



**UNG** | UNIVERSITY of  
NORTH GEORGIA™  
CENTER FOR GLOBAL ENGAGEMENT

FACULTY HANDBOOK  
FOR FACULTY LED  
STUDY ABROAD PROGRAMS



The Center for Global Engagement has created this handbook to serve as a resource for UNG-sponsored study abroad program directors. Many of the documents referenced in this handbook can be found on the Center for Global Engagement website [ung.edu/cge](http://ung.edu/cge) on the left side menu under "Faculty & Staff Resources."

The Center for Global Engagement is happy to address any questions or concerns you may have regarding the content in this handbook or your role and responsibility as a program director.

This guide is designed to be printed by program directors and may not meet all accessibility standards.

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please email the Center for Global Engagement at [global@ung.edu](mailto:global@ung.edu) or call 706.867.2858.

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*Revised September 2023 by the CGE staff. The following resources were also used in compiling this handbook: multiple sections of the NAFSA website (nafsa.org), the 2012-2013 University of Northern Iowa Handbook for Short-term Instructor-led Study Abroad Program, and the Guide to Successful Short-Term Programs Abroad edited by Sarah E. Spencer and Kathy Tuma.*

## PRE-DEPARTURE

### One year

- Apply and Attend Study Abroad/Study Away Academy
- Contact the CGE – obtain the Site Visit Form and Program Director Handbook
- Determine program feasibility
- Confirm institutional support
- Draft marketing plan

### 8-10 months

- Submit budget and/or program proposal
- Obtain program approval

### 6-8 months

- Submit program brochure information
- Market and recruit student participants
- Attend UNG Study Abroad fairs

### 3-4 months

- Confirm final participation number
- Finalize pending payments
- Complete faculty travel authorization
- Attend New Program Directors Orientation
- Conduct a pre-departure orientation with CGE's assistance

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## WHILE ABROAD

- On-site orientation
- Monitor student experience
- Administer coursework
- Prepare students for re-entry

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## AFTER RE-ENTRY

### 2-4 weeks

- Submit completed travel expense statement to the CGE
- Submit grades and/or grade change form to the Registrar
- Submit completed Clery Form
- Conduct a program evaluation review in conjunction with the CGE

### 1-1.5 months

- Conduct a re-entry workshop in conjunction with the CGE

# ROLES AND RESPONSIBILITIES

## THE PROGRAM DIRECTOR

Program directors facilitate and oversee student participation in short-term study abroad programs; they must plan, carry-out, and manage the course of the study abroad program. Responsibilities of the program director include, but are not limited to the following:

### Create

- A vision and mission for the program
- A program proposal to be approved
- A budget that you will help manage
- A Risk Management Plan
- A recruitment and selection strategy

### Attend

- Program director orientations
- Study abroad fairs
- Study abroad info-sessions

### Plan

- A student pre-departure orientation with help from your study abroad advisor
- An on-ground orientation and re-entry workshop
- To stay in contact with your program participants before and during the program
- To stay in contact with the CGE throughout the process

### Provide

- Program participants and your study abroad advisor with a program itinerary
- Program participants with expectations and consequences regarding academics and appropriate behavior
- Program participants with emergency preparedness while abroad
- Support and conflict resolution for program participants and any issues that arise
- Invoices to study abroad advisors in a timely manner

## THE CENTER FOR GLOBAL ENGAGEMENT

One of the functions of the CGE is overseeing faculty-led, short-term study abroad programs offered through the University of North Georgia. The CGE acts as a partner to the program director throughout the entire process. Responsibilities of the CGE include, but are not limited to the following:

### Provide

- Program director resources including program proposal and budget forms

### Prepare

- Students by advising on program details and scholarships
- Online application and program brochure with input from the program director

### Collect

- Student applications via online Terra Dotta system
- Student documentation as part of the application process (such as passport copies, course forms, ect.)
- 

### Monitor

- Student application status and payments

### Assist

- By making program-related payments to service providers (hotels/hostels, tour companies, travel agent, etc.)
- Program directors with retrieving student documents from Terra Dotta

# ROLES AND RESPONSIBILITIES

## THE STUDENT

Program directors and students on UNG Study Abroad programs serve as representatives of the University of North Georgia. Students are expected to conduct themselves in a manner befitting this role. The student is expected to do the following:

### Comply

- With the UNG Student Code of Conduct
- With all appropriate requests and directives of the program director and study abroad advisor
- Comply with all of the host country's laws and regulations

