

# Student Handbook

This Handbook contains information that is applicable to Programs coordinated by Learning Abroad, the U Asia Campus, Hinckley Global Internships, and Eccles Global.

## Application Process

### Application Status Definitions

- **Pending:** You have an active, open application in the pre-decision phase.
- **Accepted:** Your application was submitted, was reviewed, and you were accepted to the Program. You have 3 business days to commit to your Program in your application after being accepted.
- **Waitlisted:** Your application was submitted, was reviewed, and you were placed on the waitlist. If a student, who is committed, withdraws from the Program, and you're next on the waitlist, you will be offered acceptance to the Program.
- **Not Accepted/Rejected:** Your application was submitted, was reviewed, and you were not accepted due to Program capacity or failure to meet the program requirements.
- **Committed:** You confirmed your acceptance to participate in the Program in your application.
- **Withdrawn:** In the pre-decision phase, you can withdraw directly in your application. In the post-decision phase, you must submit a Withdrawal Form. Ensure you review the Withdrawal and Dismissal Penalties and Procedures before withdrawing.

### Application Phases

- **Pre-Decision:** The first phase in the application process that includes all requirements that must be completed before the application deadline. Your application cannot be submitted and reviewed until all requirements are completed.
- **Post-Decision:** The second phase in the application process that occurs after committing to your application, but before the Program start date. All requirements in this phase are related to pre-departure and must be completed by the post-decision deadline in your application.
- **While Abroad:** The third phase in the process that occurs from the Program start date to the Program end date.
- **Returnee:** The fourth and last phase in the application process that begins after the Program end date.

## Application Review

A decision will be made after the application deadline unless the Program has a rolling admission process. You will be notified of your application decision via Umail.

## Failure to Commit

If you fail to commit to your Program within 3 business days of **Acceptance**, your application will be marked as **Withdrawn: did not commit**. Reinstatement of applications will be reviewed on a case by case basis subject to program allowances.

## Late Applications

All applications completed after the application deadline will be considered on a case-by-case basis

## Pre-Departure Orientation

Pre-departure orientation (PDO) is a required part of your application after you've committed to your Program. All PDO components are mandatory and must be completed by the established deadline. Failure to complete PDO may result in dismissal from the Program and you will be held to the Withdrawal & Dismissal Penalty Policy.

## Non-U of U Student Steps

The University of Utah welcomes non-U of U students to apply for certain Learning Abroad Faculty-Led Programs. Non-U of U students need to complete four main steps. Even if you already have an active/inactive UID and/or attended the University of Utah in the past, you will still need to complete this process if you are not currently a degree-seeking student.

### Step 1: Open Application, Complete Pre-Decision Steps, Receive Conditional Acceptance

- Search for Programs open to [Non-U of U Students](#)
- Create an external account in our system by going to our [Login Page](#), clicking 'Create Account' and registering
- Open application and complete all application pre-decision steps by the deadline.
- Meet with your home university to discuss transfer credit policies
- Check your email for notification of your conditional acceptance into the Learning Abroad Program.

## **Step 2: Apply as a University of Utah Non-Degree Seeking Student**

All students participating in a Learning Abroad Program must be able to earn University of Utah credit. For this reason, you must be admitted as a Non-Degree Seeking Student in order to participate in a Program. In order to meet the Learning Abroad Program application deadline, you will complete the Program Application and receive conditional acceptance before you apply to the University of Utah.

- Start your Non-Degree Seeking Application: Indicate that you are a Learning Abroad Student in the notes section
- Pay the Non-Degree Seeking Student [Application Fee](#)
- Receive a University of Utah Acceptance Letter (including UID) by mail and/or email
- Undergraduate non-degree seeking students are only admitted to one term and must reapply if they wish to continue taking courses as a non-degree seeking student.

## **Step 3: Activate Your University of Utah Accounts and Notify Learning Abroad of Acceptance**

- Activate your University of Utah [Campus Information Services \(CIS\)](#) account
- Configure your [UMail](#) account
- Log back into your Learning Abroad Application through the Non-U of U Student Registration
- Complete the Questionnaire: Non-U of U Student Login Complete After Acceptance to the U of U to provide your UID
- Wait to receive an email from Learning Abroad notifying you that your account has been converted to a U of U Student Account

## **Step 4: Log In To Your Learning Abroad Application and Complete Remaining Post-Decision Steps**

- Login to your Learning Abroad Application using the U of U Login (UID and Password)
- Your non-U of U student registration will no longer work
- Check your new UMail account for program updates and communication
- Umail is the primary way you will receive you communication

## **Scholarships and Financial Aid**

University of Utah and Office for Global Engagement Scholarships and Financial Aid are not available to non-U of U students. Please consult your home university's resources regarding scholarships and financial aid. You may also consider

researching national and international scholarship opportunities available for study abroad programs.

## **Costs**

Non-U of U students pay the same billable costs as U of U students. Non-resident and out of state tuition rates do not apply. Regardless, there are some additional fees for participation including the Non-Degree Seeking Application fee and the cost of requesting an official transcript.

## **Logging into CIS (Campus Information Systems)**

CIS is the University of Utah student information system. This portal is used for many university systems, such as registering for classes and paying tuition. As a non-degree seeking student, you will need to log into CIS to complete certain pre-departure tasks.

After your Admissions application is processed, you will receive an acceptance letter from the University. In your acceptance letter, you will find your UNID (student ID number). To log into CIS for the first time, follow these instructions:

1. Go to [www.cis.utah.edu](http://www.cis.utah.edu)
2. Enter your UID (for example, u0123456)
3. Your default password is your birthday in MMDDYY format
4. You will be prompted to create a new password. Create this password and make a note of it.

Until you complete this process, you will not be able to register for classes or pay your fees.

## **Configuring your Umail Account**

University of Utah policy stipulates that all correspondence must be sent to a University of Utah email account (Umail). Until your Admissions application is processed, the email address that you include in your online application is used. Once we process your Admissions application, the system automatically creates a Umail account for you. You will know that this account has been created when you receive your acceptance letter from University of Utah Admissions.

To log into your Umail account, visit the [University of Utah](http://University of Utah) homepage and find the Umail link near the bottom right of the page. Click the icon and log in using your UNID and password. Your default Umail address is Unid@umail.utah.edu.

We recommend that you check your Umail account every 2-3 days to ensure that you are receiving all relevant information and fulfilling pre-departure obligations. If you prefer, you can set up your Umail account to forward correspondence to another email address.

## **Enrolling in Classes**

During the post-decision phase, you will be provided with a document that contains a list of classes for your Program. Be sure to talk to your Faculty Director or Academic Advisor about which courses you should select and then follow the specific instructions. Registration deadlines are non-flexible.

