



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

Policies and Procedures Manual

The College at Brockport
Center for Global Education and Engagement

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Introduction

This Policies and Procedures Handbook contains information about the study abroad programs that are administered by the Center for Global Education and Engagement at The College at Brockport. It is critical for those who have been accepted to a Brockport Overseas Program to read and understand these Policies and Procedures. This handbook will also be a useful resource for:

- Students who are planning to participate in The College at Brockport administered Overseas Academic Program at some time in the future, and
- The parents/families of students who will be participating in The College at Brockport administered Overseas Academic Program.
- Other interested parties.

It is intended to describe the processes, procedures and paperwork involved in participation in a Brockport-administered Overseas Academic Programs (OAP or BOAP), aka Study Abroad Programs.

The Brockport Center for Global Education and Engagement recommends that you make a copy of this handbook to leave with your family. The text of this handbook has been posted on our web page [at www.brockport.edu/studyabroad] under the Important Information tab.

By accepting an Offer of Admission to a BOAP, you have agreed to abide by the conditions of participation that are set forth and explained in this handbook. If you have any questions or need additional clarification of the items contained in the orientation materials you may contact The College at Brockport's Center for Global Education and Engagement at (585) 395-2119.

About the Center for Global Education and Engagement:

The Center for Global Education and Engagement at The College Brockport is a unit of the Division of Academic Affairs at The College at Brockport. As such, it administers various for-credit study abroad programs and experiential learning on behalf of The College at Brockport, and its various academic units; it also provides administrative support to other units within the SUNY system – and to the SUNY system at large – in the administration of SUNY study abroad programs. Additionally, The College at Brockport's Center for Global Education and Engagement acts as the administrative agency on behalf of non-SUNY colleges, universities and consortia to facilitate participation by their students in various study abroad programs.

Disclaimer

The College at Brockport's Center for Global Education and Engagement works hard to make sure that the information contained in its brochures, advertisements, handbooks, web pages and other print and non-print materials describes, as fairly and accurately as possible, its Overseas Academic Programs. The conditions of participation in The College at Brockport's Overseas Academic Programs are subject to change without notice. The Center for Global Education and Engagement undertakes no guarantee that costs, fees, rates of exchange, starting dates, ending dates, conditions of housing, content of the academic programs or availability of courses or instruction will remain the same as they are described in its print and non-print materials. Further, The College at Brockport's Center for Global Education and Engagement, The College at Brockport, and the State

University of New York assumes no liability for losses caused by changes to or unintentional errors or inaccuracies in these materials.

Section 1: PROCEDURES

Communication & Responsible Party

The College at Brockport makes every effort to ensure the health and safety of students in its study abroad programs; however, the Education Abroad Office **cannot**:

- Guarantee the safety of students or eliminate all risks from the study abroad environments.
- Monitor or control the daily personal decisions, choices, and activities of students.
- Prevent students from engaging in illegal, dangerous, or unwise activities.
- Ensure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
- Assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor, for events that are not part of the program or that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of the student to disclose pertinent information.
- Cannot assure that home country cultural values and norms will apply in the host country.

Brockport's Education Abroad Office Responsibilities

- Provide accurate and detailed information about programs.
- Help students make decisions about applying to specific programs.
- Provide a handbook that covers study abroad policies, regulations, and codes of conduct.
- Provide pre-departure orientations.
- Monitor health, safety, and security issues for locations in which Brockport maintains programs.
- Provide health and safety training for Brockport program directors and staff.
- Maintain contingency and crisis response plans.
- Provide basic health, safety, and security information to students, and indicate resources where students can get more information.
- Respond to health, safety, and/or security concerns by students, parents, faculty, or staff.
- In cases of serious health problems, injury, or other significant health and safety circumstances, facilitate treatment and maintain good communication among those who need to know.
- Process transcripts from host institutions or from short term programs.
- Ensure academic quality and academic records for all BOAP programs and students.

Student Responsibilities

- Read materials issued by the Study Abroad Office and complete and submit all required forms by the specified deadlines.
- Research the country(s) to be visited as well as helpful information for citizens abroad.

- Consider physical and mental health, and other personal circumstances when applying for and accepting a place in a program.
- Obtain all necessary visas, immunizations and prescriptions.
- Understand and comply with the terms of participation, codes of conduct, emergency procedures, and host country laws.
- Inform parents/ guardians/families, and any others who need to know, about your participation in the study abroad program, provide them with emergency contact information, and keep them informed of your whereabouts and activities.
- Be aware of local conditions and customs that may present health or safety risks. Promptly express health or safety concerns to program staff before and/or during the program.
- Avoid all illegal drugs and excessive consumption of alcohol.
- Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
- Follow the program policies for keeping program staff informed of your whereabouts and wellbeing by sending a notification email to overseas@brockport.edu when traveling away from the program site.
- Understand that in case of serious illness, accident, injury, or significant violation of policies or regulations, the College will inform your parents.
- Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program, abide by the regulations of host institutions, and obey host country laws.
- Adhere to any program-specific rules, procedures, or behavioral expectations.
- Be an active and engaged participant in all academic and course activities associated with the program, within reason and barring any illness, injury, etc.

Parent, Guardian, and Family Responsibilities

- Obtain and carefully evaluate participant program materials, program budget sheet, and related health and safety information, as provided by the sponsor and other sources.
- Discuss with the student any of their travel plans and activities independent of the study abroad program.
- Discuss safety and behavior issues, insurance needs, finances, and emergency procedures related to living abroad.
- Be sensitive to local customs and cultural norms in the host country.
- Understand that if you call the Education Abroad Office about the student, we will contact the program and the student; however, the Family Educational Rights and Privacy Act (FERPA), the federal privacy act, may prohibit us responding to you directly.

Application

Application

The Brockport Application begins with an online application which can be found by clicking the “apply now” link, individually located on each program “brochure” page on our website (www.brockport.edu/studyabroad). Each application landing page will outline the steps which

must be completed in order for an admissions decision to be made, and those requirements may vary from program to program.

Admissions

Once your application is complete, it will be reviewed and students will be notified of their admission, normally within 2-3 business days, via email provided by participant. For some programs, especially faculty-led programs, it may take longer for an admissions response. There is no guarantee of admission.

Once accepted, you will receive an acceptance packet by email. You must respond to your acceptance within 2 weeks from the date on your acceptance letter.

