

CLARK ATLANTA UNIVERSITY

Policy and Procedures

Policy 6.2: Study Abroad Program



Policy and Procedures	Subject: Study Abroad Program	
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Forms:

CAU-SA-01	Study Abroad Application
CAU-SA-02	Study Abroad Approval Form
CAU-SA-03	Faculty Reference Form
CAU-SA-04	Clearance Form
CAU-SA-05	Waiver, Release, and Indemnification Form
CAU-SA-06	Study Abroad Financial Aid Worksheet
CAU-SA-07	Study Abroad File Check List Form

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1.0 Policy Statement

Clark Atlanta University (University/CAU) provides life-changing opportunities to students in scholarly endeavors while studying abroad in international settings through its Study Abroad Program and International Academic Study Tours. The University's Study Abroad Program, carried out by study abroad third party providers, faculty led programs, or scholarships, creates a unique educational experience which may range from academic content to cultural immersion.

The University international academic study tours, which are included as part of the Study Abroad Program policy, provide short-term (one month or less), faculty-led, university-sponsored academic courses involving group travel outside of the United States. International Academic Study Tours intend to build international and intercultural knowledge and appreciation. Both International Academic Study Tours and Study Abroad Programs provide broad ranges of multiple and affordable international education experience while preparing for a diverse community of learners to excel professionally and become marketable, productive, and innovative leaders, locally and globally.

2.0 Procedures

The procedures provide support and guidance for implementing this policy. The procedures contain detailed information about Study Abroad Programs and International Academic Tours that are coordinated with oversight by the Office of International Programs. This includes semester/academic year and short tour programs.

The procedures intend to provide:

- Processes, procedures, and paperwork required for participation in the University Study Abroad Program and International Academic Study Tours.
- Correspondence that must occur among students, the Office of International Programs, and the University prior the student's departure.
- The method of which the Office of International Programs performs its role of administration and oversight.
- Program options, how credits earned in a program will transfer to the University, associated deadlines, and other details about participation.

2.1. Responsibilities

2.1.1 University's Responsibilities

While University makes every effort to ensure the health and safety of its students in study abroad programs and international academic study tours, it cannot:

- Guarantee or assure the safety of participants or eliminate all risks from the study abroad environments.
- Monitor or control the daily personal decisions, choices, and activities of participants.
- Prevent participants from engaging in illegal, dangerous, or unwise activities.

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- Assure 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 participant to disclose pertinent information.
- Assure that the cultural values and norms of the United States will apply in the host country.

2.1.2 Office of International Programs' Responsibilities

All International Academic Study Tours and Study Abroad Programs, which operate under the auspices of Clark Atlanta University, whether offered for credit or not, are promoted by academic units and coordinated through the Office of International Programs. The Office of International Programs, in concert with the student's academic advisor, will evaluate all applications to ensure that the student meets all academic and financial requirements for the study abroad program or International Academic Study Tours and is in good standing with the institution. The Office of International Programs will work with the student to identify appropriate programs, among third party providers, faculty led tours, or scholarship opportunities.

The Office of International Programs' additional responsibilities will be to:

- Secure and safeguard all personal and confidential information of the participant student according to Family Educational Rights and Privacy Act (FERPA).
- Coordinate study abroad, international academic study tours, or exchange programs including maintaining copies of existing exchange or third party provider agreements, and supervising approval of proposed agreements.
- Work with the Office of Financial Aid to verify the student's ability to meet program costs.
- Provide accurate and detailed information about Study Abroad or International Academic Study Tours Programs.
- Provide all participants in university programs with the Study Abroad Program policy and procedures, which informs them of all applicable policies, regulations, and codes of conduct.
- Regularly contact third party providers, host institutions, or program, as well as other sources within or outside the U.S. about health, safety, and security issues.
- Collect information regarding health insurance available for University programs
- Provide health insurance information to participants and their parents/ guardians/ families, and assist participants in obtaining the services they may need.
- Provide health and safety orientation to participants including guidelines with respect to intervention and referral, which takes into account the nature and location of the study abroad program, and possible limitations inherent in such settings.

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- Review any contingency and crisis response plans of the third party providers or the lead faculty.
- Stay abreast of all U.S. State Department Travel Warnings and Travel Alerts related to foreign countries and regions in which the students may consider studying abroad for a particular period.
(<http://travel.state.gov/content/passports/english/alertswarnings.html>)

Travel Warnings

U.S. State Department issues Travel Warnings to U.S. citizens who might consider traveling to a foreign country that has an unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. Travel Warnings remain in place until the situation changes; some have been in effect for years.

Travel Alerts

U.S. State Department issues Travel Alerts to U.S. citizens who might consider traveling to a foreign country for short-term events that may include an election season that is bound to have strikes, demonstrations, or disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks. When these short-term events are over, U.S. State Department cancels the Travel Alert.

- Provide basic health, safety, and security information to students and parents, and indicate resources where students and parents can inform themselves further.
- Provide pre-departure orientation to all study abroad or international academic study tour students.
- Consider health, safety, and security issues as well as disciplinary history when evaluating an individual student's application to a particular program.
- Ensure all study abroad and academic tour abroad students have adequate health insurance in accordance with University requirements.
- Respond to expressions of 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, maintain good communication among all program sponsors and others who need to know.
- Provide information for participants and their parents/guardians/families regarding when and where the sponsor's responsibility ends, and the range of aspects of participant's overseas experiences that are beyond the sponsor's control.
- Centrally coordinate and provide oversight over potential liability and to possible risk, as well as over other important issues requiring scrutiny.
- Maintain complete files for each student participating in the program using the File Check List (Form CAU-SA-07) to assemble and organize documents and information.

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2.1.3 Student's Responsibilities

By applying for and being accepted to the Study Abroad Program, the student agrees to abide by the conditions of participation as set forth and explained in this and all other orientation materials.

- Complete and return all required forms and requests for information by the deadlines given.
- Research the country the student is visiting with particular emphasis on health and safety concerns, social and cultural norms and customs, and political situations.
- Read and carefully consider all materials issued by the Office International Programs, third party providers, and the host institution that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.
- Consider the student's own physical and mental health, and other personal circumstances when applying for and accepting a place in a program.
- Make available to the sponsor accurate and complete health information and any other personal data necessary in planning a safe and healthy study abroad experience.
- Assume responsibility for all the elements necessary for personal preparation for the program and participate fully in the orientations.
- Obtain all necessary immunizations, prescriptions, and health teaching for the program abroad.
- Obtain and maintain insurance.
- 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.
- Inform parents/guardians/families, and any others who need to know, about the participation in the study abroad program or academic tour abroad, provide them with emergency contact information, and keep them informed of activities.
- Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express health or safety concerns to program staff, or other appropriate individuals, before and/or during the program.
- Avoid all illegal drugs and excessive consumption of alcohol.
- Behave in a manner that is respectful of the rights and wellbeing of others, and encourage others to behave in a similar manner.
- Accept responsibility for student's own decisions and actions.
- Become familiar with the procedures for obtaining emergency health and law

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enforcement services in the host country.