## **Transferring Credit to your Home Institution**

All Learning Abroad Programs are credit-bearing. The credit you earn is recorded on your official University of Utah transcript. As a non-U of U student, you will want to transfer those credits back to your home institution. Instructions on how to [request a transcript](#) can be found on the Registrar's website. It is your responsibility to request that an official transcript is sent to your home institution and pay any fees.

It is your responsibility to ensure that the courses you take will be accepted by your home institution. We also recommend contacting the study abroad office at your home institution to ask how the grades you earn will impact your GPA and be recorded on the official transcript at your home institution.

## **Finances**

### **Learning Abroad Program Deposit**

If you are participating in an Exchange, Faculty-led, or Eccles Global program, you will submit a \$250 Program Deposit by the application deadline to be considered for the Program. The deposit will be applied directly to your billable costs. Once you are Committed to your Program, the program deposit is non-refundable except in the case that your Program is cancelled.

If you are participating in an Affiliate Program, you will not submit a deposit through your U of U Application. The majority of the fees associated with this program type, including possible deposits, will be paid directly to the Affiliate and are subject to the withdrawal and refund policies of the Affiliate.

## Utah Asia Campus Transition Fee

If you are participating in a U Asia Campus program, you will submit a \$100 transition fee by the application deadline to be considered for the program. Once you are Committed to your program, the transition fee is non-refundable except in the case that your program is cancelled.

## Tuition Discounts

**Utah Asia Campus (UAC):** The Faculty/Staff Tuition Discount can be applied toward full year, calendar year, fall or spring semester Programs at the UAC. The Medical Student Tuition Waiver cannot be used at the UAC.

**All Other Programs:** The following tuition discounts and waivers cannot be applied:

- Faculty/Staff Tuition Discount
- Medical Student Tuition Waiver for main campus courses

If you receive any other type of tuition waiver or discount, contact the Financial Aid and Scholarships Office to determine if it can be used for your Program.

## Program Costs

Program costs vary based on location, duration, and Program type. Costs are divided into two categories: **Billable Costs** and **Non-Billable Costs**. An estimate of billable and non-billable costs is provided in the **Cost Sheet** found on your Program webpage.

- **Billable Costs** are paid by the student directly to the University of Utah.
- **Non-Billable Costs** are paid by the student to other entities.

The Cost Sheet may reflect the previous year's program cost and is only an estimate until you receive a final bill from the University of Utah. Although not anticipated, Program costs may change due to fluctuation in currency exchange rates, tuition increases, contracted agencies, or number of participants.

You will be notified by Umail of any price fluctuations greater than 10% for the Billable Costs. It is your responsibility to confirm and monitor pricing fluctuations for Non-Billable Costs.

## Billing Timelines

Non-Billable costs are subject to the due dates and payment processes of the entity to whom you make the payment.

Billable costs are paid in the following ways:

Program Type	Description & Instructions
<b>Faculty-led, Exchange, U Cohort, Eccles Global, Hinckley Global Internship</b>	<ol style="list-style-type: none"><li>1. A billing statement with payment instructions, amount and due date will be uploaded to the Documents section of your application during the post-decision phase.</li><li>2. You will pay the required amount in full by the deadline listed on your billing statement through CIS.</li></ol> <p><b>Scholarships are not reflected on your billing statement.</b> If you receive a scholarship and it is not posted to your student tuition account in CIS when you pay your bill, subtract the amount of your scholarship from the balance due before paying.</p>
<b>Utah Asia Campus</b>	You will be required to pay the full amount by the add/drop deadline for the given term.
<b>Affiliate</b>	You are subject to the due dates, policies, and payment processes of the Affiliate.

## Onsite Financial Obligations

You are responsible for all expenses incurred abroad that are not covered in your billable cost. This includes, but is not limited to:

- Independent travel
- Room key deposits
- Charges for damages



- Library fines
- Medical treatment

Settle your accounts before you return to the U.S. Any unpaid charges forwarded to the University of Utah will be directly applied to your student account. Unpaid bills may result in a hold on your academic records.

## **Tax Preparation & Tax Credits**

If you will be abroad during the spring semester, make arrangements for tax preparation before departure. Information about paying taxes from abroad can be found on the [IRS website](#). We recommend that students plan for the following:

- Most Program costs are not eligible for IRS education credits or deductions. The University of Utah will automatically include eligible expenses in your 1098-T.
- Tuition payments made to the University of Utah Asia Campus are not eligible for a 1098-T.
- Private contributions to a specific student may or may not be considered charitable donations. The University cannot provide tax documentation for private contributions toward a student's bill. Consult a tax accountant for more information.

## **Withdrawal & Dismissal Penalties and Procedures**

### **Withdrawal & Dismissal Penalty Policy**

Financial penalties for withdrawing or being dismissed from a Program are different from on-campus activities or courses.

- You may be responsible for up to 100% of the billable program cost as soon as you commit to your Program.
- You will accrue financial penalties until you complete the Student Withdrawal Steps
- You forfeit any Office for Global Engagement Scholarships that you receive at the time of withdrawal or dismissal.

Some financial penalties are paid to the University of Utah and others are paid directly to third parties. Billable costs are charged directly to your U of U student tuition account. Non-billable costs are paid by the student directly to third parties.

You are responsible for any non-billable expenses that you incur and should negotiate refunds for non-billable program costs directly with vendors.

To calculate the total withdrawal and dismissal penalties, see the information below and the Cost Sheet on your Program webpage. If you withdraw or are dismissed before you commit to the Program, your Program Deposit, if applicable, will be refunded. If you are dismissed from your program after the program start date, you are also responsible for any costs associated with your dismissal including, but not limited to, return flights, ground transportation, accommodations, and phone charges.

## Learning Abroad Faculty-Led Programs

Program Term	Billable Program Costs		Non-Billable Program Costs
	\$250 Learning Abroad Program Deposit is non-refundable	100% of the billable program cost is non-refundable starting on	Non-billable costs are subject to the refund policies and timelines of the parties to which you make the payment.
<b>Fall, Fall Break, Academic Year</b>	Beginning when you commit to the program in the online Learning Abroad Application. Deposit is non-refundable	June 15	
<b>Spring, Spring Break, Calendar Year</b>	Beginning when you commit to the program in the online Learning Abroad Application.	November 15	
<b>Summer</b>	Beginning when you commit to the program in the online Learning Abroad Application.	March 1	

Note: Many cultures and organizations do not issue refunds for any reason. The University begins making advanced, non-refundable reservations and incurring expenses as soon as you commit to your program in the online Application, which is before billable costs appear on your student account.