Commitment

To commit to a program, you must complete the Reply Form and submit it with your \$350 non-refundable Acceptance Fee to the **Office of Student Accounts**. There are financial implications to submitting the Reply Form and \$350 Acceptance Fee. Once the Center for Global Education and Engagement receives your Reply Form and Accept Fee, we will update your status online to "Committed/Deposited." It may take 3-5 business days before seeing a change on your online application.

Required Materials

Application "Pre-Decision" Phase

The Online Application Form

On this form a candidate for admission provides the Center for Global Education and Engagement with important information, including name, nationality, sex, age, academic background and preparation, emergency contact, and the addresses (campus and home) at which the candidate can be reached prior to the departure date for the program to the overseas site.

If any of this information changes between the time of application and the date of departure the participant is required to keep Brockport's Center for Global Education and Engagement informed of these changes.

The Study Statement

In this essay, a candidate for admission describes the relationship between their current course of study and the program to which they are seeking admission. The Candidate should explain why the program to which they are applying would be a good fit.

Letters of Recommendation

These letters support the candidate's application. The online application it will indicate if a Letter(s) of Recommendation are required.

Official Transcript(s)

The Academic Transcript(s) verifies that the participant meets the minimum requirements for participation in a Brockport Overseas Program.

Resume and Cover Letter

The Resume and Cover Letter are required for programs in which students will be participating in an Internship. They allow the Center for Global Education and Engagement to determine the candidate's qualifications and to assist in the internship placement process.

Campus Specific Applications

Depending on the program, there may be Campus Specific Applications that are required prior to admission to the program.

Important Note

All participants in BOAPs are required to have a complete Application Packet on file with Brockport's and their home campus's International Education Office prior to departure.

Admissions Phase

The Acceptance Packet

Accepted applicants will receive a letter of admission and other pertinent information. This packet consists of the following items:

- **The Letter of Admission**
This letter offers the candidate a place on the program. It also specifies the conditions and limitations that apply to that offer of admission. In the case of direct enrollment programs, the Letter of Admission is a formal offer to nominate the applicant for one of the places that the overseas host institution has made available to The College at Brockport. The host university must approve our nomination for the admission to be final, there is no guarantee admission from the host university.
- **The Program Budget Sheet**
The Center for Global Education and Engagement will send a statement of costs to prospective participants with an Offer of Admission letter to enable prospective participants to make a well-informed decision about participation knowing what costs are involved in participation and to enable participants and their families to begin preparations for financing their program abroad as soon as possible.

This document is the official budget of the program to which the applicant is being admitted and it specifies the Program Fee that will be billed for their participation. The budget sheet also contains an estimate of the cost of those items not covered by the payments made to The College at Brockport, such as food, entertainment, local travel at the program site, etc. You will probably spend more than this estimate, and you should plan your finances for your semester abroad accordingly.

- **The Admission Reply Form**
On this form the candidate is asked to indicate if they accept or decline the Offer of

Admission. This document must be returned to the **Office of Student Accounts** with the program acceptance fee within the period specified in the Offer of Admission letter (normally within 14 days). Occasionally our Admissions reply forms are accepted on a first-come-first-served basis, especially for highly popular programs and programs with a maximum capacity.

On the day that the Office of Student Accounts receives the Reply Form and Program Acceptance Fee, the student becomes committed to the program.

The Program Acceptance Fee

The Program Acceptance fee of \$350 is sent to the **Office of Student Accounts** with the Program Reply Form. This non-refundable payment holds your place in the program and may be used to pay some of the orientation and other expenses on your behalf.

Since this initial program acceptance fee is always, and in all circumstances, non-refundable, students should not confirm admission to an overseas program unless they are certain they will be participating and have spoken with the Financial Aid Office if you plan to receive aid.

There are important financial implications to submitting the Reply Form and Program Acceptance Fee. Please refer to the "Policies on Refunds in the Event of a Withdrawal" Section.

The "Post Decision" Phase

The Health and Safety Forms

The College at Brockport, State University of New York requires that all overseas program participants complete all of the items described in this section. The Center for Global Education and Engagement at Brockport has the right to cancel a student's participation in a program if any of these forms indicate a substantial reason to do so, or if all of the Health, Safety and Acknowledgment forms are not on file with the Center for Global Education and Engagement at least **thirty days** prior to the beginning of the program. The Health and Safety Forms are made up of: The Agreement/Release Form, the Student Health Form, the Permission to Release Information Form and the Student Conduct/Judicial Review Form. These 4 forms are described below:

- **The Agreement/Release Form**

The Agreement/Release Form is the means by which the participant gives the Center for Global Education and Engagement at Brockport an explicit assurance that they:

- have read the Policies and Procedures Handbook.
- understand the program's rules, as well as the participant's obligations, and agrees to abide by them.
- are aware that there are risks involved in participation in this program that involves travel and are willing to assume those risks.
- absolve the university, SUNY, its officers, trustees, employees and agents from any and all liability for things and events that are beyond its control.
- are aware that the university has the right to make changes to the program.
- will be responsible for their conduct during the period of participation in this program.
- Understand that Brockport has the right to terminate their participation from an Overseas Program for violations of Brockport policies/procedures or the

policies/procedures of the host institution.

- **The Student Health Form**

This form is the means by which the Center for Global Education and Engagement assures itself that the participant does not have any prevailing medical problems that might interfere with their participation. A physical examination is usually not necessary but recommended before traveling internationally. This form is simply an assurance from your physician that you are in good general health.

This is also the place where a student who requires additional support may notify the Center for Global Education and Engagement of the type of support needed (in the form of a “Letter of Accommodation” from their home campus’s Student Accessibility Services Office or the equivalent). It is helpful to notify your Study Abroad Advisor of these additional support services soon after being accepted into the program so it will allow enough time to make appropriate arrangements. Brockport will work with the host institution abroad or service provider to initiate reasonable accommodations where possible for those participants needing additional accommodation.

- **The Permission to Release Information Form**

By this form the participant authorizes (or does not authorize) Brockport’s Center for Global Education and Engagement to release information about their participation to specifically designated parties. Without a specific description on this form, staff at Brockport’s Center for Global Education and Engagement will not release information to parents or other interested parties.