### Complete

- All required materials and payments listed in Terra Dotta
- Any required course work before, during, and after the program

### Attend

- All orientations and meetings
- All scheduled program events

### Communicate

- With the program director about any side travel plans
- Any safety or health-related issues to the program director or study abroad advisor

### Prepare

- For travel to and from the airport on the day of departure and return
- For your experience by becoming familiar with the culture(s) in which the program takes place
- By bringing an open mind and respectful attitude toward the culture of the host country
- To assume responsibility for your own health and safety during your time abroad

# PRE-DEPARTURE

## PROGRAM APPROVAL

### 1. ASSESSING INTEREST

Before selecting a program site and starting work on program development, it is important to assess the amount of interest among the student population. There are clear patterns of student preference, with destinations in Western Europe by far the most popular. Promoting a program in a geographic or academic area without an existing core of interest is difficult. Through aggressive marketing, it is possible to develop student interest. Please keep in mind that a determined effort and significant preparation time will be necessary. Some methods of assessing interest include:

- Gathering evidence from the appropriate departments on the number of students enrolling in classes in the subject or major area of study.
- Determining whether similar programs have been offered at University of North Georgia or the University System of Georgia. Contact the Directors of such programs to determine the enrollment history and any problems encountered.
- Surveying students formally or informally for interest.

### 2. SITE SELECTION

The most common reasons for choosing a program site involve academic interests and contact. A contact at an institution, however, is not reason enough to launch a study abroad program. Consider the following questions:

- Is there a valid reason for taking a group of students to a particular site? Will the environment contribute something to the program's course offerings?

- Will the site compete with any existing University of North Georgia or University System of Georgia programs?
- Does the city offer enough sites to occupy and enrich students' free time? Ideally, the city will provide convenient access to other sites of interest so that students may visit nearby cities during their free time.
- What is the cost of living? Sometimes staying in large cities is much more expensive for students than staying in small to medium size places. Also, some countries are extremely expensive compared to the U.S. and excessive costs will deter students from participating. It is important that the program director makes the students aware of the exchange rate and whether or not it is comparable to the U.S. rate.
- Will the city host a major event, such as the Soccer World Cup or the Olympics? This would probably increase the cost of the program due to the difficulties in securing housing and transportation and would certainly make it more difficult for students to explore the local culture.
- Are Americans welcome in the host city/country? The city need not roll out the red carpet, but if the locals harbor a significant grievance that manifests itself when dealing with Americans, the students will be unhappy and will not be able to move beyond the hostility to learn objectively about the host culture.
- Is the region stable enough to ensure the safety of the students? If a politically or otherwise volatile region is chosen for the site, extra attention must be paid to safety concerns. For the most current information regarding safety and security abroad, program directors should visit the Department of State – International Travel section - <https://travel.state.gov/content/travel/en/international-travel.html>

## 2.1 Site Visit

A visit to evaluate the study abroad site is encouraged for all University of North Georgia sponsored study abroad programs. The program director should document the visit and submit a report to the CGE Director. The site visit report should include the following information:

- Detailed description of destination; geographical location, political situation, etc.
- Detailed description of local partner institutions
- Detailed description of teaching facilities
- Detailed description of living arrangements
- Identify accessible centers for mental and physical health care, and provide contact information
- Describe possible logistical arrangements, and identify challenges
- Identify potential risks to students, faculty, and staff

For a detailed site visit guide, please see the Site Visit Guide found on the [CGE website](#).

## 3. COURSE DEVELOPMENT

Program directors must be especially vigilant in the area of academic integrity. The reputation of all study abroad programs can be diminished by the practices of any program that does not keep academic integrity as a top priority. Some of the issues that must be considered while developing a program follow:

- Courses taught abroad should have the same number of contact hours as on-campus courses. If a program's duration is only 5 weeks rather than 15 weeks of a regular semester, students will have to attend courses three times as often as on campus. Such programs are intensive and students do not perform well if overburdened; therefore, program directors should be careful not to include more courses than reasonable in relation to the length of the program. Also, most students will want to see some sites in and around the host city. This factor should be considered in calculating the number of credit hours students will be allowed to take.
- Standard course hours taught directly by the faculty or instructor count as 1:1
- Best practices dictate that cultural excursions and activities (including company/site visits and service learning) should count as somewhere between 2:1 and 3:1 depending on the quality/intensity of content and the qualifications of the person delivering the content. Be aware that 2:1 could be too generous and may create too much free time on an otherwise structured program.
- For programs shorter than the normal 15-week semester, program directors are advised to give students a course syllabus, required reading list, and a first homework assignment prior to departure, so they can prepare in advance.