- Follow the program policies for keeping program staff informed of whereabouts and wellbeing.
- Understand that in case of serious illness, accident, injury, or significant violation of policies or regulations, the University will inform the student's parents.
- Upon returning from study abroad, perform re-entry reflections.

Note on Passport

To travel abroad to almost any other country you will need a passport. The student will need to apply for a new passport if: (i) he/she has never had one before, (ii) the student passport was issued before his/her 16th birthday, or (iii) the issued passport is more than 15 years old. <http://travel.state.gov/content/passports/english/passports.html>

Note on Visa

A visa is a sticker, stamp or piece of paper attached to the passport that allows the student to travel to a country for a certain period of time for specific purposes (e.g., tourism, business, or studies). For most countries the student will need a visa if staying over 90 days. However, the student should confirm this with the nearest embassy or consulate of the country visiting. Visa requirements will differ by country depending on the citizenship of the applicant. U.S. permanent residents will need to apply for a visa to another country based their own country citizenship.

2.1.4 Parents', Guardians', and Family's Responsibilities

- Obtain and carefully evaluate participant program materials and related health and safety information, as provided by the University, sponsor and other sources.
- Be involved in the decision of the student to enroll in a particular program.
- Discuss with the student any of his or her travel plans and activities independent of the study abroad program or academic tour abroad.
- Discuss safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
- Be responsive to requests from the University or program sponsor for information regarding the student.
- Keep in touch with the student. Keep in mind that local conditions may prevent the student from responding immediately.
- Remember time differences when phoning the student.
- Be aware that the student may more appropriately provide some information than by the program.
- Be sensitive to local customs and cultural norms in the host country and the home stay, apartment, or dorm.
- Understand that if the parent or guardian calls us about the student, the University will contact the program and the student; however, FERPA (Privacy Act) may

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prohibit the University from responding to you directly. For that to happen, the student needs to sign a waiver of his or her FERPA rights with regard to the parent or guardian. The Dean of Students, Office of Student Affairs will clear students judicially during the application process.

2.1.5 Other University Offices Responsibilities

Other offices of the University provide key services to the Study Abroad Program and International Academic Study Tours. The Student Financial Aid Office will post the student's financial aid awards in Banner and complete the Study Abroad Financial Aid Worksheet (Form CAU-SA-06) showing the aid the student is awarded for fall, spring, and summer semesters.

Student Accounts will be responsible for paying the program once the student has been officially (financially) enrolled and:

- Obtain and maintain a copy of the Student Financial Aid Worksheet (CAU-SA-06) showing the financial aid award for the student for study abroad period and the academic year.
- Obtain and maintain a copy of the Study Abroad Approval Form (CAU-SA-02) to match against the third party provider or host institution's invoice.
- Resolve any discrepancies between approved courses/amounts to third party provider's or host institution's billed courses/ amounts.

The University Registrar will be responsible for registering the student for the semester he/she will be abroad and recording the grades upon completion of the program.

- Will use the Study Abroad Approval form (CAU-SA-02) to indicate the student academic standing and register the eligible student for the courses approved by the academic advisor/chair;
- Include final grades awarded for study abroad courses in the students' GPAs;
- Post final grades to the student's academic transcripts (for the academic term in which they were completed); and
- Convert quarter-hours to semester-hours as required.
- The approved conversion scheme is as follows:
 - ❖ 4 quarter-hours equals 2.5 semester-hours.
 - ❖ 5 quarter-hours equals 3 semester-hours.

The Academic Advisor/Chair will review the courses requested for study abroad and determine whether the student is eligible to participate and is able academically to successfully complete the program. This review and discussion should take place before the student makes financial commitments with sponsors, third party providers or air carrier.

2.2 Student Participation Procedures

Students desiring to participate in Study Abroad Programs or International Academic Study Tours must begin by applying to the Office of International Programs, be eligible, select a

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particular program, get approval from the academic department, and have the financial means to cover costs for participation. The International Academic Study Tours will use the same application as for Study Abroad Programs. Additional requirements for International Academic Study Tours are presented in Section 2.10 of this policy and procedures.

Participation in a study abroad program requires that all requested forms and documents be completed and submitted to the Office of International Programs by the appropriate deadlines.

Academic Year	April 15
Fall Semester	April 15
Spring Semester	November 15
Summer Semester	March 15

Application Deadlines maybe extended for certain countries. The student should check with the Office of International Programs and Third Party Provider for updated deadlines.

2.2.1 Eligibility Requirements to Apply for Study Abroad

All full-time undergraduate students with a minimum cumulative grade-point-average (GPA) of 2.5, who are in Academic Good Standing and have completed a minimum of twenty-four (24) CAU credits, are eligible to apply for study abroad for fall and spring semesters, as well as the summer sessions. All full-time, graduate students with minimum cumulative GPAs of 3.0, in Academic Good Standing, and having completed a minimum of nine (9) CAU credits, are eligible to apply for study abroad. For approval of their applications, both undergraduate and graduate students must maintain the minimum cumulative GPA requirements and be in Academic Good Standing during the semester in which they apply for study abroad. All full-time undergraduate and graduate students traveling abroad through a third party provider must fill out and complete the Study Abroad Program Application (Form CAU-SA-01).

2.2.2 Application Packet

The Study Abroad Application Packet consists of ten (10) parts, and applicants must complete and submit the following documents:

1. **Completed Application (CAU-SA-01).** Two-page application. The student will provide information on: personal, selected program abroad, contact, academic, emergency contact, foreign language skills, and disciplinary and criminal record. The student, by signing the application, certifies that the information provided on this application is true and accurate to the best of his or her knowledge. The penalty for providing false information during the application process would be grounds for rejecting the student's application and/or dismissal from the Study Abroad Program.

In addition, the student, by signing the application, authorizes the Registrar, Dean of Students, and judicial process officials at Clark Atlanta University to release any and all

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information to the Office of International Programs and the Study Abroad Program Coordinator that impacts study abroad program and the University as a whole. The student's prior criminal or disciplinary, campus judicial history may be a factor in evaluating the applicant for the Study Abroad Program and International Academic Study Tours. The information and supporting documents from the Study Abroad application may be shared with the intended host university as part of the admission process. The released student information will be restricted to the Study Abroad Program.