- **The Student Conduct/ Judicial Review Form**

It is necessary for us to be informed of any judicial record that exists for any participant. The existence of judicial records at the participant’s home university does not necessarily mean denial of admission to a program; however, the information must be reviewed by the Study Abroad Office on the campus responsible for the program in order for a determination to be made. Each applicant, regardless of home campus, is required to provide this authorization even if there is no judicial record.

Forms from the Overseas Host Campus

Many of Brockport’s Overseas Academic Programs require participants to submit program-specific application forms directly to the host overseas institution or service provider in which they will be enrolled during the period of their participation.

All completed host university forms should be sent directly and only to The College at Brockport’s Center for Global Education and Engagement. If the application is electronic, you will need to send a copy of the submitted application to our office. A copy of the completed form will be kept in your file, marked as received, and then forwarded to the appropriate overseas institution on your behalf.

Registration

Registering for Study Abroad

Brockport Students

Brockport students will all be registered for OAP credit.

SUNY Students

All SUNY students who participate in BOAPs must be registered at their home SUNY campus and must pay tuition and fees to their home campus for the semester(s) during which they will be abroad. It is very important that participants make the necessary arrangements for the payment of tuition at their home campus.

Non-Brockport, non-SUNY Students

For non-Brockport, non-SUNY students, information on how to register for overseas study should be obtained from the Center for Global Education and Engagement on their home campuses. Non-SUNY students will be registered at Brockport as non-matriculated "Visiting Students," and they will pay tuition and fees to The College at Brockport.

All Participants

Participants should also make certain that all their university accounts at their home campuses are paid up before departing overseas, so that no "holds" will be placed against their semester's registration.

Pre-Departure Orientation

Orientations

Since Brockport programs enroll students from campuses across the United States, it is often not possible to hold an on-campus pre-departure orientation at the Brockport campus for all students. Brockport will host a pre-departure orientation twice a year at the end of the Fall and Spring semesters. These orientations will be available for any student studying abroad on a Brockport OAP program and for students studying abroad through another SUNY campus. In addition, expect to receive your pre-departure program information and orientation materials through the online application system or via email unless otherwise notified. It is crucial to the success of the program that you read and understand all of the material that is distributed.

If you are a non-Brockport participant and cannot make the Brockport pre-departure orientation in person, students are encouraged to attend their home university pre-departure in-person orientation. A Brockport recorded pre-departure orientation will also be sent out to participants.

In almost every case, there will be an on-site orientation soon after you arrive at the site of the program. However, in those few cases where the host campus does not have an on-site orientation for international students, you will be given all instructions and orientation electronically prior to departure.

Travel Memo

This memorandum contains information about official dates, visa information, housing, arrival information, and other pertinent travel information for programs without group flights. You can usually expect to receive the travel memo about 4-8 weeks prior to departure. Students are advised not to purchase their plane tickets until they have received their Travel Memo and acceptance letter from the host university/program.

Travel Documents and Vaccinations

It is the responsibility of participants to obtain a passport, the required visas (if any) and also the

required inoculations (if any) for entry to the country in which their program is located. These requirements change frequently, and it is the participant's responsibility to keep informed about them.

If you have questions about how to obtain a US passport, or other travel documents, consult with the study abroad advisor at your home campus or the Center for Global Education and Engagement at Brockport.

Passports

You will need a passport to travel to a foreign country. It is recommended that immediately after being admitted to a program you apply for a US passport if you do not have one already. If you do have a passport, check to see if it is valid for the period you will be abroad plus at **least six months beyond the planned date of return to the United States**. If not, renew it immediately.

Visas

A visa is a document or stamp that allows you to spend a certain amount of time in a foreign country. Visas are usually placed in your passport, either by a consulate or an immigration official. Some countries require you to get a visa in advance, and some simply issue you a visa upon arrival. Visa information can vary greatly depending upon your nationality and destination.

Visas are the responsibility of each individual participant. The College at Brockport can offer support and advice but cannot obtain visas for a participant. The College at Brockport may not have sufficient knowledge of visa requirements for students who are not US citizens, but again, can offer support and advice where requested.

Smart Traveler Enrollment Program (STEP)

Participants should enroll in the Smart Traveler Enrollment Program (STEP) with the U.S. Department of State Bureau of Consular Affairs. Enrollment in the Smart Traveler Enrollment Program makes your presence and whereabouts known, in case it is necessary for a consular officer to contact you in an emergency. During a disaster overseas, U.S. consular officers can assist in evacuation were that to become necessary.

Vaccinations

The Center for Global Education and Engagement recommends that all participants in BOAPs consult their physicians and the "Traveler's Health" webpage of the Center for Disease Control and Prevention [<http://www.cdc.gov/travel/>] to determine what vaccinations and inoculations are most appropriate and/or required for them and what health precautions need to be followed. It is the responsibility of the student to assure they have the needed vaccinations and speak with their physician before going abroad.

Power of Attorney

The College at Brockport recommends that all students, especially financial aid students, arrange for a Power of Attorney before studying abroad. Some instances when a Power of Attorney may be necessary are:

- Completing financial aid paperwork
- Handling issues related to deposit of financial aid checks
- Processing banking transactions, including checks made payable to you and the College at Brockport
- Processing insurance transactions

Travel to the Host Country

Information on travel arrangements to the host country will be sent to you after your acceptance of admission (usually 4-8 weeks prior to the start of the program) via email.

Programs without a Group Flight

For programs without a group flight, students will receive a Travel Memo and are to make their own travel arrangements. In the Travel Memo, you will receive contact information for a travel agency that our office recommends. You can, but don't have to, arrange your travel with them. You'll also receive dates and arrival details, such as information regarding airport pickup.

Programs with a Group Flight

In some cases (almost exclusively for Faculty-led Programs), a group flight is arranged by the Brockport Center for Global Education and Engagement. In this case, participants in a program travel together to the host country. It should be understood that the Center for Global Education and Engagement makes arrangements for a group flight to the program site country as a convenience for the participants. The Brockport Center for Global Education and Engagement is neither a travel agency nor a ticketing office. Its role in this is simply to make arrangements for a group flight and identify a travel agency through which tickets for this flight may be purchased.

Cancellation of an airline ticket and/or cancellation of participation on our program, depending on the date of your notification to our office, may result in a cancellation fee or a non-refund of the ticket from the travel agency. Timely notification of cancellation must meet the refund policy of the ticket issued.