## Learning Abroad U Exchange Programs

Term of Program	Billable Program Costs				Non-Billable Program Costs
	\$250 Learning Abroad Program Deposit is non-refundable	50% of the billable program cost is non-refundable starting on	75% of the billable program cost is non-refundable starting on	100% of the billable program cost is non-refundable starting on	Non-billable costs are subject to the refund policies and timelines of the parties to which you make the payment.
<b>Fall Semester</b>	Beginning when you commit to the program in the online Learning Abroad Application.	April 1	April 7	April 15	
<b>Academic Year</b>	Beginning when you commit to the program in the online Learning Abroad Application.	April 1*	April 7*	April 15*	
<b>Spring Semester</b>	Beginning when you	October 21	October 28	November 4	

	commit to the program in the online Learning Abroad Application.				
<b>Calendar Year</b>	Beginning when you commit to the program in the online Learning Abroad Application.	October 21**	October 28**	November 4**	

\*Refer to Spring semester withdrawal deadlines if you complete the Fall semester but withdraw from the Spring semester.

\*\*Refer to Fall semester withdrawal deadlines if you complete the Spring semester but withdraw from the Fall semester

Note: The University agrees to accept an incoming student from one of our exchange partners when you commit to the Program in your Learning Abroad Application. The billable costs that you pay to the University of Utah are used to cover the tuition costs of the incoming student. In exchange for this arrangement, your host institution waives tuition costs for you. Even if you choose to withdraw from the program, the University of Utah will still incur tuition fees for the incoming student.

## Learning Abroad Affiliate Programs

Non-billable costs are subject to the policies of the parties to which you make the payment. Penalties and withdrawal deadlines vary. Contact the parties to which you make payments for information about withdrawal and refund policies.

## Learning Abroad Temporary Academic Travel Experience (TATE)

Non-billable costs are subject to the policies of the parties or departments to which you make the payment. Penalties and withdrawal deadlines vary. Contact the parties or departments to which you make payments for information about withdrawal and refund policies.

You are responsible for adhering to the add/drop dates listed in the University Academic calendar.

### Utah Asia Campus

Term of Program	Billable Costs		Non-Billable Costs
	\$100 Transition Fee is non-refundable	Tuition Charges & Fees	Non-billable costs are subject to the policies of the parties to which you make the payment. Penalties and withdrawal deadlines vary. Contact the parties to which you make payments for information about withdrawal and refund policies.
<b>All Terms</b>	Beginning when you commit to the program in the online Learning Abroad Application.	You are responsible for adhering to the drop deadline policy and date for the University of Utah Asia Campus. Review information on the Office of the Registrar's website.	

## Learning Abroad U Cohort Programs

Term of Program	Billable Program Costs				Non-Billable Program Costs
	\$250 Learning Abroad Program Deposit is non-refundable	50% of the billable program cost is non-refundable starting on	75% of the billable program cost is non-refundable starting on	100% of the billable program cost is non-refundable starting on	Non-billable costs are subject to the refund policies and timelines of the parties to which you make the payment
<b>Spring Semester</b>	Beginning when you commit to the program in the online Learning Abroad Application.	n/a	n/a	November 14	

## Eccles Global Programs

Term & Name of Program	Billable Program Costs		Non-Billable Costs
	\$250 Learning Abroad Program Deposit is non-Refundable	100% of the billable program cost is non refundable starting on	Non-Billable Costs are subject to the policies of the parties to which you make the payment. Penalties and withdrawal deadlines may vary. Contact the parties to which you make the payments for information about withdrawal and refund policies.
<b>Fall Break</b>	Beginning when you commit to the program in the online Learning Abroad Application	August 15th	

<b>Spring Break</b>	Beginning when you commit to the program in the online Learning Abroad Application	January 15th	
<b>Summer Sessions and Summer Minor Programs</b>	Beginning when you commit to the program in the online Learning Abroad Application	February 1st	

**Note:** Many cultures and organizations do not issue refunds for any reason. The University begins making advanced, non-refundable reservations and incurring expenses as soon as you commit to your program in the online Learning Abroad Application, which is before billable costs appear on your student account.

You are not exempt from financial penalties for failing to read information or follow instructions, incorrectly withdrawing from a program, poor academic or financial planning, visa or passport issues, student conduct issues, and/or not meeting the eligibility requirements for your program.

## Student Withdrawal Steps

Before withdrawing from your program, review the Withdrawal Penalty Policy. The process for withdrawing from a program depends on the status of your application. It is your responsibility to withdraw from any classes in which you have enrolled. Failure to withdraw from classes could result in a failing grade or permanent mark on your transcript.

The date of your withdrawal is determined by the date and time on which you complete the process:

- Pre-Decision Applicants: Log into your Learning Abroad Application and click the Withdraw button next to your program title.
- Post-Decision Applicants: Click here to submit your [Withdrawal Form](#) online. Do not submit this form more than once.

You will continue to accrue withdrawal penalties until you follow the Student Withdrawal Steps. Notifying your Faculty Director or another University of Utah

office will not withdraw you from the Program. Within 10 business days of receiving your withdrawal, you will receive an email to your Umail with an official calculation of withdrawal penalties. It is your responsibility to withdraw from any courses in which you are enrolled.

## **Appealing Withdrawal Penalties**

To submit a financial appeal, follow the instructions below:

1. Review the Withdrawal & Dismissal Penalties and Procedures. This policy was presented to you during the application process and you agreed to it in your Program Application.
2. Submit your online appeal before the deadline. A link to this form was provided to you in the Notification of Withdrawal email sent to your Umail account when you withdrew from your Program.
3. Meet with the Appeals Committee. As an option, you can meet with the Appeals Committee before a decision is made about your appeal. Appeal meetings are 30-minutes long and held only with the student present. Guests or other parties are not permitted to attend. To schedule an appointment, select yes in the online questionnaire in the appeal form.
3. All appeals require an explanation or justification. This is submitted in the online form. You should write a letter of explanation/justification for why your circumstances merit an exception to University policy. This will help the University make a decision on your case.
4. All appeals must include supporting documentation. Any claim that is made in your letter of justification should have some documented proof. Tips for providing documentation are found below.
5. Appeal outcomes will be emailed to your U Mail account. Decisions are final.

### **All appeals are subject to the following terms:**

1. You can only appeal the charges once. All decisions are final. Submitting an appeal does not guarantee a refund or a waiver of future charges.
2. The appeal process can be lengthy. Depending on your circumstances and the timing of your appeal, the process can take several months to complete.
3. Keep your student tuition account current while waiting for the outcome of your appeal. Any student failing to comply will be subject to full enforcement of the terms, including involuntarily dropping classes, inability to register for classes, referral to a collection agency, or legal action as required.
4. Your appeal must be submitted within two weeks after you receive the Withdrawal email.