If any of the information on the application changes, after the time of applying and prior to the date of departure, the student is required to inform the Office of International Programs in writing.

2 Study Abroad Approval Form (CAU-SA-02)

Prior to departure, study abroad student must obtain approval for all proposed study abroad courses. The approval process is the same as that for courses to be completed in transient status. Students will sign and date the form to request approval.

- The student must visit his/her academic advisor and obtain information on remaining academic studies needed to complete a degree program at CAU.
- The student must select the courses that are needed to complete the CAU degree program.
- Study abroad courses must meet the same standards as other courses offered by the University.
- The student and academic advisor, in collaboration with the applicable department chair or graduate school dean, will review course descriptions and syllabi offered by the host institution and identify equivalent courses at CAU. The data, captured on Study Abroad Approval form (CAU-SA-02), will include the following course information for both the host institution and CAU:
 - i. Titles of the courses
 - ii. Course Numbers and Prefix
Level of the courses (e.g., 200, 300, 400, 500, 600)
 - iii. Course Credit hours
 - iv. Total number of credit hours that will transfer to CAU.
- Request Approval: The selected courses listed on Study Abroad Approval Form (CAU-SA-02) and accompanied with a copy of appropriate host institution course descriptions and syllabi, will be approved by the academic advisor (or department chair). In accordance with CAU academic standard procedures, the academic advisor (or department chair) will indicate whether a course is equivalent to a CAU course or can be substituted. If a course is not equivalent to a CAU course, the academic advisor, along with the chair will indicate the prefix (discipline) and the level of the course, (e.g., 200, 300, 400, 500 or 600). A copie

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of the form is maintained by the Academic Advisor, Office of International Programs, and the Registrar's Office.

(Students may be allowed to participate in a study abroad program even though the courses will not meet CAU degree requirements. Due to the differences of the credit transfer systems of non-U.S. institutions, most of the courses will be accepted as "substitutions" rather than "articulations").

- 3 **The Personal Statement/Essay.** The two page typed essay, where the student is required to submit an essay, double spaced document using Time-New-Roman 12 font. The essay shall describe academic achievements, personal and professional goals, and how the study or tour abroad experiences will help achieve those goals. This information will enable the academic advisor and Office of International Programs to determine a reasonable relationship between an overseas program's content, and the chances of benefit from participation.
- 4 **Two Letters/ Forms of Recommendation.** The letters/forms (CAU-SA-03) of reference from the student's academic advisor and one other faculty member who knows the student well enough to comment on the student's academic aptitude, ability to represent University abroad, etc.
- 5 **The Unofficial Transcript(s).** Two academic transcripts are used to verify the student's academic preparation. The transcripts will show academic achievement at time of applying for study abroad and before travel departure to host destination outside of the United States.
- 6 **Clearance Form (CAU-SA-04).** The student will initiate and complete a portion of the required information for the purpose of authorizing the Dean of Students, Division of Student Affairs to release student information related to past suspensions, academic and non-academic disciplinary actions, and any current disciplinary actions that would jeopardize the student's ability to successfully complete the Study Abroad Program.
- 7 **Waiver, Release, and Indemnification Agreement Form (CAU-SA-05).** The student will sign and date the form that voluntarily releases the University and its employees, trustees, officers, agents, and representatives from any liability, claims, injuries, illness, medical bills, loss, damage, attorney fees, etc. while participating in the Study Abroad Program.
- 8 **Photocopy of biographic page of your passport (1st Page).** *Passport is required for the purchase of airline tickets and travel and lodging outside of the United States. If student does not have a passport already, he/she should apply for one as soon as possible.*
- 9 **Study Abroad Financial Aid Worksheet (CAU-SA-06).** This form is required for all students requesting financial aid from federal grants and loans to cover study abroad

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program costs. The student will complete the form along with the Student Financial Aid Advisor. The student only needs to submit this form and meet with a financial aid adviser if Federal financial aid will be used for participating in the study abroad program. The Offices of Student Accounts, Student Financial Aid, and Office of International Programs will maintain copies of the form. Students using funds from non-financial aid sources will be required to pay Student Accounts, which will then pay the third party provider or host institution for the approved courses.

- 10 Proof of Insurance.** All students participating in study abroad program must have appropriate health insurance coverage. There are no exceptions, waivers or exemptions from the requirement. Generally, third party providers of study abroad programs offer international health insurance. If the international health insurance policy does not provide for medical-evacuation or repatriation-of-remains, the insurance policy should be updated to include those coverage.

2.3 Selecting a Study Abroad Program

2.3.1 Program Selection and Acceptance Procedures

In consultation with the student's academic advisor, Office of International Programs and the University Study Abroad Coordinator, students should select study abroad programs in alignment with their academic goals and cultural preferences. Upon selection, it is each student's responsibility to follow up with the Study Abroad Coordinator and Study Abroad Third Party Provider to complete the application process and provide the required supporting documentation identified in the application packet. Following submission of the Study Abroad application, each student will be notified of his/her acceptance or rejection from the Study Abroad Program. If accepted, the student should coordinate with the Study Abroad Provider or Study Abroad Coordinator to obtain the requisite travel documents for the country in which he/she will be studying. In their acceptance letters, most Study Abroad Providers will provide students with information regarding room and board, deadlines for payments, local transportation, and other relevant issues.

2.3.2 Graduating Seniors

Students in their final semester of study are generally advised not to study abroad. This is due primarily to the fact that grades earned abroad may not be received by the University in time for students to be cleared for graduation. Seniors have the option to petition to study abroad in their final semester at the University by doing the following:

- a. Obtain approval from his/her academic advisor
- b. Obtain approval from the department chair and school dean of major
- c. Obtain approval from the Registrar's Office and indicating the completion of the application for graduation and payment of the graduation fee.
- d. Complete and submit the Commencement Waiver Form

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2.4 Financial Aid and Scholarships

CAU students who are participating in an approved Study Abroad Program through the Office of International Programs may be entitled to receive financial aid or scholarships. Financial aid for undergraduate study abroad consists mainly of federal grants and both federal and private loans.

2.4.1 Types of Federal Aid:

Grants

- **Federal Pell Grant:** is a need-based grant. To qualify, the student must be a full-time undergraduate student with an Expected Family Contribution (EFC) below the limit determined each year. The Financial Aid Advisor will provide current information.
- **Federal Supplemental Educational Opportunities Grant (SEOG grant).** This need-based grant is awarded to those students demonstrating the greatest financial need. Students typically must qualify for the federal Pell Grant to receive an SEOG Grant. The student should discuss with a Financial Aid Adviser for current information.