Financial Matters

By accepting Brockport's offer of admission to one of its Overseas Academic Programs the participant agrees to pay all of the costs of participation in that program.

As a general rule, you can anticipate the following types of costs:

The Program Acceptance Fee

The \$350 Program Acceptance fee is to be sent to the Brockport Office of Student Accounts with the Program Reply form, within 14 days from the date at the top of the student's acceptance letter. The payment holds your place in the program and is used to pay some of the orientation and other expenses on your behalf. All BOAPs require the payment of a non-refundable program acceptance fee.

The Program Fee

The Program Fee is paid to the State University of New York in two parts:

1. The "Tuition" part [to be paid at the Home SUNY Campus], [Community College students pay tuition to Brockport of Brockport's tuition rate] and
2. The "Program Cost" part [to be paid to the Administering SUNY Campus—The College at Brockport].

Together, these two payments comprise the Program Fee.

*Please note, non-SUNY students along with community college students will pay both tuition and fees to The College at Brockport.

The elements that make up that portion of the program that the Program Fee of The College at Brockport administered Overseas Academic Program pays for are always inclusive and fixed; they are never “a la carte.” These total program costs always include tuition and administrative support services at the host institution, they may include on-site orientations and field trips, and they sometimes include housing and/or even airfare to/from the program site (airfare, typically only in short term summer and winter programs). We do not itemize out the Program Fee but you can refer to the Program Budget Sheet for information about what is included.

Other Fees Charged to OAP Participants by The College at Brockport

OAP participants who register at The College at Brockport (i. e., OAP participants whose home SUNY campus is Brockport and participants from community colleges, non-SUNY college and universities who register at Brockport as “Visiting Students”) can expect to be billed for the following SUNY mandated fees:

- College Fee
- Brockport Technology Fee
- SUNY Health Insurance

Participants whose home SUNY campus is not Brockport can expect to be billed for the appropriate fees that their home SUNY campus requires. Community College students will be billed by Brockport.

Housing Costs (Room and/or Board)

In many cases the cost of room and board is paid by the participant to the host institution/accommodation office/landlord while abroad. In some of Brockport’s study abroad programs the cost of housing is included in the Program Fee.

Additional Expenses While Abroad

It is the policy of the Brockport Center for Global Education and Engagement to provide an estimate of the minimum amount a participant might expect to spend in addition to the amount billed by The College at Brockport and/or the student’s home campus. The types and amounts of items listed under the “Additional Expenses” section of the budget sheet vary based on the particular study abroad option selected. For example, this section may contain the approximate cost of obtaining a passport and visa, round trip airfare, and an estimate of possible miscellaneous personal expenses. The College at Brockport does not bill you for these items.

The amounts listed under “Additional Expenses” are estimates and may increase or decrease due to exchange rate fluctuations and personal spending habits. Students who expect to travel extensively, purchase a great deal of clothing and souvenirs and dine out frequently while they are on a study abroad program will spend much more than the estimates.

Payment of Tuition and Fees at Home SUNY Campus (For SUNY students only)

SUNY policies require that students participating in SUNY Overseas Academic Programs register and pay their tuition at their home SUNY campus for the entire period they will be abroad. All community college students will pay their tuition to Brockport at Brockport rate. All OAP participants are also required to pay a program cost to the administering campus. Failure to register and/or pay tuition and fees or the program cost before departure can result in disenrollment from the overseas program.

The administering campus (Brockport) always pays tuition to the overseas host institution at which the program is located on behalf of each participant. Tuition payments to the host institution are

NEVER made directly by the participants.

Payment of Tuition and Fees for Non-SUNY students only

Students whose home campus is not a SUNY college or university center who participate in a Brockport Overseas Program will usually take an academic leave of absence from their home campus and will be enrolled as “Visiting Students” at Brockport, this includes community college students. These students are required to register at and pay tuition to Brockport.

Financial Aid for Study Abroad

If you plan to have your financial aid package applied to your Program Fee, please check with the Office of Financial Aid at your home campus to see whether your financial aid may be used for the cost of your participation in the College at Brockport Overseas Academic Program.

If your home school will participate, be sure to give your Financial Aid Office a copy of your acceptance letter and a copy of the program budget to be repackaged since the cost of a semester overseas may be higher. All program costs are considered and therefore, students are usually eligible for alternative loans to help cover the extra costs. You should have your Financial Aid Office complete the “Financial Aid Arrangements” form and return it to The College at Brockport’s Center for Global Education and Engagement.

If your home campus will not process financial aid on your behalf to participate in a BOAP, then you may need to apply for an alternative loan through Brockport as a non-matriculated student.

If your financial aid does not cover the full program fee, you will be expected to pay the difference by the appropriate payment due date.

If you are anticipating receiving financial aid which will not be received by you and/or your home campus before your payments are due to Brockport, you must make arrangements for us to receive written notice of the source, amount, and the release date of that funding from your home campus's Office of Financial Aid. As long as your Financial Aid Office completes the Financial Arrangement Form indicating that the money will be sent directly to Brockport, we will defer payment of those charges until that aid is received. Regardless of any deferment of any payment against the anticipated arrival of financial aid, the participant remains ultimately responsible for the payment of the entire Program Fee.

The rules and regulations governing financial aid change frequently and the only entirely accurate source of information about your financial aid package is the Financial Aid Office at your Home Campus.

Participants should meet with their home campus Financial Aid Office regarding their financial aid eligibility as soon as they have received their Offer of Admissions and before they submit their \$350 Acceptance Fee.

The Installment Payment Plan

The College at Brockport offers Overseas Academic Program participants several options for paying the Program Fee. In addition to paying the Program Fee in a single payment, or by means of financial aid, the Brockport Office of Student Accounts offers an installment payment plan only for Semester programs. This payment plan allows participants to pay those Program Fees that are not covered by Financial Aid in three installments. Brockport's Office of Student Accounts charges a service fee (per semester) to participants of this time payment plan.

Section 2: Policies

Policies Regarding Communication and Paperwork

Up-to-date Information

After you accept Brockport's offer of admission to an Overseas Academic Program you will receive a variety of information via mail, our online application system, or email. It is your responsibility to maintain an accurate and up-to-date mailing address, email address and phone number where you can be reached in the period prior to your departure for the overseas program site and while abroad.

Participants are responsible for keeping Brockport informed of the current address and phone number at which they can be reached even when traveling away from their program site.