## 4. PROGRAM APPROVAL

The Board of Regents requires annual approval for all study abroad programs. A new study abroad program will need to submit both a complete proposal and budget to the CGE. After initial program approval, if no significant changes are made, a renewal proposal along with an updated budget will need to be submitted. If significant changes are made, a new complete proposal and budget must be submitted for approval. All programs, whether renewing or new, will need a current [Travel Authorization Form](#) attached with detailed itineraries. The CGE will maintain all program proposals and budgets on file. Program Proposal instructions and forms can be found on the [CGE Website](#).

The procedures for obtaining program approval require a faculty member (program director) to prepare a formal proposal. The proposal must provide the following information:

- Purpose of the program
- Course description: number of credit hours and contact hours, course title and number, course-related activities and excursions, and level (undergraduate or graduate)
- Minimum/maximum number of students and faculty
- Projected budget
- Program affiliations and in-country personnel
- Security and travel arrangements
- Countries and cities visited

# PRE-DEPARTURE

- Insurance and risk management information
- Deadlines for deposits/payments and registration
- Memorandum of Understanding (MOU) with the institution or organization abroad

In order to allow enough time for proposal reviews and recruiting for programs, please keep in mind the CGE deadlines for program approvals. Check the [CGE website](#) for current important dates and deadlines.

## 5. REVENUES AND EXPENSES

In order to obtain approval for a program, program directors must prepare an overall budget for the program which indicates all expected revenue and expenditures.

### TUITION & FEES

Students will be responsible for paying the following in addition to program costs:

- UNG tuition (which will vary depending on number of credits and tuition rate per student)
- UNG technology fee
- UNG institutional fee (when UNG is collecting this fee)

Other fees for students are waived.

The total tuition revenue for a specific program must be enough to cover faculty salary.

### PROGRAM FEES

Program fees include all expenses that the program will pay on behalf of the students which could include classroom rental, administrative costs on site (guest speakers, on-site staff, and international health insurance).

It is recommended that the current exchange rate should be used when calculating expenses. A program's budget must show that its revenues will be sufficient to cover all expenditures.

All study abroad programs must comply with the accounting procedures issued by the Board of Regents, approved by the Chancellor, and published by the University System Chief Fiscal Officer. A Departmental Sales & Services Account and a Tuition Account will be established by the University of North Georgia Comptroller Office at the request of the Center for Global Engagement.

The full Study Abroad Refund Policy can be found on the [CGE Website](#).

### FACULTY SALARIES & EXPENSES

In general, the total tuition revenue for a specific program must be enough to cover all faculty salary.

All study abroad accounts will be updated and reconciled by the CGE on a monthly basis utilizing Microsoft Excel and PeopleSoft. The reconciliation should provide verification that all revenues and expenditures were recorded on a timely manner to the correct accounts. Program directors may request verification of revenues and expenditures to CGE staff as needed. See section 21.0 of the BOR Business Procedures Manual for more information on Study Abroad Financial Management.

### TUITION ACCOUNT

Tuition fund expenditures are subject to all of the purchasing laws, rules, and regulations normally governing state funds. The total tuition revenue for a specific program must be enough to cover faculty salary.

## **DEPARTMENTAL SALES & SERVICES ACCOUNT (DS&S)**

DS&S fund expenditures are subject to all of the purchasing laws, rules, and regulations normally governing state funds. In general, all student-related expenses should be paid out of the DS&S account. See section 21.0 of the BOR Business Procedure Manual for more information on Study Abroad Financial Management.

### **5.1 Student Payments**

All student payments should be submitted online through Terra Dotta or at the Business Office with a deposit slip provided by CGE. Program directors should not take payments from students. The CGE does not take payment from students.

All accepted students will pay for their mandatory tuition & fees directly through their Banner account upon registration. The tuition money will be reflected into each program's tuition account and will be used to pay for program director's salary.

### **5.2 Payments for Program Invoices**

All requests for payments of invoices related to a study abroad program must be made through the CGE. The Study Abroad Advisor will be in charge of processing all payment requests.