Federal Loans

- The **Stafford Loan** is in your name and is available to all students, regardless of financial need. If the loan is subsidized, the government will pay the interest while you are in school. If the loan is unsubsidized, you have the option of capitalizing the interest or of paying the interest quarterly during the in-school period. Payment of the principle itself (for both subsidized and unsubsidized loans) does not begin until six months after student's graduation, provided the student remains enrolled on at least a half-time (six credits) basis.
- The **Perkins Loan** is a low-interest loan (5 percent) awarded to those students demonstrating the greatest financial need. The student should discuss with a Financial Aid Adviser for current information.
- The **Parent PLUS Loans** for Undergraduate Students. Loans are available to student's parents, if the undergraduate student is a dependent and requires financial help for education. Parents may borrow up to the full cost of student's education, less the amount of any other financial aid received. There is a minimal credit check required for the PLUS loan.

Note: *to be eligible for financial aid, students need to enroll in classes that will apply towards a degree at CAU, regardless of the study abroad program. Students must also meet all other eligibility requirements, including but not limited to satisfactory academic progress, financial need, and minimum enrollment.*

If they are otherwise eligible, study abroad students, who are making Satisfactory Academic Progress (SAP), may receive federal financial aid in accordance with federal regulations.

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2.4.2 Scholarships for Study Abroad

The University does not permit students to use institutional scholarships (Dean, Provost, and Presidential scholarships) for study abroad.

The University website includes external scholarships that are applicable to students studying abroad. Some are program-specific, meaning that Study Abroad Program Providers award them on a competitive basis to qualified students participating in their programs. Other scholarships are open to all students regardless of students' Study Abroad Program Providers.

The Offices of Scholarships and Awards, Student Financial Aid, and Office of International Programs assist students with the following scholarship opportunities:

Benjamin A. Gilman International Scholarship

The Gilman Scholarship Program offers grants for undergraduate study abroad, as established by the International Academic Opportunity Act of 2000. This scholarship provides awards for U.S. undergraduate students who are receiving Federal Pell Grant funding at a two-year or four-year college or university to enable them to participate in study abroad programs worldwide. Sponsored by the U.S. Department of State Bureau of Educational and Cultural Affairs, this congressionally funded program is administered by the Institute of International Education through its Southern Regional Center in Houston, TX. <http://www.iie.org/en/Programs/Gilman-Scholarship-Program>

Boren Awards for International Study

Boren Awards for International Study: Boren Scholarships and Fellowships provide unique funding opportunities for U.S. undergraduate and graduate students to add an important international and language component to their educations. They focus on geographic areas, languages, and fields of study that are critical to U.S. interests and underrepresented in study abroad.

<http://www.borenawards.org/>

Fulbright

Fulbright Scholarship: this program is the largest U.S. international exchange program offering opportunities for students, scholars, and professionals to undertake international graduate study, advanced research, university teaching, and teaching in elementary and secondary schools worldwide. It awarded approximately six thousand grants, at a cost of more than \$275.4 million, to U.S. students, teachers, professionals, and scholars to study, teach, lecture, and conduct research in more than 155 countries, and to their foreign counterparts to engage in similar activities in the United States. <http://us.fulbrightonline.org/home.html>

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Freeman-ASIA

Freeman-ASIA accepts applications from U.S. citizens or permanent residents studying at the undergraduate level at a two-year or four-year college or university who demonstrate financial need to study abroad in East or Southeast Asia. This award provides need-based funding to assist the recipient with the cost of the study abroad program and related expenses, including airfare, basic living costs, local transportation, books, etc.

<http://www.iie.org/en/programs/freeman-asia>

The Office of International Programs will notify students by email and/or promotional campaign about the deadlines, and application procedures. This information is also available at the Office of International Programs webpage.

2.5 Pre-departure Study Abroad Orientation

Attendance to a Pre-departure Study Abroad Orientation is mandatory for all students who will be studying abroad. The Office of International Programs is responsible for publishing the dates, times, and locations for Pre-departure Study Abroad Orientations. During orientations, the Office of International Programs and students will discuss:

1. Student's expectations for success and responsibilities as ambassadors of University.
2. Code of Conduct:

Undesirable behavior will result in immediate dismissal from the Study Abroad Program, forfeit refund from the University, and may subject the student to incur his/her own expenses returning home:

 - i. Alcohol abuse
 - ii. Physical or sexual assault
 - iii. Harassment
 - iv. Possession, use or distribution of illegal drugs:

[The possession, use or sale of controlled substances (including marijuana), are all criminal offenses overseas. Drug laws are severe and rigorously enforced overseas. Students are urged to read and heed the information on the U.S. State Department website regarding drug laws overseas.]
 - v. Setting a fire or possession of explosives
 - vi. Possession of a weapon
 - vii. Theft
3. Health and Safety Issues:

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- i. Obeying all host country laws and host institution rules and regulations.
- ii. Behaving in a way that respects local customs.
- iii. Being aware of cultural differences regarding gender roles and behavior.
- iv. Not overindulging in alcohol or taking illegal drugs.
- v. Making sure you have an adequate supply of any necessary medications and a note from your doctor to authorize your possession of them.
- vi. If the student wears glasses or contacts, taking an extra pair, as well as a prescription for replacements.
- vii. Understanding the student's insurance policies and putting a copy of the contact information in a safe place.
- viii. Learning how to obtain emergency legal or health services in the host location.
- ix. Never hitchhike, under any circumstances, no matter what anybody says.
- x. Not walking alone late at night.
- xi. Depending on your location, not drinking water that hasn't been boiled, not eating raw fruits and vegetables, or not eating street food.
- xii. Not dressing in ways that may attract attention and may make the student a target.
- xiii. Carrying important documents on your person securely (not in a fanny pack or shoulder bag).
- xiv. Carrying a list of standard and emergency phone numbers and email addresses with you at all times.
- xv. Looking out for your fellow travelers.

Students should designate their parents or legal guardians as emergency contacts so that information regarding emergencies is automatically distributed to parents/legal guardians. Emergency contact information is requested at the time of application to the program. It is equally important for students to provide accurate and current contact information for themselves and their parents/guardians.