All Communication Must be in Writing

The Center for Global Education and Engagement requires a written record of the details of your participation. Your acceptance of our offer of admission will not be final until we receive the signed acceptance form; if you subsequently withdraw from a program your **withdrawal will not be official until we receive notice of the withdrawal in writing**. Verbal communication to withdraw will not be accepted by The Center for Global Education and Engagement.

Communication with the Overseas Site

Whenever you have occasion to correspond with the overseas host institution – application forms, etc. – originals of completed forms should be sent to the Center for Global Education and Engagement at The College at Brockport unless explicitly instructed otherwise. Copies of these forms will then be kept in your student file and the originals will be forwarded to the overseas institution on your behalf.

Completion of Forms

The completion and submission of all required forms to the Brockport Center for Global Education and Engagement 30 days prior to the starting date of the program is a basic condition of participation in a BOAP.

Policies Regarding Visitors & Dependents

The Center for Global Education and Engagement understands friends and family may want to visit you for a short period of time. Those visits should be scheduled and arranged in such a way that they do not interfere with your ability to participate fully in all aspects of the program – both optional and required. Participation in a study abroad program requires your full-time commitment. If you want to travel with visiting friends or family members, make sure that those arrangements are made in such a way that they do not conflict with the program's schedule of events.

Exclusivity

Non-enrolled participants such as family (**including children**), friends or other accompanying individuals cannot be accommodated in program lodging, courses, or activities held in conjunction with the program. Program classes, excursions, guest lectures, dinners, receptions, program-provided transportation, and all other program-related activities and events are open only to those officially enrolled in the program. The College at Brockport will not provide support services or assume any responsibility for those not enrolled in the program.

Minors

The College at Brockport does not allow for participants to bring children/minors while participating on a Study Abroad program unless there are extenuating circumstances, in which case the participant must seek prior approval from the Center for Global Education and Engagement.

Policies Regarding Housing Abroad

Housing arrangements abroad vary from program to program. In some programs, for example, participants live in on-campus housing completely integrated with the host country students. In others, participants live in nearby off-campus housing. Other programs may have arrangements whereby participants live with local families (“home stays”) or arrange to assist students in finding and renting apartments, houses, etc. Regardless of the type of housing or the housing options available at the host overseas site, the following conditions are applicable to ALL BOAP study abroad programs:

Regardless of whether the cost of housing in a Brockport overseas academic program is included in the program fee or you pay for housing directly to a landlord or a university, the only principals to any housing arrangements are between (a) you and (b) the provider of housing (landlord, host institution, etc.). That is, you are responsible for dealing directly with your landlord (or university housing office) in resolving any problems that might arise during or after your tenancy. If, for example, there is a leaky faucet in your dorm room overseas, you are the one who will have to make arrangements with your landlord or the housing office of the university where you are, to have it fixed. The Brockport Center for Global Education and Engagement should be informed of such difficulties.

Dates of Accommodation

Where the cost of accommodation at an overseas host institution is included in the Program Fee, that housing is only for the dates of the program. Beyond the official program dates, participants must bear the cost (if any) of accommodation. Participants who arrive earlier than the starting date of the program will be expected to find and to pay for temporary lodgings until the starting date of the program.

A participant who wishes to leave the housing provided by the program or the host institution before the program’s official end date must apply for and receive written permission from the Center for Global Education and Engagement. Permission to leave the housing provided by the program or the host institution will only be granted for substantive reasons. However, even in the event that an early departure from program-provided housing is authorized, there will be no refund for any unused portion of the housing that is part of the Program Fee.

Damage and/or Security Deposits

At many overseas campuses, students are required to pay a deposit to cover the cost of any damage, breakage or losses that occur during the participant’s tenancy. As a general rule, such deposits are

the responsibility of the participant as well as any fees associated with damage to the housing.

Alternative Accommodation

The College at Brockport **strongly encourages** participants to live in the program-provided/recommended housing throughout the period of participation. All alternate housing arrangements must give in writing by the Brockport Center for Global Education and Engagement during the application process.

Policies Regarding Grades

Participation

Grades are almost always contingent on participation in a program, be it in activities and excursions in a faculty-led program or completion of required examinations or assignments in a host university. Students are required to participate fully in the program, and they should understand that failure to do so may negatively affect their grades.

Timing

Grading policies vary from program to program. In most instances, a program's grading policies are the same as the grading policies of the SUNY campus that administers the program. However, there is one major difference between grades earned at home and grades that are earned abroad: your grades from abroad will probably be late!

All students should be aware that there is often a delay of at least two months before grades from overseas programs reach The College at Brockport. Although we cannot make any guarantees to provide your grades by a particular date, we do process grade reports as quickly as possible.

Students who will be graduating during the semester following their period of study abroad should contact the Center for Global Education and Engagement. We will do our best to obtain your grades so that there is sufficient time for you to be cleared for graduation on schedule. However, we can never guarantee that we will receive your grades from overseas in a timely manner.

Grades

The grades that Brockport students earn during their overseas study program **will** count in the overall GPA. Non-Brockport participants should confer with the registrar at their home campus concerning the policy in practice at that campus.

Grade Appeals

Brockport's Center for Global Education and Engagement reports grades earned by participants in the Overseas Academic Programs that it administers by means of the SUNY transcript supplement. These transcript supplements are sent to the International Education Office at the participant's home campus.

Appeals of grades are based on the regulations of the host institution concerning grade appeals. At some overseas institutions, students are occasionally allowed to re-sit examinations by means of an oral exam or by proctor at the home institution.

In all instances of appeals of grades earned in Overseas Academic Programs administered by the Center for Global Education and Engagement at Brockport, the participant bears the whole responsibility of substantiating the basis for a grade appeal. Participants are therefore advised to keep copies of all assignments and exams.

The participant who wishes to appeal a grade should attempt to begin the appeal process before leaving the host institution.

“Pass/Fail” Option

Brockport's Center for Global Education and Engagement recommends that participants in its Overseas Academic Programs do not take courses overseas on a “Pass/Fail” basis because of the real possibility that the participant’s home campus will not allow credits earned on this basis to be counted toward their program. If a participant intends to take a course overseas on a “Pass/Fail” basis, that participant must submit to Brockport's Center for Global Education and Engagement a written statement approving that arrangement from an appropriate academic officer at their home campus prior to the start of the program.