## **Recommendations when completing your appeal:**

- Consider the basis of your appeal. You must appeal based on circumstances beyond your control. Examples include:
  - Death in the immediate family
  - Life-threatening situations
  - Sudden, unforeseen medical conditions
  - Military orders
- Appeals will be denied if they are based on the following:
  - Falling out of eligibility for the Program after you commit to the Program
  - Poor academic or financial planning
  - Choosing to participate in a different activity or take a new job opportunity
  - Voluntarily leaving your employment
  - Failure to receive a scholarship
- Be consistent. The University will compare the information submitted in the appeal form with many sources of information including but not limited to: verbal discussions, email correspondence, forms that were submitted, application materials, and the information provided in your withdrawal form. Discrepancies may undermine your appeal.
- If you are appealing due to a disability or a temporary, unforeseen medical condition, you should submit all documentation through the Center for Disability & Access (CDA) [New Student Intake Form](#). When you complete the intake form, include a statement that you are submitting your documentation as part of an appeal with Learning Abroad. You should submit a letter of support from your healthcare provider explaining why you are medically unable to participate in the Program. Learning Abroad cannot accept medical documentation directly. Based on your circumstances, CDA will submit documentation to Learning Abroad on your behalf. Be sure to contact CDA well before the Appeal deadline to allow sufficient time for processing. If you are appealing for any other reason, please upload your supporting documentation in your Learning Abroad Financial Penalty Appeal Form.
- If you claim that you lost your job, you must provide a letter from your employer documenting your involuntary termination and verifying the date on which you were notified of your termination.

- If you claim financial hardship, detail how your personal finances significantly changed after you committed to the program. Additionally, demonstrate the means you took to rectify the situation through seeking employment, financial aid, loans, or other avenues. While your financial support system's (parents, guardian, trust, etc.) contributions can reflect one avenue of income, there are several other ways that you can participate in your Program and fulfill your financial commitments. Scholarships are not guaranteed. Appeals on the basis of not receiving scholarships will be denied.
- If you claim military service, you should provide a copy of your orders listing dates of deployment or training that conflict with the dates of your Program. In the absence of official orders, a letter from your commanding officer that provides this information may suffice.
- If you claim other circumstances, it is up to you to provide adequate documentation. Type and content of documentation will vary based on your circumstances.
- Learning Abroad does not provide additional consultation on documentation requirements

## **Program Cancellation Policy**

If your program is cancelled by the University of Utah, you are eligible for a full refund of the billable program costs. You are responsible for negotiating refunds for any non-billable services or items. To avoid non-billable penalties, consider purchasing trip insurance. You can also reserve a refundable airline ticket to avoid charges.

## **Dismissal from a Program**

You can be dismissed from your Program at three stages: Pre-decision, Post-decision, or While Abroad. If you are dismissed from your Program for any reason, you will be subject to the Withdrawal and Dismissal Policy outlined above.

# **Student Conduct**

## **Student Conduct Review**

Learning Abroad will forward your name to the University of Utah Dean of Students Office for review. While the existence of past sanctions is not necessarily grounds for disqualification, it is taken into account during the pre-decision process for all Programs and provided to any third party entities associated with your program that request your conduct record. If there are questions or concerns about your review, you will be contacted through Umail. This requirement will be marked as complete after your conduct record has been approved by the University of Utah Student Conduct Office.

If you are a non-U of U student, you are required to submit the Conduct Record Form. The Conduct Record Form can be found in your Learning Abroad application.

## **Alcohol Abuse and Misuse**

Alcohol misuse and abuse will not be tolerated on Programs. The University recommends that you avoid the risks associated with drinking. Additionally, students should be aware that the alcohol content of drinks overseas is typically higher than it would be in the U.S. For this reason, you should use caution when consuming alcohol. Do not endanger yourself, your peers, or the community.

Students must comply with local drinking laws. These laws may differ from those of the United States and the penalties for breaking laws governing the use and sale of alcohol are also likely to be different from the U.S. In addition to understanding that there are legal consequences, it is important to recognize that there are cultural ramifications to drinking. Moreover, inappropriate conduct resulting from the consumption of alcohol could result in dismissal from your program.

Faculty Directors and on-site personnel have the discretion to determine if the consumption of alcohol is appropriate during the program. That said, Faculty Directors and on-site staff may impose additional restrictions on the consumption of alcohol. Students are required to follow all instructions given by Faculty Directors or on-site personnel. Failure to follow instructions can result in your dismissal from the program.

## Behavior

Disruptive or disrespectful behavior will not be tolerated as it is detrimental to a positive learning environment. Examples of such behavior include, but are not limited to, the following:

- Inattentiveness in class
- Tardiness & poor attendance
- Disruption of program activities
- Disrespect towards peers, community members, or faculty
- Behavior that endangers your well-being or the well-being of others

## Illegal Activity & Drug Use

While traveling abroad, you are subject to the laws of the countries that you visit. The United States government and the University of Utah cannot ensure your safety should you participate in an illegal activity. Neither entity can protect you from arrest, incarceration or punishment. Additionally, the U.S. government and the University of Utah cannot protect you from discrimination within a foreign legal system. The use, purchase or sale of illegal drugs, in particular, is a crime often punishable by the severest penalties abroad.

The University of Utah has a **zero-tolerance policy** for the possession, use, manufacture, production, sale, exchange, or distribution of illegal drugs by anyone participating in a Program. Violation of this policy will result in immediate dismissal from the Program and disciplinary action upon return to campus.

## Sexual Misconduct

If there has been an incident of sexual misconduct while abroad, if you feel you have been harassed, or if you are at all uncomfortable with someone in your host family, institution, a peer, instructor, community member, etc., notify Learning Abroad, Faculty Director, your relevant Program Staff or the Office of Equal Opportunity And Title IX (OEO) as soon as possible.

All University of Utah staff and faculty are mandatory reporters. Any incident reported to staff or faculty involving discrimination or sexual misconduct will be promptly reported to OEO. You can learn more about Mandatory Reporting [here](#).

If the harassment involves the Faculty Director, please inform your relevant Program Staff and the **Office of Equal Opportunity**. You will receive an email from OEO providing you with information about support, and options for reporting/addressing

the misconduct which will depend on the situation. Students can report directly to OEO at 801-581-8365, [oeo@utah.edu](mailto:oeo@utah.edu), or submit a report online at [oeo.utah.edu](https://oeo.utah.edu).