4. Cultural differences and strategies to get the most out of the experience
5. Any other questions students may have about studying abroad

*Before departure: the student should consult the **Center for Disease Control** website (<http://www.cdc.gov/travel/>) regarding recommended vaccinations and other health information specific to their study abroad country. See a health-care provider or a travel medicine specialist, ideally four-six weeks before travel, to get any vaccinations (e.g., measles, mumps, rubella, tetanus, diphtheria, pertussis, hepatitis A and B, meningitis, influenza, and polio), medications, or information that may be needed to stay healthy abroad.*

2.6 Student Reentry

Students returning from challenging and enriching study abroad experiences, both academically and culturally, will be encouraged to reflect on the impact it has made. Reflection will allow the student to recognize the influences of this experience on student's skill set, perspective, and ideals. Through evaluating experiences, the student might also discover that personal,

Policy 6.2: Study Abroad Program

academic, and career goals have changed. The process of reflection will also assist the student understand and overcome the discomfort and confusion of reverse culture shock. Sharing the reflection with the Office of International Programs will motivate other CAU students to seek study abroad experiences, as well.

2.7 Course Loads and Final Grades

The University Registrar will:

- Include final grades awarded for study abroad courses in the student's GPAs
- Post final grades to the students' academic transcripts (for the academic term in which they were completed) and
- Convert quarter-hours to semester-hours as required.

Clark Atlanta University does not award degree credit to study abroad students for Pass/Fail courses. The University will only accept courses with final letter-grades of A, B, C, D, or F for degree credit. Study Abroad Program students must maintain full-time status at all times. Therefore, students must register for a minimum of twelve (12) semester-hours (full load) or twenty (20) quarter-hours. Under the semester system, undergraduate students may register for a maximum of five (5) courses and a minimum of four (4) courses. Under the quarter-hour system, students are required to register for a minimum of five (5) courses to remain in full-time status. For summer study abroad students will be required to take two (2) courses for a total of six credit hours.

It is the responsibility of study abroad students to ensure that Study Abroad Program Providers and host institutions forward promptly official transcripts to the following address:

***Office of International Programs
Cornelius L. Henderson Student Center, Suite 242
Clark Atlanta University
223 James P. Brawley Drive, S.W.
Atlanta, Georgia 30314***

If the Office of International Programs does not receive the student's study abroad transcript by the end of the term when the student returns to campus, the Director of Financial Aid will place a hold on the student's account denying eligibility for future financial aid payments.

2.8 Housing Arrangements While Abroad

Study Abroad Program Providers are responsible for providing safe housing for students while abroad. Following program acceptance, study abroad students must contact their Study Abroad Program Providers regarding housing arrangements. For faculty-led programs, program/faculty will be responsible to assure that housing is safe and appropriate.

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2.9 Deadlines for Study Abroad Students to be Financial Enrolled

Students studying abroad during fall and spring semesters must complete financial enrollment by July 1 and December 1, respectively.

2.10 Eligibility for Refunds for Nonparticipation

Subsequent to payments to Study Abroad Program Providers and airlines, the University is not responsible for refunds to students who are unable to participate in study abroad. Policies of Study Abroad Program Providers and airlines will determine eligibility for cash refunds. Normally, the cost of airline reservations is not refundable. According to policies of the airlines, students may be eligible for credit vouchers. The University does not provide cash advances for refunds due from Study Abroad Providers and airlines.

2.11 International Academic Study Tours

2.11.1 Annual Offering of International Academic Study Tours

Recommendations for International Academic Study Tours will come from academic departments. Tour proposals must be approved by the appropriate chair, dean, and Provost/Vice President for Academic Affairs prior to recruitment and enrollment of students into the tour. Courses with study tour components are subject to the normal schedule and course approvals from the school dean and Provost/Vice President for Academic Affairs. Departments are encouraged to be strategic in their planning to avoid schedule conflicts and undue competition.

2.11.2 Course Integrity

International Academic Study Tour courses bear academic credit. Therefore, the courses are to uphold the same standards of rigor and workload to credit ratio as any traditional credit-bearing course. The University has professional standards and expectations for course syllabi and the same standards shall be applied to courses with International Academic Study Tour components. In addition to normal items on the syllabus checklist, the syllabus must include the tour itinerary, required travel arrangements, and a link to the Office of International Programs webpage where students can get details on application procedures and information on international travel. Syllabi will undergo normal review by academic advisors, department chairs and deans, and the Provost/Vice President for Academic Affairs, where appropriate to assure course integrity.

- Departments are encouraged to develop dedicated catalog courses that could be used for short-term study tours. Once in the catalog, the study abroad course may be used in fall, spring, and summer sessions. It is left to the departments and faculty leader(s) to decide on any additional requirements for study tour participants, (e.g., pre-requisites, grade point average, and accumulated credit hours). In the case of graduating seniors all academic work, including the study tour, must be completed prior to commencement.

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- In cases where a dedicated course does not exist for study tours, the course creation document must be completed for a special topics course. The department chair, in consultation with the department, will review the syllabus before moving the course creation document forward. The course and its syllabus must receive approval via the course creation document from the department chair, school dean, and Provost/Vice President for Academic Affairs. The course creation document is delivered to the Office of the Registrar for proper processing into the system.
- Student learning should be supported by appropriate disciplinary readings, (e.g., journal articles, essays, book chapters, and scholarly web resources). Pre- and post-study classroom sessions with substantive academic content are a professional expectation. The syllabus should clearly articulate what class sessions are mandatory, and if the tour component is also mandatory. It is the responsibility of the tour leader's departmental colleagues, chair or supervisor, and dean to monitor the academic integrity of the proposed study tour.

2.11.3 Coordination and Leadership of International Academic Study Tours

All International Academic Study Tours must be coordinated through the Office of International Programs. The University requires faculty, who plan to develop or lead study tours, to contact the Study Abroad Coordinator in Office of International Programs at least nine months in advance of the prospective tour date. Trips can sometimes be organized on shorter notice, but success is often dependent on adequate lead-time. The Study Abroad Coordinator will assist the tour faculty leader with details pertaining to the study tour and serve as the repository for the appropriate documents (same documents required for the Study Abroad Program, Section 2.2.2) for each participant. The Office of International Programs will work with each faculty tour leader to provide guidance and information for pre-departure orientation, including information on health and safety management.

- Each International Academic Study Tour must have a University faculty leader of record who has been approved by the department chair and school dean. In cases where the department chair is the tour organizer, approval must come from the school dean and the Provost/Vice President for Academic Affairs. If a dean is the tour organizer, approval must come from his/her department chair and the Provost/Vice President for Academic Affairs.
- Study tours may include co-leaders who receive some form of compensation, (e.g., airline tickets, meals, lodging, and/or a stipend). When there are co-leaders, those individuals should have legitimate roles in the study tour, e.g., course planning, logistics, instruction, and evaluation. They should be appropriately approved as co-leaders, and have their duties clearly outlined in advance of the study tour and on file with the department chair and dean.