Arrangements for such a “Pass/Fail” option must be made prior to the start of the program. Participants will not be allowed to change to a “Pass/Fail” option during the course of the program.

Policies Regarding Credits Earned/Awarded

Transferability of Credits

The credits earned by participants in BOAPs are awarded by The College at Brockport. The College at Brockport is a senior comprehensive college of the State University of New York system. The College at Brockport is accredited by the Board of Regents of the University of the State of New York and by the Commission on Higher Education, Middle States Association of Colleges and Schools.

Because participants are actually enrolled at a SUNY campus during their program, the credits they earn are treated as if they were earned at the SUNY campus at which they are registered.

Therefore, credits earned on a Brockport OAP will normally be treated as “home campus credit” (if participants are SUNY students) and “transfer credit” (if participants are non SUNY students).

Applicability of Credits

The credits earned, as a participant in a SUNY Overseas Academic Program will always count toward the total number of credits needed to graduate from a SUNY college or university center.

The credits earned as a participant in a SUNY Overseas Academic Program will usually be counted as meeting the SUNY campus residency requirement.

Once accepted to a study abroad program, speak with your Academic Advisor to discuss your progress towards your major(s). Before meeting with your Academic Advisor, review your degree requirements, your study abroad program information and your program’s course equivalent list to determine what type of courses you might want to take abroad. Pay attention to your degree requirements and credit rules. Remember to stay in contact with your Academic Advisor while you are abroad, especially when you are choosing courses while abroad for your next semester.

We encourage participants to take elective courses during your semester abroad as it can be more challenging to take courses required for your graduation while abroad. If you intend to use specific courses taken abroad to fulfill any part of the requirements in your major, you must consult with your academic advisor or your major department and receive prior approval in writing from that department. Brockport students must fill out the Course Approval form and file it with the Academic Advisement office prior to departure.

Required Number of Credits

Participants are required to maintain full time status during their program abroad. For semester/academic year programs, this means that students must maintain the equivalent of 12 US credits per semester. Credit weights are likely different overseas. For example, in many Australian Universities one course is equivalent to 4 US credits. Students used to taking 4 courses to total 12 US credits will often times only need to take 3 in Australia. Students should speak to their Study Abroad advisor to determine the number of courses they will need to take to adhere to this requirement.

Graduate Credit

Although Brockport does not offer any regular study abroad programs specifically designed for graduate study, it is possible to earn graduate-level credit, if the department in which the graduate student is matriculated agrees to accept the credits earned in a BOAP toward the graduate degree.

Policies Regarding Transcripts

Transcript and Financial Obligations

The Center for Global Education and Engagement will not issue a transcript supplement for credits earned in a study abroad program until all financial obligations incurred by the student are met. This also includes obligations incurred at the host site (overdue rent, library fines, internet bills, etc.) as well as financial obligations to Brockport

Distribution of Transcripts

After the conclusion of the program in which you are a participant, the Center for Global Education and Engagement will receive either a transcript from the host university or a report of grades from the Faculty leader.

Transcript Supplements are then prepared by the Center for Global Education and Engagement. The original transcript is placed in your file in the Office of the Registrar at your home campus with your regular SUNY transcript. **If you need additional copies of the Transcript Supplement, you should request them from the Office of the Registrar at your home campus, if you are a SUNY student.** If you are a Non-SUNY student, you should request them from the Office of Registration and Records at The College at Brockport.

A Note for Brockport Students

The Registrar's Office transfers the course information, grades, and credits earned in a BOAP to the regular Brockport transcript, thereby eliminating the necessity for Brockport students to require or request two separate transcripts for their work done on Overseas Academic Programs whether administered by The College at Brockport or another SUNY unit.

Policies Regarding Conduct

All students on a BOAP program must follow the Brockport Code of Conduct. Beyond that, on study abroad programs, misconduct is defined as any behavior that jeopardizes the student's health, safety, or welfare; the health, safety or welfare of fellow students; the welfare of the program; or conduct that openly flouts the laws and/or mores of the community and/or the society in which the program is offered and in which the student is living.

(new) The College at Brockport's Center for Global Education and Engagement reserves the right to withdraw a student's participation based on their conduct history that is outlined in their Judicial Review report. If any non-refundable fees have been paid for on behalf of the student at the time of the report, the student will be liable for those fees. If a student has been convicted of a felony, this must be indicated on the Reply Form at the time of post-admission as it may prohibit the student from participating.

The Center for Global Education and Engagement will terminate your participation on the recommendation of the program's director/host-institution staff if there is sound evidence of misconduct. In such cases, no refunds will be made and you will be responsible for all expenses incurred in returning to the United States.

Participation on a Brockport study abroad program is a privilege, not a right. In order to retain this privilege, you will be expected to exhibit a high degree of courtesy and politeness in interactions with fellow students, faculty, and the citizens and residents of the host country throughout the program. A failure to maintain such a standard of behavior could result in your removal from the program. While you are overseas, you are an unofficial ambassador for your home institution, Brockport, and the United States. As our representative we have a stake in ensuring that you represent us (and yourself) well.

Policy Regarding Liability and Refunds in the Event of a Withdrawal

Participants should understand that when they accept an offer of admission to a BOAP they obligate themselves to pay for the cost of their participation in that program. If, subsequent to that acceptance, a participant elects to withdraw from that program, they can still expect to be billed for all or some of the costs of that participation, depending on the punctuality of the notice of that withdrawal and if any non-refundable costs have been paid on their behalf

Once your \$350 non-refundable program acceptance fee is paid, the Center for Global Education and Engagement will begin to make arrangements (and financial commitments) for your participation. If, subsequently, you change your mind about participating, you will not receive a refund of this program acceptance fee. Further, after you have submitted your acceptance fee you will be held liable for any financial commitments that were made on your behalf in expectation of your participation up to the date on which we receive your written notice of withdrawal.

It is very important that you understand these financial implications of your decision to accept our Offer of Admission.

Always Non-Refundable

The following payments are always non-refundable (except in the event of the cancellation of the program by the College at Brockport) regardless of the punctuality of notification:

- The Program Acceptance Fee
- Airline tickets (for programs that have group flights)
- Any financial arrangements and/or commitments made on your behalf which cannot be recovered by the Center for Global Education and Engagement

Refunds of any kind should not be expected. The amount of any refund depends upon the

punctuality of the written notification of a participant's withdrawal from a program and the ability of the Center for Global Education and Engagement to recover the payments it has already made on the student's behalf.

