

## **Study Abroad Program Authorization**

### **University Short Term Study Abroad Risk Management and Cancellation Procedures**

#### **I. PURPOSE**

Fairleigh Dickinson University endeavors to ensure a safe learning experience for all participants in its short-term and semester-long study abroad programs but is not responsible for aspects of international risk that are beyond its control and cannot eliminate all risks involved. The following risk management and cancellation procedures apply only to FDU Study Abroad Programs, not to programs offered by other institutions and organizations in which FDU students may enroll.

#### **II. RESPONSIBILITY**

These policies and procedures are necessary in order to ensure that appropriate risk reduction steps are taken by study abroad program leaders and the Study Abroad Office. Adherence to the following procedures will help ensure the safety of students, faculty, and staff traveling abroad.

#### **III. PROGRAM LEADERS**

Each study abroad program will have a full-time member of the faculty or staff as its program leader. In addition, each study abroad program will be accompanied by at least one other person able to represent the university, such as another faculty or staff member or graduate assistant. Whenever possible, study abroad trips will include both male and female leaders. Programs to be offered at Wroxtton or Vancouver are exempt from the requirement of a second leader due to the presence of on-site staff.

Program leader responsibilities prior to departure include, but are not limited to, working with Study Abroad Office to establish a budget and itinerary, submission of authorization forms, conducting a pre-departure workshop for program participants, and preparing for emergency situations.

Program leader responsibilities during the program include, but are not limited to, arriving with the students or being on location in advance of their arrival, being accessible to students for the duration of the program, and behaving in a manner that conforms with FDU guidelines and is consistent with local law and customs.

Program leaders are responsible for establishing acceptable behavior norms for students consistent with the FDU Student Handbook and local law and customs. They are not responsible for the conduct of students during "free" time, but should be aware that misconduct by students during "free" time can jeopardize the safety and success of the program.

Program leaders wishing to have family members accompany them on a program must be responsible for all costs incurred as part of the program. The University and the Study

Abroad Office assume no responsibility for family members who accompany faculty and staff. The family members are responsible for their own safety and insurance coverage, and family members must sign a Study Abroad Assumption of Risk and Release Form. The University reserves the right to impose limits and/or conditions bearing on the activities and presence of family members who accompany faculty and other staff in study abroad programs. Such limits derive from programmatic concerns related to health, safety, or security determined by the University and the Study Abroad Office. For example, accompanying family members may not be permitted to join the study abroad group for some or all activities. Family members of faculty or staff may NOT be hired to perform duties on the study abroad program. No family members who are minors are to accompany faculty on study abroad programs.

When any type of emergency occurs, particularly an emergency involving criminal activity or a threat to the safety of an FDU student, it is the responsibility of the program leader to notify the University immediately. **Group leaders should call the Metropolitan Campus Public Safety Office at 1 201 692 2222.** The Metropolitan Campus Public Safety Office will notify the Study Abroad Office and the Office of Risk Management, which are responsible for coordinating the response.

Each program should provide an opportunity for students to evaluate the program in terms of content, location, excursions, value for money spent, etc. An evaluation form is provided for this purpose by the Study Abroad Office. It is expected that program leaders will distribute, collect, and submit these forms upon return.

Program leaders will be given the opportunity to evaluate the support provided by the Study Abroad Office and offer suggestions for future changes. . An evaluation form is provided for this purpose by the Study Abroad Office. It is expected that program leaders will complete and submit this form upon return.

#### **IV. CELL PHONE POLICY**

Program leaders will be required to carry an international cell phone to be used to contact campus in case of emergencies or to make local arrangements. Cell phones will be maintained by the Study Abroad Office and will be issued to program leaders one week prior to departure. They are to be returned upon return. The cost of any calls made will be charged to the specific program's GL account. These cell phones are not to be used for personal calls.

#### **V. EMERGENCY CONTACT CARDS**

Emergency contact cards will be developed and issued by the Study Abroad Office to each participant in a study abroad program. One side of the card will contain standard emergency contact information while the other side will be customized to the needs of the specific program.

## **VI. RISK ASSESSMENT**

Program leaders will submit a preliminary itinerary along with the Study Abroad Authorization form. A preliminary risk assessment will be conducted by the Study Abroad Office which will determine the appropriateness of the destination. The staff will provide the program leaders with a report based on State Department, Centers for Disease Control, and private/proprietary sources of information.

No less than one week prior to the departure date, a final itinerary will be submitted along with a final roster of all participants. At that time, this roster will be provided to the local US consulate. Also, a final risk assessment will be conducted by the Study Abroad Office which will determine whether travel warnings, public announcements, or travel health warnings have been issued for the intended destination.

- Travel Warnings are issued when the State Department recommends that Americans avoid a certain country.
- Public Announcements are issued to disseminate information quickly about terrorist threats and other relatively short-term conditions that pose significant risks or disruptions to Americans.
- Travel health warnings are issued to recommend against nonessential travel to an area because a disease of public health concern is expanding outside of areas or populations that were initially affected.

## **VII. CANCELLATION DECISIONS**

### **A. Enrollment**

A study abroad program may be cancelled by a department chair or dean due to insufficient enrollment.

### **B. Incapacity**

A study abroad program may be cancelled by a department chair or dean due to the inability of the program leader to run the program (e.g., because of personal health issues, etc.).

### **C. Safety**

A study abroad program also may be cancelled by the Associate Provost for Global Learning or University Risk Management Officer due to safety concerns **following consultation with the program leader and college dean**. A decision to cancel a program for safety reasons will be made only after careful consideration of all available information, and will be informed by US State Department Travel Warnings and Public

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Announcements, Centers for Disease Control and Prevention Travel Health Warnings, conversations with program leaders, staff at hosting/partner institutions (where applicable), U.S. embassy officials in the destination country, and the FDU Study Abroad Office's assessment of current and anticipated risks.

If there is a Travel Warning issued while the program is already in progress, or some other emergency occurs, the Associate Provost for Global Learning or the University Risk Management Officer may direct the program leader to make arrangements to bring the group back to the United States as soon as possible. If there is a Public Announcement or Travel Health Warning while the program is in progress, the program leader will be advised of the announcement and will inform participants to take precautions that are reasonable and possible.

#### C. Financial Matters

If an FDU Study Abroad program is cancelled, all tuition payments and uncommitted and recoverable program fees will be returned to participants. The program leader will work with Study Abroad Office to obtain refunds as may be possible from airlines and other vendors. (To minimize losses, all participants should purchase trip cancellation insurance for international flights.)

#### D. Academic Matters

If a Study Abroad program is cancelled prior to departure, the Study Abroad Office will work with students to identify an alternative program or register for courses in the US. If a Study Abroad program is terminated early, the Study Abroad Office will work with students to minimize loss of credits, either by bringing the program back to campus in some way or by identifying alternative courses.