

## **Policies for Student Participation in Viterbo-Sponsored Study Abroad/Away Experiences**

Participation in study abroad/away is an opportunity for which students must have institutional approval. There are established criteria for participation and a process for applying for a program.

### **Criteria for Participation**

1. Students who have completed at least one semester at Viterbo are eligible to study off campus.
2. A completed study abroad application is needed in order to be considered for a specific Viterbo sponsored study abroad program.
3. Upon review of a student's application, the Study Abroad Office reserves the right to require an interview with the applicant and program leaders to determine final student approval.
4. Students on academic or conduct probation generally may not participate on an off-campus study program. Exceptions to this policy may be granted after the Study Abroad Office consults with offices such as the Director of Student Success, VP of Student Affairs, the student's advisor(s), and their academic department.
5. Students are expected to conduct him/herself in a responsible and mature manner at all times. This includes being sensitive to members of the group, to the group as a whole, to program leaders, and to cultural norms and behavior.
6. The Student Code of Conduct applies while students are off-campus, including disciplinary sanctions for inappropriate conduct. Any conduct, before or during the study abroad experience, which, in the sole judgment of Viterbo University, demonstrates a lack of the good judgment and responsibility required of students studying abroad/away, may result in one or more of the following:
  - a. ineligibility for the program
  - b. suspension or expulsion from the program
  - c. payment of relevant cancellation fees
  - d. eligibility for participation in future programs.
7. Exceptions to requirements for participation may be granted at the discretion of Study Abroad Office staff.

### **Student Expectations**

- Students acknowledge that study abroad/away activities are educational experiences with academic outcomes, not trips for sightseeing or vacationing.
- Students agree to complete all academic requirements of the course. Students who do not engage in the required coursework and meetings prior to the travel portion of the experience may be removed from the travel portion at the discretion of the faculty leader and Study Abroad Office.

- Students agree to follow the directions of the program leader(s). Traveling with a group of people requires organization and coordination. Trip leaders may insist on rigid schedules in order to adhere to travel, site, and itinerary requirements.
- Students agree to meet all financial obligations prior to the beginning of the travel portion, understand what is included in program fees, and understand the cancellation policies of the programs.

## **Other Study Abroad/Away Policies**

### *Alcohol/Drug Use Policy*

Viterbo University's Policy on Alcohol, Tobacco and Other Drugs applies to students on study abroad/away trips. Regardless if students are of the legal drinking age in the country they are visiting, it is expected that they do not drink if they are under the age of 21 during trip activities.

### *Auditing Courses*

Students may not audit short-term, Viterbo sponsored, study abroad programs.

### *Insurance Coverage*

Students on domestic travel must carry personal health insurance. The Study Abroad Office will confirm insurance information prior to departure. Viterbo will purchase international health insurance for all international program participants, which is built into the program fee. Students may not opt out of this insurance, regardless of their domestic insurance policy coverage.

### *Non-degree students*

Non-degree students (interested participants who are not students or who are enrolled at another institution) are generally not accepted to Viterbo sponsored short-term programs unless the program is specifically designed to include them.

### *Orientation Information*

Attendance at pre-departure orientation is required. All students will be notified of orientation schedule, dates, times and locations by the beginning of the semester.

### *Passports*

Students are responsible for obtaining a passport on their own and applying in sufficient time so as to not jeopardize their ability to travel as planned. Application and renewal information is available at [travel.state.gov](http://travel.state.gov).

### *Registration*

The Study Abroad Office will grant student's permission to register for study abroad/away courses once application criteria have been met and students are accepted into the program.

### *Student Visas*

If a program destination requires a tourist or student visa the Study Abroad Office will provide information to students upon acceptance. The ability to issue a visa rests solely with the host country. Students are responsible for obtaining a visa and applying in sufficient time so as to not jeopardize their ability to travel as planned.