**Requests can take up to 20 business days to process, so please submit the invoices in a timely manner.**

Requests for funds to be transferred to another bank for purposes of the trip must be submitted to the CGE at least 14 business days prior to the day the transfer is requested. The CGE and the Comptroller's Office will verify the request before

initiating the wire transfer process. Verification will consist of making certain all students have paid all charges. A reconciliation of the remaining funds will also be done before funds are transferred.

Cash advance requests must be submitted to the CGE at least 14 business days prior to departure. The cash advance can be picked up 3 business days before departure or direct deposited into your bank account.

## **6. INSURANCE FOR STUDENTS AND FACULTY**

The Board of Regents requires international health insurance for all faculty, staff, and students participating in a program abroad. Please check with the CGE for insurance provider, rates and coverage details.

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## **7. FAMILY POLICY**

Please note that if a person is the spouse, child, or guest of a faculty member or program director, he/she should not be treated as a participant. Therefore, his/her fees should not be channeled through UNG. Please contact CGE for additional information.

## TRAVEL ARRANGEMENTS

Group travel arrangements can be made through a travel agency or individual service vendors. i.e. hotel, bus, airline, etc. A group is typically designated as 10 or more travelers. Program Directors should contact the service providers for quotes and research the best travel alternatives. Keep in mind that group space should be booked at least six months in advance. If the group is traveling during peak months, it may be necessary to book even further ahead.

Please work closely with the CGE advisors as all group travel contracts will be managed by CGE.

## MARKETING & RECRUITING

It is critical that each program develop a marketing plan, start as early as possible, and use all means of communication.

Each program must use the pre-approved CGE Brochure format to develop a brochure/flyer, which should be distributed to students seeking preliminary information on the program. In addition to the information and pictures meant to draw students' attention, brochures and flyers must indicate the term and location of the program, the program fee, what it includes, the courses that will be offered, a contact person for further details, and a disclaimer that all information is subject to change.

The following are some methods of marketing that have produced positive results:

- **Flyers** posted around Campus in major buildings and dormitories with general program information or advertising informational meetings.
- **Information meetings** during meeting hours or in the evening when students are more likely to attend; reserve a room (especially if the program can recruit for different majors); discuss the program in detail as well as the host city and country. Be sure to bring along flyers and brochures to inform and entice students.
- **Informational Tables** can be placed in high-traffic areas during lunch time; bring information on the program and the country as well as maps, pictures and other attention-grabbing materials.
- **Classroom Appearances** are probably the most effective way to disseminate information to students; ask faculty to post flyers near their offices and to make an announcement in their classes; ask to give a short presentation on the program in their classes.
- **CGE Study Abroad Fair** is held at least once a year on the majority of UNG campuses. The CGE will invite you to host a table to talk with students about your program.
- **Social Media** is used to highlight student experiences as well as promote programs. Outlets include Instagram, Facebook, and Twitter.

## THE ONLINE APPLICATION

All students must complete an online study abroad application in TerraDotta. A comprehensive list of application requirements can be found on the [CGE Website](#).

### 1. APPLICATION TYPES

#### 1.1 Credit Bearing

Credit bearing study abroad programs are the most common type of short term program at UNG. Similar to a non-credit bearing program, a credit bearing program is approved by the faculty's department head, dean, the CGE director, and the Provost. The approval is based on the following criteria, but not limited to: academic and cultural integrity, logistics, sustainability, and finances. Academic content issues must be considered; they include learning objectives, readings, and methods of evaluation. These content issues can be addressed in the program proposal or course syllabi.

#### 1.2 Non-Credit Bearing

Non-credit bearing study abroad programs include experiences that are not associated with a particular course, and for which students do not receive University of North Georgia academic credit. When proposing this type of program, it is important to keep in mind that the international dimension must be relevant to the department's academic mission. While the program itself is academically relevant, students who choose to participate in such programs will not receive academic credit.

Non-credit bearing international program proposals should originate with faculty or staff and carry the endorsement of appropriate departmental and college administrators.

## 2. APPLICATION REVIEW

Students will submit their application to the CGE for initial review. After the initial review, the study abroad advisor will mark the applications ready for review and notify the program director. Program directors then will accept/deny/waitlist students into their programs. When the review is completed, the program director will notify the study abroad advisor. At that time, the study abroad advisor will change the student's application status to generate an acceptance or rejection letter.