## Mandatory Reporting

All staff and faculty are required to report any instances of discrimination or sexual misconduct inappropriate conduct as outlined below:

- **Title IX Reporting:** All instances of sexual assault, sexual harassment, or sexual misconduct involving anyone on your Program and anyone associated with your Program (staff, students, visitors, faculty, etc.).
- **Clery Act:** All instances of certain violent crimes that occur in our housing, classroom, or other "controlled" spaces, whether the alleged perpetrators and victims are affiliated individuals with your Program or not.
- **Child Abuse:** All reports of child abuse or neglect, even if they are about instances that happened prior to the Program.
- **Discrimination and Bias:** All instances of discrimination or bias based on race, ethnicity, gender, sexual orientation, gender identity, religion, ability/disability, socioeconomic background, or any other similar social categories.

## Dismissal from a Program

A dismissal occurs when you are involuntarily removed from your Program or when an acceptance to your Program is rescinded for any reason. Dismissal can occur before or after the Program begins. Under normal circumstances, the dismissal process will follow the steps outlined below.

1. Verbal Warning
2. Final Written Warning
3. Dismissal

**The University and onsite personnel are authorized to skip any step of this process and move directly to a more advanced step if your conduct warrants a stronger response.**

Considerations include, but are not limited to, danger to self or others, patterns of behavior, nature of the violation, and a student's response to the process. Common reasons for dismissal include, but are not limited to:

- Failure to follow directions
- Not completing Application steps or orientation requirements
- Tardiness and poor attendance
- Missing deadlines

- Not checking Umail or responding to communication (verbal, written, or electronic)
- New or pending violations with the Student Conduct Office or Housing & Residential Education
- Becoming academically ineligible for the Program
- Alcohol abuse or misuse
- Violations of the Illegal Activity & Drug Use policy
- Violence, aggression, or sexual harassment
- Disruptive behavior

Program staff and administrators reserve the right to consult with other offices on campus regarding dismissals. If you are dismissed from your Program, you will be referred to the University [Office of the Dean of Students](#) for follow up. If the dismissal occurs while you are abroad, you are not entitled to a judicial hearing before returning to campus.

## Travel Logistics

### Passports & Entry Requirements

You must have a passport in order to participate in a Program. Passport fees, deadlines, and application processes are not controlled by the University of Utah and are subject to change at any time. Your passport must be valid for at least six months beyond your expected return date, must not be damaged, must be signed in the appropriate place, and must have blank spaces for immigration stamps. Ensure that your passport meets the required passport criteria.

If you can't participate in your Program due to failure to obtain a fully valid passport, you will be subject to the Withdrawal & Dismissal Penalty Policy.

You must have a passport before you apply for a visa. If you need a visa, you should apply for or renew your passport immediately. Visa processing can take several weeks or months.

### Visa

It is your responsibility to determine if you need a visa and to acquire the appropriate visa. The University of Utah does not obtain a visa for you. The University of Utah is not responsible for establishing visa requirements or granting student visas. Visa requirements, fees, procedures, and required documentation are established and enforced by the host country. Final decisions on whether or not a visa is granted are made by the government of the country you are visiting. Requirements, fees, and

processes are subject to change at any time. Contact the embassy or consulate of the country that you will visit.

If you can't participate in your Program due to failure to obtain a fully valid visa, you will be subject to the Withdrawal & Dismissal Penalty Policy. You are responsible for any expenses incurred as a result of visa and entry requirement issues.

In some instances you are required to temporarily surrender your passport in order to obtain a visa for your host country. If you have scheduled any independent, international travel before your Program, you are responsible for ensuring you acquire a visa for your Program prior to your independent travel.

## **Non-U.S. Citizens Travelers**

Students who are not U.S. citizens or will not be traveling with a U.S. passport may need to take extra caution when planning for a Program. Before applying, we recommend that you consider the following:

- Ensure your passport meets the established criteria for travel
- Determine if you need a visa to enter the host country
- Determine if you need to demonstrate that you can re-enter the United States
- Determine any necessary steps you need to complete related to your U.S. visa by contacting [ISSS](#)
- Determine if you need to acquire a different form of ID if you need to submit your passport with the consulate or embassy

## **Changes to Program Activities, Course Offerings, and Itineraries**

The University of Utah makes every attempt to implement Programs as planned. However, there may be unanticipated conditions that require us to change a Program's itinerary or planned activities. Such circumstances include, but are not limited to:

- Budget constraints
- Program enrollments
- Weather
- Safety or health concerns
- Conditions within the host country
- Changes in host organizations

The University will make every effort to avoid these situations. In the event that changes are unavoidable, we will transparently communicate them to you in a timely manner. If a change must be made to planned activities, course offerings, or itineraries, we will make every reasonable effort to provide an equal or comparable experience for you. If the University determines that the goals of the Program are sufficiently satisfied through the available alternatives, no requests for refunds will be considered.

## **Flights & Luggage**

Unless flights are covered in the Billable Program Cost, the University will not reimburse you for costs associated with flights if the Program is cancelled. If you have concerns about flight cancellations or Program withdrawals, you should purchase trip insurance.

Do not purchase your flight until you are committed to your Program and have received confirmation that your Program is running. Before purchasing a flight, obtain the following information from your Program:

- Arrival airport
- Recommend flight itinerary
- Arrival and departure dates
- Group meet-up location if applicable
- Housing check-in steps

Most airlines impose restrictions on luggage weight and size, and many charge fees for checked luggage. For details on luggage restrictions, contact your airline

## **Flight Delays and Cancellations**

If your flight is delayed or cancelled, communicate changes to your Faculty Director, Host Institution, Affiliate, and relevant Program Staff.

The University has no control over flight delays or cancellations. Costs and arrangements related to delays or cancellations are your responsibility including transportation, extra lodging, food, etc. If you arrive late for your Program, you will not be reimbursed for any missed activities and Faculty are not obligated to let you make up missed work or assignments.

The University international insurance policy (CISI) may provide some financial assistance for trip disruption or delays depending on the circumstances. Refer to the CISI policy for more information.



## **Independent Travel**

Independent travel is defined as any personal travel or activity that is not an official part of your Program. If you are planning any independent travel, notify the relevant Program Staff, especially if you are leaving your host city. Independent travel is at your own expense and cannot conflict with the attendance policy.

The University of Utah is not responsible for independent travel, will not review or monitor your independent travel plans, and will not provide supplemental information or recommendations related to independent travel.

## **Dependent and Non-Participant Travel with Learning Abroad Programs**

The University of Utah invites dependents over the age of 18 to participate in Programs. Dependents can apply in two ways:

1. Dependents currently attending the University of Utah can apply to the Program as regular participants.
2. If your Program accepts non-U of U applicants, dependents who do not attend the University can apply as well. Non-U of U applicants need to follow the non-U of U application steps.