2.11.4 Contracts with the University

The contract and/or itinerary and other submissions to the Office of International Programs

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must include full tour details, compensation by the University (if applicable), and full disclosure of compensation from external providers (if applicable). Cancellation and refund policies are to be clearly articulated in the documentation. It is understood that the students will remain the first priority of the tour leader(s) and that the tour leader(s) will be available to the students for the duration of the tour as specified in the syllabus. All contracts associated with a study tour will be in the name of the University and will be signed by the Executive Vice President and Chief Financial Officer. This applies to self-planned tours as well as packaged and customized tours by a tour company. Participants are not to be enrolled until the contract approval process is complete.

2.11.5 Items required by the Office of International Programs

A draft syllabus with a study tour component and preliminary tour details, approved by the department chair and/or dean, must be delivered to the Office of International Programs with the contract(s) and at least 6 months prior to the date of departure. In addition, the study tour leader(s) must provide passport and emergency information, which includes detailed itinerary (including all flight information), names of hotels with phone numbers, and the tour leader(s)' cell phone number(s). All required travel information must be completed and submitted to the Office of International Programs no later than three weeks in advance of departure for fall and spring semesters, and by the last full week of spring classes for summer tours. Any faculty member failing to submit required information by the deadline will not be permitted to lead a tour the next year. The appropriate dean and Provost/Vice President for Academic Affairs will review violations on a case-by-case basis.

2.11.6 Waiver, Release, and Indemnification Agreement, (CAU-SA-05)

Academic study tour participants are required to complete/sign an electronic available Waiver, Release, and Indemnification Agreement form with the University prior to tour departure. In the interests of maintaining flexibility with these tours, students may request to stay longer than the specified time for the tour. Any deviation from the scheduled tour itinerary, including departure/return dates, should be approved in advance of travel. If the tour leader(s) or the University's Office of International Programs determines that a tour participant has significantly disrupted the successful administration of a study abroad tour, for this or any other reason, the Office of International Programs may suspend such person from future participation. Violators will be dealt with according to established University policy.

2.11.7 Insurance Coverage for International Academic Study Tours

The same insurance coverage requirement for Study Abroad Program applies to the International Academic Study Tours programs.

2.11.8 Tour Leader's Expenses and Faculty Load

The tour leader's (and co-leader's) travel expenses may be covered by a tour company or, in the case of a self-planned tour, be incorporated into the participants' tour fees. In other words, the faculty member developing the study tour may build the travel costs into the overall budget,

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with each student paying his/her share of the tour leader(s)' expenses. The University must approve compensation, travel expenses, and other benefits.

Academic study tours may be counted in the faculty member's course load during the academic year with approval by the appropriate dean and the Provost/Vice President for Academic Affairs. For summer sessions, faculty will be compensated using the current summer rate, and if the course is under-enrolled, the compensation will be pro-rated. Provost/The Vice President for Academic Affairs will establish the summer enrollment minimums.

2.11.9 Compensation from Travel Companies and Other External Providers

Compensation in any form from tour companies and other external providers will become the property of University and must be directed to the office of the Executive Vice President and Chief Financial Officer. Bonus points and other incentives resulting from these tours may be used for approved business travel by the tour leader/co-leader and/or to the benefit of the tour leader's academic department for University business. The tour leader for his /her university-approved professional development activities may use these benefits.

2.11.10 Pre-departure Orientation

Attendance to a Pre-departure Study Abroad Orientation is mandatory for all students who will be academically touring abroad. The Office of International Programs will perform the orientation.

3.0 Entities Affected By This Policy

University community, third party providers, parents, and host institutions are affected by this policy.

4.0 Definition of Key Terms

- **Study Abroad:** the arrangements by which a student is enabled to earn academic credit hours as part of his/her degree, in a short or long-term period (one summer, one or two semesters) at another university located outside the United States.
- **Third Party Provider:** CAU students contract with an affiliated private third party or organization to locate appropriate accredited international institution. Student pays third party and/or international institution for tuition and fees. In order to be eligible for federal financial aid, student must have courses pre-approved. In the event the student is eligible to receive aid, the student will enroll in CAU and CAU will act as "home institution" for financial aid purposes.
- **Reciprocal Exchange Agreements:** a written agreement between CAU and a foreign institution, which involves the true exchange of students. The nature of a reciprocal exchange allows CAU students to remain enrolled at CAU while studying at another university. CAU students pay tuition and fees at CAU and they may receive financial aid with CAU acting as "home institution" as long as it is legally permissible under federal and/or state regulations.

Policy 6.2: Study Abroad Program

- **Direct Enrollment:** CAU student attends an international institution for a specific timeframe. Student pays tuition and fees at the international institution and credits are included in a transcript by the international host institution. Academic credit is accepted from an accredited institution as transfer credit and may or may not be pre-approved for CAU course articulation. Courses not pre-approved may not transfer/apply to CAU degree programs.
- **Faculty led programs:** academic experiences/programs that are initiated, organized, and carried out by a CAU faculty member.
- **International Academic Study Tour:** An international academic study tour is a short-term (one month or less), faculty-led, university-sponsored academic course involving group travel outside of the United States.



APPLICATION

APPLICATION CHECKLIST

- Completed Application
- Personal Statement/Essay
- Copy of Passport (first page)
- Reference Letters or Forms from your Academic Advisor and another Faculty Member
- Unofficial Copy of CAU transcripts at date of application
- Copy of Study Abroad Financial Aid Worksheet
- Study Abroad Approval Form
- Student Affairs Office/Registrar Clearance Form
- Proof of Health Insurance for Study Abroad
- Waiver, Release & Indemnification Agreement

APPLICATION DEADLINES

ACADEMIC YEAR	APRIL 15
FALL SEMESTER	APRIL 15
SPRING SEMESTER	NOVEMBER 15
SUMMER SEMESTER	MARCH 15

Application Deadlines maybe extended for certain countries. Check with the Office of International Programs and Third Party Provider updated deadlines.

STUDY ABOARD REQUIREMENTS

GPA: All full-time undergraduate students with a minimum cumulative grade-point-average (GPA) of 2.5, who are in Academic Good Standing and have completed a minimum of twenty-four (24) credits, are eligible to apply for study abroad for fall and spring semesters, as well as the summer sessions. All full-time, graduate students with minimum cumulative GPAs of 3.0, in Academic Good Standing, and having completed a minimum of nine (9) credits, are eligible to apply for study abroad.

Personal Statement: Two page typed statement describing your academic achievements, personal and professional goals and how the study abroad experiences will help you achieve these goals.

Letters of Reference: Letters or completed forms of reference from your academic advisor and another faculty member who knows you well. The references must be submitted with application form.

Study Abroad Approval Form: Courses that are equivalent to or substitute for courses offered at Clark Atlanta University will transfer as long as the host institution is accredited and prior approval is granted from the appropriate department to take the course(s) as a study abroad student.