Participants should remember that these policies regarding refunds might be different from their home campus's policies on refunds and withdrawals. For example, normally, a withdrawal from an Overseas Academic Program for an illness or other health-related matter does not result in a refund as it might in a home campus-based program.

Absolutely No Refunds after the Start of the Program

After the start of the overseas academic program, no refunds of any kind will be made.

Policy Regarding the Cancellation of Programs

Pre-departure Cancellations

The Center for Global Education and Engagement at Brockport reserves the right to cancel a program at any time for the following (or other) reasons:

1. Insufficient Enrollment;
2. Advice from the US Department of State that it is unsafe for US citizens and nationals of other countries to be in the host site or that US citizens and nationals of other countries are not advised to travel or reside in a host site;
3. The inability of the host institution and/or a third party organization to provide for or support the program adequately.

If Brockport is required to cancel a program prior to departure due to unforeseen circumstances over which Brockport has no control, students will be responsible for any financial commitments that have been made on their behalf (non-refundable flight deposits or airfares, non-refundable hotel bookings, etc.).

Cancellation of Programs while Program is in Session

The countries in which Brockport's Center for Global Education and Engagement sponsors overseas academic programs are chosen for, among other things, their political stability. Therefore, it is our expectation that, during the course of a BOAP, events that occur in those countries (elections, strikes, demonstrations, etc.) will not require the cancellation of that program. However, in the unlikely event that during the course of a semester we do receive advice from the US Department of State that it is unsafe for US citizens and nationals of other countries to be at that location we may:

1. Cancel that program and
2. Require participants to return, at their own expense, to the US.

In the event of the cancellation of a program, the extent of Brockport's liability is limited to only the amount of the payments that have been remitted to Brockport by the participant and what is recoverable by Brockport from the host institution or service provider.

Policy Regarding Privacy

The privacy of the participant on a BOAP is not only absolute, it is also guaranteed by US Federal law (The Family Educational Right to Privacy Act of 1977, FERPA). It is the policy of the Center for Global Education and Engagement never to discuss or release any confidential information about you or the details of your participation in our programs with anyone without your explicit permission in writing.

The Center for Global Education and Engagement will not respond to any inquiries about the participant made by members of a participant's family unless the participant has authorized us to release that information by explicitly waiving their privacy rights.

The Center for Global Education and Engagement at Brockport will, however, release information about your participation in an Overseas Academic Program to appropriate offices at your home campus, host institution and program coordinators. In case of an emergency we may need to contact local authorities, State Department Officials, or other agencies with your information.

To waive your "FERPA" rights to privacy, you should complete the information on the "Permission to Release Information Form" which authorizes us to release information about you and/or your participation in a Brockport OAP.

Policy Regarding Inclusion and Non-Discrimination

The College at Brockport is committed to an inclusive approach to all it does and actively seeks to provide an inclusive, non-discriminatory environment for students, faculty, and other employees. The Center for Global Education and Engagement specifically encourages participation in its programs by all qualified individuals.

The College at Brockport does not discriminate on the basis of age, color, creed, disability, marital status, national origin, race, gender, sexual orientation, or veteran status. Nor does the College condone or tolerate harassment of any sort in the operation of its study abroad programs at home or in the academic setting of its programs overseas; however, we are not responsible for differences in the laws or attitudes in other countries regarding inclusion and non-discrimination.

The College at Brockport actively supports equal opportunities for all persons, and takes affirmative action to see that both the total student and employee populations at the College enjoy access to all programs and equal opportunities in all activities.

Policies Regarding Finances

On the Settlement of Accounts

The Center for Global Education and Engagement at Brockport will not issue a transcript of grades earned, or any other record of participation in a BOAP until all financial obligations incurred by a participant are met. This includes obligations incurred at the host site as well as unmet obligations to Brockport or to the participant's home SUNY campus.

Please be advised that your account may be forwarded to a collection agency or the New York State Attorney General's Office to recover the amount you owe plus interest, collection fees, and other costs. Your failure to pay this debt in full by the due date will result in the assessment of interest if your account is transferred to the collection agency or the NYS Attorney General's Office. Interest will be assessed from your presumed receipt of your first invoice, which is five days after mailing, at the corporate underpayment rate minus 2% set by the Commissioner of Taxation and Finance. Interest will be compounded daily on the principal balance, which is set forth in this invoice. To avoid the assessment of interest or late fees, you should pay the amount requested in full by the due date. In addition, should you fail to pay this debt within 90 days of your presumed receipt of your first invoice, a collection fee equal to 22% of the amount then due, including interest, may be added to the amount you owe.

Participants should also be aware that the Center for Global Education and Engagement may place a “hold” on the records of students whose accounts are delinquent beyond 8 weeks. For non-Brockport students, the Center for Global Education and Engagement will contact the participant’s home campus and a hold may be placed on their home campus account as well.

On Affording Study Abroad

The policy of the Center for Global Education and Engagement regarding the affordability of a study abroad program is that a student who can “just manage” to afford to participate in an Overseas Academic Program should not participate in that program. If you are in that situation, we recommend that you find a less costly OAP program or postpone your participation until more financial resources become available. There should always be a financial cushion to the resources available for a participant’s program abroad. You will probably spend more, not less than the estimates of the costs of local travel, entertainment, etc. that appear on the Program Budget that you received with your Offer of Admission.

Brockport administers a large number of Overseas Academic Programs at a variety of different levels of cost. Each program’s budget sheet presents an accurate description of the estimated minimum costs of participating in that program to enable prospective participants to make an accurate assessment of their ability to afford to participate. Participants must determine for themselves if a program is financially feasible. By accepting our offer of admission, a candidate indicates that they have determined that they have the economic resources necessary for participation.

On Payments Made Directly to an Overseas Host Institution for Items Included in the Program Fees Paid to Brockport

Any invoice or bill from an overseas host institution that is sent directly to a participant – either during the period before departure or during the course of the program – for an item included in the Program Fee should not be paid by the participant to the host university. That invoice – unpaid – should be sent to the Center for Global Education and Engagement at Brockport immediately upon receiving it.