All Programs are formal, academic activities, and dependents are considered full participants of the Program.

- Your dependents must meet the eligibility requirements for the Program.
- They enroll in courses, attend lectures, go on field trips, live in Program housing, share group meals, and receive a grade for the courses that they take.
- They are held to the same standards as any other participant on the Program, including financial obligations.
- Family housing is not available on all Programs.

Individuals who do not meet these criteria cannot participate in the Program. As non-participants, they are prohibited from using any services associated with the Program such as, but not limited to, meals, housing facilities, classes, lectures, field trips, transportation, etc.

Non-participants are welcome to visit you outside of the official Program dates. If non-participants disrupt the Program, you may be dismissed from your Program

and will be subject to the [Withdrawal & Dismissal Penalties Policy](#). You may also be subject to disciplinary action with the University of Utah Student Conduct Office. In the event of an emergency, the University is not obligated to provide support for non-participant travelers.

## Program Housing

If housing is part of the Billable Program Costs	If housing is part of the Non-billable Program Costs
<ul style="list-style-type: none"><li>● You are required to stay in Program housing.</li><li>● Some Programs allow you to choose between housing options. After you choose your housing, you may not be able to change it. If changes are made to your housing, you may incur additional costs and fees.</li><li>● You will have access to the housing facility during the official Program dates.</li></ul>	<ul style="list-style-type: none"><li>● If housing is available through your Program, you are required to stay in Program housing.</li><li>● Contact relevant Program staff for information on housing options.</li><li>● You are subject to rules, application and payment processes, refund schedules, timelines, and terms of the housing provider.</li><li>● If housing is not available through your Program, see the information for Independent Housing</li></ul>

The University makes every effort to provide gender inclusive housing options. Students who need accommodation due to gender identity and expression should contact their relevant Program Staff for assistance. In some situations gender inclusive housing may not be possible due to housing facilities regulations or country laws.

You are subject to the rules and regulations of your housing facilities. Some facilities enforce curfews, gender restricted areas, and noise regulations. Any property damages or fines that you incur during your Program are your responsibility. Charges for damages or unpaid bills that are forwarded to the University will be charged to your student account. Failure to pay these debts can result in a hold on your University account.

The University does not make housing reservations for independent travel. If you arrive early or stay later than your housing facility allows, it is your responsibility to make extra reservations and pay for those accommodations.

## **Host Families**

When staying with a host family, remember you are a guest in the family's home and a representative of the University of Utah. You must be respectful of any family rules, customs, and practices.

As such, be honest when filling out any housing questionnaires since host families are assigned based on the information you provide. Preferences that aren't listed will not be accommodated. For example, if you are not comfortable with small children or pets, indicate this on your housing form. Other common preferences include specific medical needs, allergies, or dietary restrictions. Keep in mind that In some cases, you won't receive information about your host family in advance.

## **Independent Housing**

If housing is available through your Program or included in the Billable Program Cost, you are required to use Program housing. If housing is not available through your Program, it is your responsibility to identify, contract, and pay for onsite housing. You should expect to independently make these arrangements and fulfill your rental obligations. The University is not responsible for helping students acquire independent housing. As you make arrangements, it is your responsibility to do the following:

- Negotiate with landlords or rental companies
- Use the off-campus housing office through Program (if available)
- Understand and meet the terms of the lease
- Verify that the neighborhood is safe and that all doors and windows lock
- Ensure that the facility is clean and meets minimum health standards
- Verify that maintenance is available and free of charge
- Know how to pay rent, utilities, and taxes (if applicable)
- Insure the property appropriately

Keep in mind that these recommendations and action steps are not exhaustive. If you are not comfortable making arrangements for independent housing, contact your relevant Program Staff.

# Academics

## Expectations

You must be a University of Utah student and be able to earn credit in order to participate in a Program.

## Attendance

Attendance is required at all classes, activities, excursions, lectures, and Program activities. You will not be excused from Program activities for independent travel. To avoid scheduling conflicts, contact your Faculty Director, Affiliate, or Host Institution or relevant Program Staff before making travel arrangements.

## Academic Integrity

During your Program, you are subject to the U's policies governing academic integrity. These policies are found in the [Student Code](#). Violations of this code, including but not limited to cheating and plagiarism, can result in immediate dismissal from your Program, failing grades, or a permanent citation on your academic record.

If you are attending a Program associated with a Host Institution, Affiliate, or other organization, you will also be subject to their academic policies.

## Minimum Credit Enrollment

All Programs are academic activities. You must enroll in the minimum number of credit hours for your Program. Minimum enrollment does not guarantee access to financial aid or scholarships. Contact the [Office of Scholarships and Financial Aid](#) for more information. Minimum enrollments are defined below.

### Faculty-Led, Eccles Global

- Students must enroll in the program courses
- Minimum enrollment depends on the course options for your program

### Exchanges & Affiliates

- Fall Semester: 12 credit hours (full-time status)
- Spring Semester: 12 credit hours (full-time status)

- Summer: 1 credit hour

### **U Asia Campus**

- Learning Abroad counts toward the overall 90 credits that you must take at the Utah Asia Campus. It does not count toward the 2 semesters that you must spend at the Salt Lake Campus. Schedule an appointment with us before opening an application.

### **Hinckley Global internship**

- Students must enroll in the program courses
- Minimum enrollment depends on the course options for your program

## **Withdrawing From Courses**

Before you decide to withdraw from a course while abroad, you are required to contact Learning Abroad (Faculty-Led, Exchange, Affiliate Programs), Eccles Global, or Hinckley Global Internships to discuss this possibility. We recommend you also contact the Office of Scholarships and Financial Aid to determine how withdrawing may impact your financial aid and scholarships.

## **Graduating Seniors**

If you are planning to graduate but still want to participate in a Program, you have two options:

1. Delay graduation (recommended): You may still walk in a graduation ceremony but delay graduation. You will not be able to graduate until your grades have been added to your U of U record. Therefore, you must delay graduation until the term of your Program abroad (Faculty-Led or Asia Campus) or the term after your Program abroad (Affiliate or Exchange). If you delay graduation, you will remain eligible for Office for Global Engagement scholarships and other funding opportunities. This is the only option for Affiliate, Exchange, or Asia Campus Programs.
2. Enroll as a non-degree seeking student: If you want to participate in a Faculty-Led Program, you may choose to graduate as planned and enroll as a non-degree seeking student for your intended term abroad. This requires completing an additional application and paying an additional fee to Admissions.