### Disclaimer

University of North Georgia is committed to the full inclusion of individuals with disabilities and to the principle of individual rights and responsibilities. To that end, the policies and procedures of University of North Georgia reasonably ensure that a person with a disability is not, on the basis of that disability, denied full and equal access to and the enjoyment of academic programs and co-curricular activities or otherwise subjected to discrimination in such programs and activities.

Students with declared disabilities who are considering overseas studies should consult with the Coordinator of Disabilities Functions to review Sections IV and V of "Academic Program Access for Students with Disabilities," the official policy manual of University of North Georgia. They also should make sure that all their documents for obtaining services at the institution are current and complete. It is important to remember that other countries may not have an Act comparable to the American Disabilities Act.

## REGISTERING STUDENTS

Students will be enrolled in classes based on the Course Equivalency/Course Selection. The program director must guide transient students through the admissions process to not only the program, but also to the University of North Georgia. Following the completion of the Course Equivalency or Course Selection forms, the CGE will register students.

## WITHDRAWING/CANCELLATION

Students who wish to withdraw from a program will need to notify their CGE study abroad advisor. The student will be required to complete a Study Abroad Withdrawal Form in order to officially withdraw from the program.

If a student has made any payments, completion of a Student Vendor Authorization Form will also be required to process any student refunds. Please note: any payments made on the student's behalf (e.g. travel insurance, airfare, etc.) before withdrawal will not be refundable.

## RISK MANAGEMENT

### 1. STUDENT RISK AND LIABILITY AWARENESS

Students should be made aware of the potential risks associated with studying abroad. While University of North Georgia will make all reasonable efforts to ensure the safety of students involved in its study abroad programs, participating students and their parents must be aware that the institution cannot do any of the following:

- Guarantee the safety of participants.
- Assure that risk will not be greater than at home.
- Monitor the daily personal decisions, choices, and activities of individual participants.
- Stand in *loco parentis*.
- Prevent participants from engaging in illegal, dangerous, or unwise activities.
- Represent the interest of participants accused of illegal activities.
- Assume responsibility for the actions of persons not employed by or otherwise engaged by the institution.
- Assume responsibility for events that are beyond the control of the institution and its subcontractors.
- Assure that participants will only be accepted to sites that are appropriate to their personal limitations.
- Assume responsibility for situations which arise due to the failure of a participant to make full disclosure of pertinent information prior to departure.
- Assure the adherence to U.S. social norms of appropriate and acceptable behavior in matters between the sexes among diverse racial, cultural, and ethnic groups.
- Assure the adherence to the U.S. systems of due process and individual rights.

Additionally, students possess certain responsibilities that will not be assumed by University of North Georgia. These obligations include, but are not limited to, the following:

- Making available to the institution complete health, psychological, and any other information that will be useful in planning for the participant's study abroad experience.
- Assuming responsibility for the consequences of his/her own decisions and actions.
- Purchasing and maintaining appropriate insurance policies and abiding by the condition, if any, imposed by the carriers of such policies.
- Abiding by the student Code of Conduct provided by the institution.

See the Student Responsibilities section on page 8 for more information.

Student participants must inform their parents and/or guardians of the responsibilities listed below. These obligations include, but are not limited to, the following:

- Obtaining and evaluating safety information concerning the study abroad location.
- Providing counsel in the decision of a student to participate in a particular program.
- Engaging the participant in a thorough discussion of safety and behavior issues related to the program overseas.

A study abroad program must be carefully planned and implemented to prevent potential legal difficulties. In general, liability for an injury exists only where a "duty is owed." This means, in practical terms, that the preparation and execution of a study abroad program should accommodate all foreseeable risks reasonably within the control of the University and/or faculty member. The legal standard governing the behavior of a faculty member is to act in the manner of a "reasonable person" under the circumstances. Prior to departure, a plan must be formulated to deal with all known hazards. It is necessary that students are fully alerted about any risk and instructed on how to appropriately respond.

# PRE-DEPARTURE

A pre-departure orientation is mandatory in discharging UNG liability associated with study abroad. The same level of care is required while overseas; all reasonable steps must be taken to avert foreseeable risk and students should be notified about all possible threats to safety. Risk Management Policies and Procedures can be found on the my.ung.edu portal or the [CGE website](#).

## 2. EMERGENCY CONTACT INFORMATION

In the event of an emergency overseas, contact the Center for Global Engagement as soon as possible after handling any immediate health or safety issues. In most cases, when dialing from overseas, you will first dial 00 + 1 + area code + number. Before leaving the US, check the in-country dialing standards

### 24-Hour Emergency Number

**706-864-1500**

## ORIENTATION

Orientations help students prepare for the experience of going abroad and position them to reap the greatest benefits of the study abroad program. A pre-departure orientation is mandatory for any study abroad program operated by or through the university. Attendance is compulsory for students as a condition of participation in the program. The objectives of an orientation are the following:

- to discuss important logistical information, including passport and visa requirements, travel arrangements, communications, and financial aid;
- to explain the components of the program, including study and grading requirements;
- to create a forum to discuss expectations for the experience;
- to develop an inter-cultural and personal cultural awareness;
- to understand safety, security, and

healthcare issues abroad;

- to cultivate an understanding of the host country and its culture; and
- to assume responsibility for risks associated with study abroad.

Students require basic information about the process of going overseas.

## FINANCIAL AID

Financial aid is available to eligible students for participation in a University of North Georgia study abroad program. While there is no special financial aid for these programs, eligible students who receive HOPE grants, federal grants/loans, and other forms of aid administered by the Office of Financial Aid can use these funds towards participation in a study abroad program. The CGE requires that applicants meet with their financial aid advisor as part of their application process.

Most types of financial aid cannot be awarded until 10 business days before the first day of classes, and some aid cannot be disbursed until after University of North Georgia's new fiscal year. Thus, program directors should be prepared for students to ask for payment deferments. If and how much of payments can be deferred varies because of the different financial situations of each study abroad program. Each program manager should evaluate, based on available funds and on payment deadlines to airlines, institutions, hotels, etc., whether or not they will be able to defer any payments.

# WHILE ABROAD

## ORIENTATION

After arriving in the host country, it is mandatory that the program director hold an on-site orientation. This orientation plays a significant role in the success of the program, because it sets the tone for the remainder of the program. When preparing the agenda, you should consider the length of the program, the type of student, and the coursework. This is an ideal time to establish trust and clear lines of communication between the students and program director. It is important that they know how to contact you in the case of an emergency.

The orientation should cover the following topics:

- Arrival and Survival: housing location, how to call home, area maps
- General Information: program itinerary/calendar, money & banking, communication, health & safety, transportation
- Accommodations: describe housing type, local social norms and laws, host's expectations of the students, and confirm participants are satisfied with their housing arrangements

This orientation should be held on the day after arrival; this will allow the students to get settled in as well as help combat jet lag.

## RISK MANAGEMENT

All faculty and staff who work on-site must abide by the procedures outlined in the Emergency Response Protocol for Faculty-led Programs which can be found on the [CGE Website](#). The University of North Georgia prescribes a series of steps to be taken in the event of an emergency overseas. In case of emergency call UNG Public Safety at 706-854-1500.

## INCIDENT REPORT

In the event that a problem occurs with one of the program participants, program directors are required to inform the CGE and complete an incident report. This report will serve as a starting point for analyzing the situation and ensure that students receive the same disciplinary sanctions as

a student on campus. This report must accurately record the names of students involved, a full description of the incident, and what action was taken by the program director.

Incident Report Link: [https://cm.maxient.com/reportingform.phpUnivofNorthGeorgia&layout\\_id=32](https://cm.maxient.com/reportingform.phpUnivofNorthGeorgia&layout_id=32).

## COURSE DEVELOPMENT

Attendance records should be kept. Be vigilant in enforcing an attendance policy. A foreign environment has even more distractions and "reasons" for missing class.

# RE-ENTRY

## COURSE EVALUATION

All participants should complete an evaluation of the study abroad program. Evaluations help continuously improve programs, help ensure that the quality of all services and facilities remains high, and can be used in marketing for the following year(s).

For the highest rate of return, evaluations should be completed on the last day of class or on the last occasion that all students are together. Evaluations can be completed once students return to campus; however, return rates are normally very low in these circumstances.

If the program ends before grades are due, it is the program director's responsibility to submit students' grades. If the program has not ended before the date of grade submission, it is the program director's responsibility to contact the CGE and his/her department head so they can submit incompletes on the program director's behalf. After re-entry, the program director must submit the grade change form for each student to the registrar.

## RISK MANAGEMENT

### INCIDENT REPORT

If any [incident reports](#) were submitted while abroad, the program director must follow-up to find out the outcome for each case. Depending on the violation, students may have a hearing with the Student Council Board.

### CLERY REPORTING

#### What is the Clery Act?

Signed into law in 1990, the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, or the Clery Act, is a federal law that requires colleges and universities participating in federal student aid programs to produce an Annual Security Report (ASR) each year. The ASR discloses information about certain crimes that occur on or around campus, emergency notification information, safety resources available to our campus community, and how to report crimes at UNG. UNG's Annual Security Report can be found online at [go.ung.edu/clery](http://go.ung.edu/clery).

#### What is UNG obligated to do?

Report campus crime data; Support victims of violence; and, Publicly outline policies and procedures for campus safety.

## What is considered a Clery Act crime?

### Criminal Offenses:

- Murder & Non-Negligent Manslaughter
- Manslaughter by Negligence
- Sexual Assault (Rape, Fondling, Incest, Statutory Rape)
- Arson
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft

### Hate Crimes:

Any of the above listed offenses, and incidents of Larceny-Theft, Simple Assault, Intimidations or Destruction/Damage/Vandalism of Property, which were motivated by bias.

(Bias Categories – Disability, Ethnicity, Gender, Gender Identity, National Origin, Race, Religion, Sexual Orientation)

### Arrests and Referrals for Disciplinary Actions:

- Liquor Law Violations
- Drug Abuse Violations
- Weapons Law Violations

### Violence Against Women Act (VAWA) Offenses:

- Dating Violence
- Domestic Violence
- Stalking

## Does Clery Act apply to study abroad?

Yes, in locations “controlled” by UNG. That could mean hotels, classrooms, meeting areas, etc.

## What is a Campus Security Authority (CSA)?

Campus Security Authorities (CSAs) are individuals who, because of their responsibilities with the University, have an obligation under the Clery Act to share information about alleged crimes that are either reported to them in good faith and/or personally witnessed.

## What is the responsibility of the Study Abroad Program Director to report a Clery Act violation?

The Program Director or Faculty Advisor for Study Abroad Programs are considered CSAs. You should complete a CSA Incident Report Form through Maxient without delay. If you are unsure if an incident would be considered a Clery Act violation, always report. From there, the appropriate staff will make a decision if the incident is a Clery Act violation. If you have not already, please reach out to your Clery Coordinator, Clery@ung.edu, to complete your Campus Security Authority Training.

# REVENUES AND EXPENSES

## 1. FACULTY AND TRAVEL EXPENSES

Program directors are required to submit their completed study abroad Travel Expense Statement to the CGE within ten days of returning to the country. These statements must be submitted for expenses that will need to be reimbursed or to reconcile a cash advance. Program directors' expenses need to be paid and tracked separately from student expenses in order to accurately record all of the program directors' expenses on two separate Travel Expense Statements.

## 2. ACCOUNTING RECONCILIATION

The Business office will complete the reconciliation of accounts once all receipts for cash advances and wire transfers are turned in to the CGE.

The CGE, in conjunction with the Business Office, will reconcile both the tuition and agency accounts for all study abroad programs at the end of each program's cycle. Generally, for programs occurring during the summer and crossing-over fiscal years, an initial reconciliation will be done at the end of the fiscal year, and a final reconciliation will be done at the end of the program cycle.

## RE-ENTRY SESSION

Most students encounter “reverse” culture shock upon returning home. They have undergone a life-altering experience while everything at home has remained unchanged. Friends seem dull and immature. In some cases, particularly when a person has adjusted well to the host country, reverse culture shock may cause greater distress than the original culture shock.

The reason for reverse culture shock is quite simple: an individual is not the same person. The antidote is to become involved in things that keep expanding one's horizons. A reentry program can provide needed perspective and re-entry to the experience abroad by helping students readjust to American culture and campus life, reflect upon and articulate their experiences, assimilate and incorporate what they learned abroad into their on-going degree studies, and consider how they might build on what they have learned for post-graduate and career opportunities.

For short-term programs, particularly those where many aspects of the home campus (such as faculty and staff) are preserved in the program abroad, reverse culture shock is much different and milder, but still an important factor for some students. Therefore, if possible, attempts should be made to organize a meeting upon the group's return to campus. It should always include an opportunity for the participants to informally discuss their personal experiences. In particular, students should be encouraged to make friends with exchange students, talk to classes about the experiences, and think about how the experience affects their career plans. Program Directors can encourage students to participate in CGE's Re-entry Programming.