Policy on Campus Fees

Campus fees are not usage-based, they are mandatory – they have been mandated by SUNY Trustees. Students who are enrolled and registered at a SUNY campus for a Study Abroad program must pay them in order to allow SUNY to maintain, at a sufficiently high level, the services that the campus provides for its students – regardless of those students’ ability or opportunity to avail themselves of those services.

Policies Regarding Admissions

On Deadlines

Deadlines set by the Center for Global Education and Engagement apply fully and equally to all participants and prospective participants unless that deadline has been waived (in writing) by the Center for Global Education and Engagement. Only the Center for Global Education and Engagement can waive the deadlines it has established.

On Admissions

Admission to Brockport sponsored Overseas Academic Programs is not guaranteed to all applicants who meet the basic admissions criteria.

The Center for Global Education and Engagement at Brockport has sole responsibility for the admission process for Brockport-sponsored Overseas Academic Programs and its decisions concerning admission to these programs are final. All application forms and all supporting documentation become the property of the Center for Global Education and Engagement upon submission.

Admission to a Brockport OAP is not Open-Ended

An offer of admission is always to a specific program in a specific semester, term, session or year. Participants are admitted to a specific program in a specific semester or term or year. That offer of admission does not automatically “carry over” to a subsequent semester or term if a student is unable to participate in a program in the semester to which they were admitted. Unless specific exemption is given (in writing) a student who has declined an offer of admission or withdrawn from participation must re-apply for admission to that program in a subsequent semester.

Policies Regarding Travel and Dates

Policy on Flights/Travel to and from the Program Location

The Center for Global Education and Engagement must be kept informed of your travel plans.

The choice of, the selection of and the payment for travel to the program site are ultimately the responsibility of the participant. The Center for Global Education and Engagement does not assume liability for costs or damages resulting from whatever travel or transportation arrangements are finally made by each participant. Purchasing Travel Insurance is highly recommended.

For programs without a group flight, students must arrange their itineraries to arrive at the program's overseas site on the recommended day of arrival and must keep the Center for Global Education and Engagement informed of their travel plans. If the program has airport pickup, this will usually be indicated on the travel memo and the memo will provide instructions on how students can arrange for such pickup. Students are encouraged to shop around for flights and research airline's policies with regards to their change and cancellation fees.

For programs with a group flight, we strongly recommend that students take the group flight. Students who are planning to take a different flight must request this in writing to the Center for Global Education and Engagement during the application process.

Policy on Alternative Program Dates/Alternative Flight Arrangements

Students who would like to arrive to their program earlier, travel after their program, or take an alternative flight from their program's group flight must request this in writing to the Center for Global Education and Engagement during the application process. Such requests are not always allowed. Any additional costs from alternative dates or travel arrangements are the responsibility of the student.

Policy on Side Trips and Trip Reporting

Students should report any side trips and personal travel to The Center for Global Education and Engagement. It is important that we are aware of our students' whereabouts at all time, as well as current contact information, and it is the students' responsibility to keep us informed when they are leaving their program site. Students also need to notify their host institution or program coordinator of their travel arrangements and the best contact information.

Policies Regarding Insurance

Health Insurance

SUNY mandates that all students studying abroad are enrolled in the SUNY International Health and Medicvac Insurance Policy. All students are automatically enrolled in and billed for the SUNY International Insurance. In some cases, the host institution overseas requires students to purchase a particular international insurance policy for visa requirements. There are no exceptions, waivers or exemptions from the requirement that you have health insurance coverage. The insurance charge will be included on your bill.

Travel Insurance

Because no refund is guaranteed once you have begun making payments, Brockport recommends that all study abroad students consider trip cancellation insurance to cover travel arrangements in the event of a cancellation or delay due to unforeseen events (i.e. documented serious illness or hospitalization). Trip insurance can also cover things such as loss of luggage, cancelled/ missed flights, missed/cancelled program, etc. In the event that you cannot attend a program (for example, with a medical emergency or U.S. State Department Travel Warning) such insurance can cover loss of program fees resulting from a canceled program.

Advice Regarding Travel & Emergencies

In Case of Emergency

The safety of participants on BOAPs is of utmost importance. Any circumstance that endangers your life or health is an emergency, and you can expect to receive whatever assistance is possible from the Study Abroad Office.

In the event of an emergency, you can contact us during office hours at (585) 395-2119 or after hours at (585) 395-2222.

After Hours Readiness

The Center for Global Education and Engagement staff has critical data regarding participants, insurance providers, flight data, worldwide contact information, and other safety and crisis resources accessible from their homes.

In the event that the Center for Global Education and Engagement is unable to open or communicate, the Center for Global Education and Engagement establishes alternative communication routes as soon as possible and announces these to sending schools and, to the extent possible, to participants' emergency contacts.

Monitoring and Risk Assessment

The College at Brockport, host institution and/or service provider make every reasonable effort to keep abreast of local conditions and changes in local health and safety risks and to inform participants of these changes. Remember that you will be as healthy and safe as the choices you make:

- Obey all host country laws and host institution rules and regulations.
- Behave in a way that respects local customs.
- Be aware of cultural differences regarding gender roles and behavior.

- Do not overindulge in alcohol or take illegal drugs.
- Make sure you have an adequate supply of any necessary medications and a note from your doctor to authorize your possession of them. If you need to bring medication with you, consider bringing some extra in the event you experience travel delays traveling home.
- If you wear glasses or contacts, take an extra pair as well as a prescription for replacements.
- Understand your insurance policies and put a copy of the contact information in a safe place.
- Learn how to obtain emergency legal or health services in your host location.
- Do not walk alone late at night.
- Depending on your location, do not drink water that hasn't been boiled, eat raw fruits and vegetables, or eat street food.
- Do not dress in ways that attract attention and may make you a target.
- Carry important documents on your person securely (not in a fanny pack or shoulder bag).
- Carry a list of standard and emergency phone numbers and email addresses with you at all times.

Incident Reporting

After taking the required steps to immediately respond to an emergency, all students are expected to report via an Incident Report Form. To ensure that the incident is recorded as taking place abroad, select "Study Abroad Program" as the location of the incident.

This form is sent to the Study Abroad Office, University Police Department, and the office of Student Conduct & Community Standards. All information submitted through the Incident Report Form will be kept confidential and private by the University to the extent allowed by law.

Note, the Incident Report Form is reviewed during regular business hours and should NOT be used if you need an immediate response. For immediate assistance, contact the University Police Department at +1-585-395-2222.