## **Programs Earning U of U Credit**

- You will enroll in courses through CIS. Program courses do not appear on the regular University class schedule. Special instructions for course registration will be available in the Documents section in your application during the post-decision phase.
- Grades will be available through CIS after the end of the term. These will be factored into your cumulative GPA and appear on your permanent transcript.
- Students participating in TATE Programs should contact their instructor for course, grading, and registration information.

## **Programs Earning Transfer Credit**

- You will enroll in courses through your Affiliate or Host Institution. Learning Abroad will enroll you in Placeholder Courses at the University of Utah.
- The course registration process will vary. Contact your Affiliate for information on enrolling in courses for your Program.
- You may need to complete course prerequisites. Course prerequisites are determined by the Host Institution or Affiliate.
- The grades you earn will not appear on your U of U transcript and will not be factored into your U of U cumulative GPA. They will be factored into your external GPA. Your external GPA does not appear on your U of U transcript, but does appear in your Degree Audit.
- There are limits on the number of transfer credits that you can apply toward your degree. If you have already transferred credits from another institution, contact your academic advisor to determine if your courses will count toward your degree.

## **Placeholder Courses**

Learning Abroad uses placeholder courses when you participate in an approved Exchange or Affiliate program that earns transfer credit. We enroll you in a 0 credit U of U placeholder course for the term you are abroad to “hold” your place here at the U. Placeholder courses do not apply to Faculty-Led, Eccles Global, Hinckley Global Internships, U Asia Campus, and other types of University-sponsored programs that earn U of U credit. If you plan to participate in a non-approved Program, you will not be assigned placeholder courses.

Learning Abroad uses placeholder courses for the following purposes:

- Signal that you are approved to participate in a Learning Abroad Program

- Communicate the number of credit hours you are enrolled in during your Program to various offices on campus, such as the Office of Scholarships & Financial Aid
- Indicate you have an active enrollment status at the U
- Provide a permanent record on your transcript that you participated in a Learning Abroad Program

Placeholder courses are all titled "Learning Abroad Experience" and will appear on your record as follows:

- ABRD 1001 through ABRD 1012 for Exchange programs
- ABRD 2001 through ABRD 2012 for Affiliate programs

Even though a placeholder course carries 0 credits, it still communicates to various U of U offices the total number of credit hours you are enrolled in during your Learning Abroad Program. For example, ABRD 1006 signals you enrolled in 6 credits in your Program and ABRD 1012 signals you enrolled in 12 credits. ABRD 1003 and ABRD 1012 signals you enrolled in 15 credits and that you are also enrolled full-time.

After you complete your Program, Learning Abroad will receive your transcript and provide it to International Admissions. International Admissions will refer to the Course Approvals section in your Learning Abroad application for course equivalencies when evaluating your transcript for credit and grade conversion. Note that International Admissions determines the final evaluation of transfer credit. In some circumstances, the final number of credits that transfer may differ from the original placeholder course designation.

Before you depart for your Program, Learning Abroad will ask you to indicate the total number of credits in which you intend to enroll. If your total number of credits changes at any point, you are responsible for communicating this information to Learning Abroad because it can affect your eligibility for and disbursement of financial aid and scholarships.

## **Pre-approving Transfer Credit**

If you are earning transfer credit, submit course approval requests in the Course Approval section of your application. Full step-by-step instructions are found there. When you submit your course requests, they will be routed to the appropriate department reviewer. It can take up to 6 weeks for final decisions to be made.

Approving your Learning Abroad courses is important for the following reasons:

- Identifies which courses you will take abroad



- Clarifies if these courses fulfill U of U requirements
- Determines if you will earn credit
- Is a necessary step for placeholder courses to be added to your record.

All courses you plan to take on your Program should be approved by the pre-decision deadline and you must meet the following Course Approval requirements:

- For semester-long programs you need to approve a minimum of the equivalent of 12 U of U credits
- For year-long programs you need to approve a minimum of the equivalent of 24 U of U credits
- For summer programs you need to approve a minimum of the equivalent of 1 U of U credit

You are responsible for ensuring the number of credits you approve and take on your Program meet any financial aid and/or scholarship requirements. Financial Aid and/or scholarships can only be disbursed once you've met the Course Approval requirements listed above. Failure to approve courses can affect your financial aid and/or scholarship awards for the term you are abroad.

If you do not meet the Course Approval requirements listed above, you will lose active status at the University of Utah.

When selecting your courses, be aware of the following:

- Course descriptions, class schedules, and syllabi may not be posted online.
- Pre-approve a few extra classes. This gives you flexibility if your class schedule changes.
- If you decide to take a class that wasn't approved, ensure you submit a course approval request ASAP and contact your academic advisor and Learning Abroad Coordinator.
- Make sure that you meet any course prerequisites.
- Credit hours are calculated differently abroad. Be sure that you enroll in the minimum U credits for your Program.

## **Transcripts**

The Office of Admissions evaluates your transcript, but does not determine whether that credit can be applied towards degree requirements or count as upper division credit. These decisions are made by academic departments.

Be aware that your transcripts from your Program can take up to a semester to arrive (and up to 6 weeks to process). Make arrangements in advance for situations where you might need an official transcript, such as:

- Graduation Requirements
- Job Application or Interview
- Graduate or Professional School Applications

## **Delays in Transfer Credit Evaluation**

If you earned transfer credit on your Program, there may be a delay in receiving your transcript. If you intend to receive federal financial aid after your return from your program, the delay in posting your transfer credit could interfere with your ability to receive financial aid in the semester following your time abroad. To avoid this complication, communicate the situation to the University Office of Scholarships and Financial Aid.

## **International Requirement**

If you earn at least 3 credit hours on your Program, the course automatically satisfies the IR requirement. The IR credit will appear in your Degree Audit after your Program is completed or after transcripts are received for any transfer credits that you earn.

## **Academic Appeals**

### **U of U Credit**

Refer to the Student Handbook on the Office of the Registrar's website for information on appealing grades on a program where you earned U of U credit.

### **Transfer Credit**

You will need to appeal the grade through the processes and procedures of your h=Host Institution or Affiliate. These processes and the ability to appeal a grade vary. The University of Utah cannot change a grade earned at a Host Institution or Affiliate. Learning Abroad and the University of Utah cannot pass judgement on appeals pertaining to transfer credit. Contact your Host Institution or Affiliate for information about the appeal process.

## **Health, Safety and Wellbeing**

## Personal Health Information & Disclosure

You must complete the Travel Health Questionnaire and the [Office for Global Engagement Health Clearance Form](#) by the post-decision deadline in your application.

Health information will not be considered as part of the admissions decision for your Program. If you are accepted to the Program, this information is made available in a confidential manner to the individuals and organizations facilitating the Program. During an emergency, this is a primary source of information for the University when assisting you.

## International Medical and Security Evacuation Insurance

The University's international insurance is mandatory for all Program participants. The insurance policy is provided through [Cultural Insurance Services International \(CISI\)](#). Among other benefits, the policy includes coverage for medical evacuation, repatriation of remains, and evacuation support in the event of a natural disaster or political upheaval. Detailed information about the policy is available in CISI's on-line portal or in the [policy brochure](#). Note the following:

- You will automatically be registered for this coverage approximately 3 weeks before departure.
- An email with instructions and login information to the CISI Portal will be sent to your Umail.
- The cost of this policy is covered by the University of Utah
- The policy covers the official Program dates. You can extend the policy to cover independent travel outside of your Program dates. It is your responsibility to secure and pay for policy extensions.
- Coverage is available for dependents and can be purchased through CISI.

Instructions for using the CISI policy and important contact information are found in your CISI Portal. CISI may be able to pay for medical expenses up front. If you pay for service out-of-pocket (most common scenario), you will need to submit a claim to CISI. CISI works with AXA Assistance to provide 24/7 referrals and support to travelers.

For more information, review [FAQs](#) on the Office of Global Engagement's website.

## **Safety Policy**

The health and safety of students abroad is a top priority for the University. The University of Utah diligently works to mitigate known risks and cancel programs where risks are unacceptable. We take many precautionary steps to increase safety during our programs, including:

- Provide a 24-hour 7 days a week emergency phone line
- Provide comprehensive international medical and security evacuation insurance
- Provide comprehensive pre-departure orientations for outgoing students
- Conduct safety, security, and health assessments of programs

Students must recognize that many risks—such as natural disasters, political unrest, crime, transportation accidents, poor personal decision making, etc.—are not predictable in advance.

When considering the safety conditions in host countries, the University maintains vigilance with respect to State Department Travel Advisories. While we do not make decisions regarding the safety of particular locations based solely on these advisories, we do consider them very carefully among a variety of other factors.

We encourage all students to review any [Travel Advisories](#) for their destinations when selecting a Program. The establishment of an advisory does not necessarily indicate that all travel to a particular destination is unsafe. For instance, some advisories may not clearly specify a recommendation that U.S. citizens should avoid unnecessary travel to a given country; others may be limited to specific locations within a particular country. In the latter case, students are expected to avoid areas specifically mentioned in such advisories and avoid unnecessary risk at all cost.

To ensure that all appropriate factors are considered with respect to State Department travel advisories, students traveling to locations with Level 3 and 4 Advisories in effect are subject to approval by the University and are expected to abide by instructions given by the relevant Program Staff with respect to these warnings.

## **AlertTraveler**

AlertTraveler offers a world of up-to-date country and city travel intelligence in your pocket. It also provides several different services such as a "check-in" push notification that allows Learning Abroad and relevant Program Staff to communicate quickly with you. The main services include:

- Timely alerts based on your GPS location, travel itinerary, and by creating opt-in subscriptions.
- Emergency assistance: The SOS button offers a menu of emergency numbers for your current GPS location.
- Check-in requests that you can respond to, right through the app.

Check out the following [short video](#) to learn more about AlertTraveler. Before you depart for your program, you will be required to download AlertTraveler to your phone and activate it.

## Embassy Registration

Learning Abroad highly recommends students enroll in the Smart Traveler Enrollment Program (STEP) sponsored by the U.S. Department of State. Once your registration is completed, you may begin receiving notifications from the local U.S. Embassy or Consulate to your Umail. The benefits of enrolling in STEP include up-to-date advisories for your destination, help in the event of an emergency, and assistance replacing lost or stolen passports. Non-US citizens should contact the embassy of their home country in the host country to inquire about embassy registration.

## 24/7 Emergency Phone Number

The University has established a 24/7 emergency hotline for students participating in our Programs: **801-585-2677**. When you call this number, you will be connected with the University Police. University Police will connect you with the Senior International Officer at the University of Utah.

## Logistics

### Students Seeking Resident Status

Students trying to obtain resident status can participate in approved Programs without penalty. To prove that you are participating in an approved Program, you must request a letter from Learning Abroad. It is your responsibility to determine steps, processes, and requirements by working with Admissions. For further information, contact Admissions at [residency@sa.utah.edu](mailto:residency@sa.utah.edu).

## Access to Campus Services

Participating in a Program impacts your access to campus services. Examples of campus services include, but are not limited to, the Student Life Center, TRAX passes, libraries, student clubs, the MUSS, etc. Please visit <https://ucard.utah.edu/> for more information.

- **Fall or Spring Semester, Calendar Year, Full Year, and Summer Programs:** You cannot access UCard benefits and regular campus services during the term(s) of your Program.
- **Spring and Fall Break Programs:** You can access UCard benefits and regular campus services.

## Non-Approved Programs

While we encourage you to participate in an approved Program, we recognize that you may be interested in a non-approved Program outside of what we offer. If you are interested in a non-approved Learning Abroad program, note the following:

- Learning Abroad does not advise on non-approved programs. You should work directly with whoever administers your Program to ensure you complete all steps related to learning abroad (application, visa, housing, billing, etc). Because there are often many steps and processes to complete, we recommend participating in one of our programs so you take advantage of our expertise and can work directly with our team.
- We do not provide guidance on visa processes. You will be responsible for determining the necessary steps and documentation for obtaining a visa.
- We highly encourage all students participating in non-approved Programs to complete the Travel Registry and enroll in international health insurance through our provider CISI. You can review more information about this and complete those steps on the Office for Global Engagement website [here](#).
- You are not eligible for [Learning Abroad scholarships](#).
- If you are looking to use financial aid and U of U scholarships towards your program, review the [following information](#). Financial aid and scholarships may not be available for study at foreign institutions or programs that are not approved by Learning Abroad.
- If you currently receive any Financial Aid and/or Scholarships, we recommend that you speak with the Office of Financial Aid and Scholarships to determine implications and steps when participating in a non-approved program. You are responsible for complying with all scholarship and financial aid requirements for scholarships you currently receive.

- You will need to take a [leave of absence](#) from the University of Utah during your non-approved program if it occurs during the fall or spring semesters.
- If your external program requires you to have approval from Learning Abroad, contact Rick Batchelor at [rick.batchelor@utah.edu](mailto:rick.batchelor@utah.edu). Oftentimes, this requirement can be waived.
- You are responsible for coordinating credit transfer for your program. Additionally, determine if the Program you will be participating in is accredited by contacting the Office of International Admissions.