STUDENT INFORMATION

Last Name: _____
 First Name: _____ Middle Name _____
 Student ID 900 #: _____
 Passport # _____ Expiration Date: _____
 Did You Apply for a Passport? Yes _____ No _____

PROGRAM INFORMATION

PARTNER/THIRD PARTY PROVIDER: _____
 LOCATION (COUNTRY/CITY) _____
 ACADEMIC CONCENTRATION _____
 STUDY TERM: ACADEMIC YR. 2016 FALL SPRING SUMMER

CONTACT INFORMATION

LOCAL STREET ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 PHONE # _____ EMAIL: _____
 DATES AT LOCAL ADDRESS: _____
 PERMANENT STREET ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 PHONE# _____ EMAIL: _____

ACADEMIC INFORMATION

Major: _____ Minor: _____ Cum GPA: _____
 Credit Hours Completed at Application Date: _____
 Class Standing at Application Sop Jr Sr Grd
 Date _____
 Other Colleges Attended: _____

Academic Advisor's Name: _____
 Academic Advisor's Email: _____
 Department: _____ Advisor's Phone#: _____

EMERGENCY CONTACT INFORMATION

Name: _____
Relationship: _____
Daytime Phone #: _____
Mobile Phone #: _____
Preferred Email: _____

FOREIGN LANGUAGE BACKGROUND

(Complete this section if you will study in a country where native language is not English. Please refer to your experience with the language of the host country.)

Describe the level of foreign language you will complete prior to the study abroad?

Please describe any additional experiences that have helped you to develop your language skills.

DISCIPLINARY AND CRIMINAL RECORD

(If your answer to either of the following is yes, you must submit a full statement of relevant facts on a separate sheet to be attached to this form.)

Are you currently, or have you ever been, charged with, or subject to disciplinary action, including suspension or expulsion for scholastic or any other type of misconduct, at any high school, college, or university? Note: Include CAU/university housing, Office of Student Conduct/Judicial Programs, Academic Honesty, violations, etc. Yes No

Have you been charged with, convicted of, or pled guilty or nolo contendere to a crime other than a minor traffic offense, or are any criminal charges now pending against you? Yes No

HEALTH INSURANCE

Students traveling and studying abroad will require health insurance. Most student visas and learning institutions require visiting foreign students be covered by a health insurance policy. Your current U.S. health care coverage may not follow you while you are studying abroad. Most study abroad programs, however, will require you to participate in a student health insurance program or in a health benefit plan while you're abroad. First, check to see if your current plan or the plan you are under covers you abroad, and second, if it covers you beyond the basic trip to the emergency room. If not, you will be required to obtain health insurance while studying abroad. Please provide evidence of health insurance coverage as a part of your study abroad application.

APPLICANT SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION AUTHORIZATION

I certify that the information provided on this application is true and accurate to the best of my knowledge. I fully understand that providing false information during the application process may be grounds for rejecting my application or dismissal from the Study Abroad program.

I hereby authorize the Registrar, Dean of Students, and Judicial Court officials at Clark Atlanta University to release any and all information to the Office of International Programs and the Program Coordinator of the Study Abroad Program to which I am applying. I understand that my prior criminal or disciplinary, campus judicial history may be a factor in evaluating my application. In addition, I understand that information and supporting documents from my Study Abroad application may be shared with my intended host university as part of the admission process. The released student information will be restricted to the Study Abroad Program. I have also read and understood the University's Policy 6.2 Study Abroad and agree to adhere to all the requirements therein.

Student's Signature

Date



**CLARK ATLANTA UNIVERSITY
STUDY ABROAD APPROVAL FORM**

Office of the Registrar
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314

Office Number 404-880-8098
Fax Number 404-880-8938

Dear student faculty advisor: Please refer to the University's Study Abroad policy before applying to another institution as a study abroad student. Study Abroad students must adhere to policies and procedures of Clark Atlanta University and the host institution.

A formal admission application must be submitted to the host institution or third party provider for which this Study Abroad Approval form is requested. It is your responsibility to comply with the host institution's or third party provider admissions standards and application deadlines.

900 _____
Student ID Number Degree Major

Term Enrolled: Fall Spring Summer Year 20____

Student Contact Number _____ I will personally deliver the Study Abroad Approval Form (Please Initial) _____

HOST SCHOOL INFORMATION BLOCK (be/ow)

STUDENT INFORMATION BLOCK (be/ow)

NAME OF HOST INSTITUTION

LAST NAME FIRST Middle

STREET ADDRESS

LOCAL MAILING ADDRESS

CITY COUNTRY PHONE #

CITY STATE ZIP CODE

List course(s) and alternates which you plan to take at the host institution. It is your responsibility to contact the institution for course offerings and descriptions, prior to completing the form. If the classes are not available at the time that you register, you must submit another Study Abroad Approval form. Failure to complete this process will make the courses ineligible for equivalent transfer credit.

E=Equivalent
S=Substitute

Course Prefix	Course No.	Host Institution Course(s) Title	Hrs.	Course Prefix	Course No.	E/S	Clark Atlanta University Equivalent Course(s) Title	Hrs.	Repeated Course	Major or Core

Total Hours Approved _____ Maximum Load Fall/Spring = 18 (study abroad plus all courses pursued at CAU and elsewhere) Summer = 9

NOTE: Courses that are equivalent to or substitute for courses offered at Clark Atlanta University will transfer as long as the host institution is accredited and prior approval has been granted from the appropriate department to take the course(s) as a study abroad student. Grades and quality points earned in these courses will be figured in the Cumulative Grade Point Average at Clark Atlanta University. The Academic Forgiveness Policy at Clark Atlanta University will not apply if the course(s) are being repeated in study abroad status. ONLY TRANSCRIPTS MAILED FROM THE HOSTS INSTITUTION, ADDRESSED TO CLARK ATLANTA UNIVERSITY, OFFICE OF INTERNATIONAL PROGRAMS, ARE ACCEPTABLE. NO HAND-DELIVERED/WALK-IN DELIVERED TRANSCRIPTS WILL BE ACCEPTED. Students are responsible for satisfying financial obligations at the home and host institutions.

I read and understand the Study Abroad Policy 6.02 and request permission to take the above listed course(s).

Student's Signature

Date

Signature of Chairperson/Advisor

and

Office of International Programs Study Abroad Program

Faculty Reference Form

This section to be completed by the student applicant. (Please print or type)	
Student's Name:	_____
Student's Local Telephone #:	_____ Email: _____
Country & City Study Abroad:	_____

This section to be completed by the faculty member providing the reference. (Please print or type)	
Faculty Member's Name: _____	
Department:	_____ Title: _____
Office Telephone #:	_____ Email: _____

1. How long have you known the student applicant and in what capacity?

2. The student applicant will be enrolled directly in university level courses at one of host institutions. Please describe any strengths and weaknesses that could help or hinder the student successful participation in the Study Abroad Program.

