this document, I have had an opportunity to read and understand it, have had an opportunity to ask questions, and any questions I have had have been answered to my satisfaction, and I hereby affix my signature below with the intent to be legally bound. By signing below, I certify that I am 18 years old or older.

Participant Name: _____

Student ID #: _____

Signature: _____

Date: _____

University System of Georgia

Clery and Title IX Reporting & Response Procedure for International & Distance Programs

https://www.usg.edu/international_education/assets/international_education/documents/Georgia_International_Programs_Clery_and_Title_IX.pdf

Application

This procedure applies to any institution in the University System of Georgia that operates international & distance programs.

Definitions

Clery Act Coordinator: Individual at each University System of Georgia institution assigned (designated) by the Chancellor as responsible for compiling, classifying and reporting statistics pursuant to the Clery Act.

Title IX Coordinator: Individual at each University System of Georgia institution assigned (designated) by the Chancellor as responsible for coordinating compliance with Title IX, a federal law prohibiting discrimination or unequal treatment on the basis of sex.

International & Distance Program: Any program administered by a University System of Georgia Institution that is sponsored by the home institution that may take place in an on-campus or non-campus location (as defined by the Clery Act) including domestic and international destinations.

International Programs Coordinator: The individual at each institution charged with general supervision of international and distance programs and appointed to such a position, regardless of title. The International Programs Coordinator is a Campus Security Authority.

Program Representative: Individuals supervising students on an international program in an official capacity, regardless of title, and regardless of whether employed by the institution or by an outside entity including but not limited to a host institution or provider. The Program Representative is a Campus Security Authority.

Home Institution: Student's original institution, from which the degree is anticipated, or to which the study abroad credits will transfer.

Host Institution: Domestic or overseas institution at which student from Home Institution will be temporarily enrolled for a term or set length of time.

Provider: Entity within or among Georgia institutions or external to Georgia institutions through which domestic or overseas program is provided.

Reporting Individual/Victim/Complainant: Individual with a complaint of misconduct.

Accused/Respondent: Individual accused of misconduct.

Advance Preparation for International and Distance Locations

Training

The host institution will provide appropriate Clery and Title IX training annually by the designated campus Clery and Title IX coordinators to International Programs Coordinators and Program Representatives.

International Programs Coordinators will provide Program Representatives additional training for emergency response per their home institution's policies and procedures.

International Programs Coordinators and Program Representatives will collaborate to provide student participants information on emergency procedures and contacts.

Communication

During Visit Incident Response

The first priority of the Program Representative is to safeguard the safety and well-being of program participants. Do whatever is necessary and reasonable to ensure their safety. Obtain any emergency medical care for affected participants as soon as possible. Within 48 hours, contact the International Programs Coordinator and explain the situation in detail.

Post Visit Clery/VAWA and Title IX Response to Incidents

Program Representatives shall send reports of all crimes, Title IX allegations, health/mental health risks, and conduct violations to the International Programs Coordinator. The International Programs Coordinator shall then submit the reports as follows:

For home institution study abroad programs, the International Programs Coordinator will provide the Campus Clery Coordinator with the names of programs, dates, geographical locations of study, and geographical locations of residence for all programs.

For consortium study abroad programs, the International Programs Coordinator will provide the Campus Clery Coordinator with the names of program, dates, and geographical locations of study and geographical location of residence for only those programs in which the home institution's students are participants.

Clery Coordinator: Shall receive reports of all crimes, Title IX allegations, and conduct violations.

Title IX Coordinator: Shall receive reports of all Title IX Allegations.

Student Conduct Coordinator: Shall receive reports of all conduct violations.

Director of Counseling: Shall receive reports of all health and mental health incidents.

Campus Security Authorities and Responsible Employees

All International Programs Coordinators and Program Representatives travelling with students overseas or to a distant location are automatically designated as Campus Security Authorities because they possess significant responsibility for student and campus activities.

All International Programs Coordinators and Program Representatives travelling with students overseas or to a distant location are automatically designated as responsible employees for Title IX purposes, and are required to report learned of or observed cases of sex discrimination, including sexual violence, to the institution's Title IX Coordinator or designee.

Obtaining Statistics from Local Law Enforcement

By March of each year, the International Programs Coordinator shall provide the Clery Coordinator with a list identifying all geographical locations that were used in the previous calendar year by programs that were coordinated through the International Programs Office. The Clery Coordinator would then have to compare the locations to see if any of them fit under the Clery Definitions of reportable areas and then go from there to determine if outside local law enforcement need to be contacted.

Program representatives should provide local police department contact phone, mailing address, and email (if available) to the International Programs Coordinator for submission to the Clery Coordinator.

Title IX Reporting

Host Institutions and Providers that learn about incidents of sex discrimination, including sexual violence, will work collaboratively with the Home Institution(s) of the complainant and accused individual to ensure the following:

The complainant is notified of any and all options, remedies, resources, and services available through the Home Institution.

The appropriate institution or entity can conduct a prompt, impartial investigation, which may lead to adjudication through the formal student conduct or Title IX grievance process.

Students participating in study abroad through a Host or Provider are subject to the policies and procedures of the Provider or Host, as well as those of his or her Home Institution.

Which institution takes the lead in investigating and responding to allegations of sexual harassment and/or violence shall be determined immediately after an incident is reported. Factors to consider include:

- the enrollment status of the student(s) involved;
- the nature and duration of the program;
- the timing of the report (during or after a program).

Generally, the complainant's home institution shall lead the investigation and response.

At all times the fairness of the process, effectiveness of the investigation/response, and best interests of the parties shall govern the decision-making of the institution's officials.

In keeping with their responsibilities to spot patterns and track complaints, the Title IX Coordinators of the institutions should consider all incidents and allegations.

Consistent with working collaboratively, a Host Institution or Provider will promptly provide any incident reports and related information to the Home Institution.

Family Educational Rights and Privacy Act

All participants and all institutions will abide by FERPA regulations.

Review of Procedure

This procedure shall be reviewed annually by the Study Abroad Committee of the System Council of International Education in collaboration with the University System of Georgia Clery Coordinator.