3. Based on your knowledge of the student applicant's academic aptitude, please select one of the following:

- I recommend this student for participation in the Study Aboard Program.
- I recommend this student for participation in the Study Abroad Program with reservation.
- I do not recommend this student for participation in the Study Abroad Program.

4. Please indicate your perception of the student applicant's competence in the following areas:

Area	Below Average	Average	Above Average	Outstanding	Inadequate Opportunity to Observe
Maturity	<input type="checkbox"/>				
Ability to represent CAU well	<input type="checkbox"/>				
Academically Motivated	<input type="checkbox"/>				
Independent	<input type="checkbox"/>				
Poised	<input type="checkbox"/>				

5. In the space below, provide additional information regarding the student's applicant qualifications and preparation for participation in this Study Abroad Program. You may attach an additional sheet.

Faculty Member's Signature

Date

Please return the reference to the student in a sealed envelope with your signature across the back. Notify the student when the reference is complete so he or she may pick it up.



Clark Atlanta University - Office of International Programs

CLEARANCE FORM

The completion of this form is necessary for approving the student applicant for participation in the Clark Atlanta University Student Abroad Program.

Name of Student Applicant: _____
Last First Middle

Student ID#: _____
900# City State Zip

Telephone: _____ Email Address: _____

Department: _____ Estimated Travel Dates: _____

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, guarantees confidentiality of the student's educational records. As a student applying for participation in the Study Abroad Program and understanding my rights under FERPA, I authorize the Dean of Students, Division of Student Affairs, to release all information as it pertains to my conduct and code of behavior while at Clark Atlanta University.

Signature of Student Applicant: _____ Date: _____

TO THE DEAN OF STUDENTS:

THE STUDENT NAMED ABOVE HAS APPLIED FOR THE UNIVERSITY STUDY ABROAD PROGRAM. WOULD YOU PLEASE COMPLETE THE INFORMATION BELOW AND RETURN THE CLEARANCE FORM TO THE OFFICE OF INTERNATIONAL PROGRAMS. YOUR ASSISTANCE IS GREATLY APPRECIATED.

1. Has this student ever been suspended from CAU? Yes ___ No ___

If yes, please explain briefly _____

2. Has this student been subject to any academic (dishonesty) or non-academic disciplinary action?

Yes ___ No ___

If yes, please explain briefly _____

3. Is this student currently under any disciplinary action? Yes ___ No ___

If no, please explain briefly _____

Signed: _____ Name: _____

Title: _____ Date: _____



Office of International Programs Study Abroad Program

CLARK ATLANTA UNIVERSITY WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT

I am a student at Clark Atlanta University (“the University”) and have agreed to participate in A Study Abroad Program in _____ (country/city) (“the Program”) from _____ through _____ (dates). I am not required to participate in the Program. My participation is voluntary. In consideration of the University’s agreement to permit me to participate in the Program, the receipt and sufficiency of which is hereby acknowledged, I agree as follows:

- 1) I represent and warrant that I will be covered throughout the Program and throughout my absence from the United States by a policy of comprehensive health and accident insurance, which provides coverage for illnesses or injuries I sustain or experience while abroad; and specifically in the countries where I will be living and traveling. By my signature below, I certify that I have confirmed that my health insurance policy will adequately cover me while I am outside of the United States; and, I hereby release and discharge the University from all responsibility and liability for any injuries, illnesses, medical bills, charges or similar expenses I incur while I am abroad.
- 2) I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, hereby release and forever discharge the University and its employees, agents, officers, trustees, and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses, and costs, including attorney’s fees, which arise out of, result from, occur during or are connected in any manner with my participation in the Program and/or any travel incident thereto.
- 3) I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, hereby agree to indemnify, defend, and hold harmless the University and its employees, agents, officers, trustees, and representatives (in their official and individual capacities) from any and all liability, loss, damage, or expense, including attorneys’ fees, which arise out of, occur during, or are in any way connected with my participation in the Program or any travel incident thereto.
- 4) I agree that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Georgia, U.S.A.; and that if any portion hereof is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect. In signing this document, I hereby acknowledge that I have read this entire document, that I understand its terms, that by signing it I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.

Dated: _____

Student’s Signature: _____

Student’s Name (Printed): _____



CLARK ATLANTA UNIVERSITY STUDY ABROAD FINANCIAL AID WORKSHEET

If you intend to use Grants or Loans for your study abroad program, submit this form to the Office of Student Financial Aid ([Haven-Warren, Suite 209](#)). This form will allow the cost of your program to be taken into consideration for financial aid purposes. Please drop off the form and allow two weeks for processing.

REMINDERS:

- **FAFSA:** To receive any Federal loans or grants, be sure you have completed a current [FAFSA](#) (Free Application for Federal Student Aid.)
- **SCHOLARSHIPS:** CAU Institutional Scholarships (including the Presidential, Provost, and Dean) cannot be used for study abroad programs. If your program is in the fall or spring semester, your CAU scholarship will automatically be deferred. Other scholarships may be allowable. Check with the Offices of Student Financial Aid, Scholarships and Awards, and International Programs to determine if other scholarships can be used while abroad.
- **FOLLOW-UP:** Check the status of your financial aid *before* you leave for your program.

To be completed by Student:

Student Name: _____ Student ID: _____

Telephone#: _____ Email: _____

Study Abroad Program: _____ Term/Year: _____

Expense Budget Type	Estimated Amount
Tuition: <i>This represents the per unit charges associated with the student's program</i>	\$
Program Fees: <i>This represents all mandatory fees such as housing, excursions, health insurance, etc., as outlined for program costs.</i>	\$
Out-of-Pocket Expenses (Estimated) <i>This represents the average living and personal expenses, airfare, food, supplies, pocket money, ground transportation, incidentals and recreational costs.</i>	\$
Estimated Total Amount:	\$

Confirm costs

To be completed by the Office of Student Financial Aid:

	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
Pell Grant	\$	\$	\$
Stafford Loans			
• Subsidized	\$	\$	\$
• Unsubsidized	\$	\$	\$
Parent PLUS Loan	\$	\$	\$
Perkins Loan	\$	\$	\$
Scholarships	\$	\$	\$
Other:			
	\$	\$	\$
	\$	\$	\$
Total:	\$ _____	\$ _____	\$ _____
Student Financial Aid Officer's Signature:			Date: