

LUTHER COLLEGE JANUARY TERM 2010 STUDY ABROAD

GENERAL INFORMATION, PHILOSOPHY, AND POLICIES

GENERAL INFORMATION

ELIGIBILITY, APPLICATION, AND REGISTRATION

Eligibility:

- All Luther students sophomore-senior standing may apply for Luther January Term study abroad courses.
- First-year students must enroll in on-campus J-term seminars and are not eligible.
- Non-Luther students may participate on a space-available basis only and will not be permitted to apply until after **October 1st**. Participation is for credit only (graded) and requires payment of course cost plus Luther tuition at the community rate. Luther does not advertise or encourage non-Luther student participation.

Application Periods:

- There are two application periods: **April 1st – 24th, September 2 – 25th**.
- Applications may be accepted after September 25th if space is available and if logistical details can be arranged.
- Decisions as to whether a course will be offered with the number of participants enrolled will be announced by **October 2nd**. A minimum of ten students is required for most courses.

Application Fee:

- The non-refundable \$100 application fee is due at time of acceptance; this fee is part of the total cost of the course and must be paid in cash or check, loan money cannot be used.
- Students accepted on or after **September 15th** must pay the \$100 non-refundable application fee and the \$750 course deposit due on September 15th.

Application Process:

- Application forms are available at the Study Abroad Office, 130 West Larsen, beginning **April 1st**.
- Course information is available on brochures and flyers at the Study Abroad office, at informational meetings held by Study Abroad staff or faculty leaders, and through visits with faculty leaders about the courses.
- Student obtains signature of academic advisor when he/she discusses the course with him/her.
- Students ask Luther faculty and non-faculty Luther staff if they will serve as referees.
- Completed application (without faculty leader's signature) is submitted to the Study Abroad staff during one of the two application periods listed above.
- The student signs the reference forms. Study Abroad staff forwards the application to the faculty leader and the reference forms to the referees.
- Students take the *verification of application form* from the Study Abroad Office to the faculty course leader (personally hand the form to the leader).
- (Students complete interview process and/or provide other additional information required by the faculty leader/s).

Selection Policy:

- The selection process is competitive for all courses. Application does not guarantee selection for any course.
- Individual faculty leaders set the prerequisites and selection criteria for their courses. Criteria may include, but are not limited to, class standing, major/minor, completion of a statement of purpose and/or interview. Students who do not meet all prerequisites and criteria set for the course will be denied acceptance.
- The instructor accepts students to the course; acceptance is conditional until academic and disciplinary records have been checked at the time of application and again in late fall. Students on academic and/or disciplinary probation may be denied participation in the course.
- Please note that the completed and signed application is considered binding. Cancellations must be submitted in writing to Mark Lund, Terry Uhlenhake, Yarrow Pasche, Sonya Lund, or Judy Torgerson at the Study Abroad Office, 130 West Larsen.
- In the event of student cancellations, replacements will be made based on a number of criteria, including, but not limited to, class status and gender (because of housing arrangements).

Selection Procedure, April Applicants:

- On May 1st, students will be notified of acceptance, denial, or of being placed on a waiting list.
- Accepted students must *immediately* collect their application from the faculty leader (with his/her signature on it), deliver it to the Study Abroad staff, and collect a course acceptance receipt as proof of acceptance. Before noon Tuesday, May 5th, students must take the course acceptance receipt to the Office for Financial Services and pay the \$100 application fee.

- Waitlisted students will be notified on Wednesday May 6th if space in course has become available. Complete steps outlined in previous bullet by Friday, May 8th.

Selection Procedure, September Applicants:

- Applications submitted in September are processed on a rolling basis. When the application, faculty interview, and recommendations are completed, faculty leaders will notify the student of their decision. The \$100 application fee is due at the time of acceptance.
- Accepted students, *immediately* collect their application from the faculty leader (with his/her signature on it), deliver it to the Study Abroad staff, and collect a course acceptance receipt as proof of acceptance. Take the course acceptance receipt to the Office for Financial Services and pay the \$100 application fee (loan money cannot be used for deposit) and the \$750 deposit if acceptance is after September 15th.

Registration:

- Students do not need to register for January Term study abroad or domestic off-campus courses during the official registration period in the fall. The Study Abroad staff will send course listings to the Registrar's Office and students will be automatically registered.
- Registration will take place after final academic and disciplinary clearance by the Student Life and Study Abroad Offices, completion of the orientation program, payment of all fees, and submission of all forms on time.

COURSE DATES

- Most January Term courses run between January 2 - 27. On-campus J-term dates are January 4 - 27.
- Minimum length is 21 days and maximum length is 25 days (includes travel days).
- Specific dates depend on availability and cost of flights.
- **January Term study abroad courses involve group travel; all students must travel with the group on the scheduled flights. No extensions to flight dates will be allowed. Many courses depart from Chicago.**

COURSE COSTS

- Course costs listed in handouts are estimates and include:

<i>round-trip airfare</i>	<i>transportation for</i>	<i>medical and self insurance</i>
<i>administrative fees</i>	<i>required study trips</i>	<i>entrance fees and tickets for scheduled</i>
<i>housing accommodations</i>	<i>instructor's expenses</i>	<i>group events</i>
<i>2-3 group meals</i>	<i>visas (US residents)</i>	➤ <i>6 passport photos</i>
- The 6 passport photos **must** be obtained on campus. **No reimbursement** will be given if obtained off-campus.
- **NOT** included in the course costs are:

<ul style="list-style-type: none"> ◆ <i>individual meals</i> <i>passport fee</i> <i>transportation to and from airports in the United States</i> <i>spending money for gifts and free time</i> 	<ul style="list-style-type: none"> <i>immunizations (Luther College Health Service and the Center for Disease Control give recommendations. The estimated cost for each immunization is listed at the end of the course brochure. Some recommended immunizations are given in a series, so it is important for students to check immediately upon acceptance to the course with Luther College Health Service about scheduling these immunizations.)</i>
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- ◆ The amount of money needed for meals not included in course fees depends on the eating habits and tastes of the individual. The Luther program policy is to give students responsibility for buying most meals, thereby allowing students some control over course costs. Estimated meal costs are listed in course material.

Note: Advertised course costs are estimates. Costs rely heavily on airfare rates and foreign currency exchange rates. Should airfares change, exchange rates fluctuate, inflation rates rise, or courses be offered with less than the maximum number of students, the cost of the course may necessitate an adjustment, either higher or lower. Each course has a \$50-\$100 contingency fee per student included in the costs.

REFUNDS

Any funds remaining at the end of the course will be divided equally among participants and are credited to student accounts late in the spring semester after all course bills have been paid. Parents will be informed.

REBATES

- Study abroad participants on full board at Luther are eligible for a board rebate of \$140 (full board) during January 2010. Refunds are automatically credited to student accounts in February.
- Residence hall room rebates are not given.

PAYMENT SCHEDULE

- **Time of Acceptance:** Nonrefundable \$100 application fee (loan money cannot be used)
- **September 15th:** \$750
- **November 2nd:** \$2,000
- **December 1st:** Balance due
- **All payments** are to be made at the Office for Financial Services. **All checks** should be written to "LUTHER COLLEGE". Payments should not be sent to the Study Abroad Office.

CANCELLATION FEES

- **April 1st –September 14th:** \$100 application fee
- **September 15th to departure:** \$100 plus any payments on contracts such as housing that are not refundable. Airfare refunds are based on airline policies; refunds are rare. Final payments for airfare are made in November. Students denied participation for failure to submit the required forms on time are also subject to these cancellation fees. If cancellation is due to a serious health problem and a letter from the student's physician is submitted to Mark Lund, Director of International Education, the cancellation fee will be 5% to 10% of the course cost.

LANGUAGE REQUIREMENTS

Any language requirements and level of competency needed are clearly indicated under the prerequisites for the course.

ORIENTATION

Dates of the general orientation session will be set in early fall and students will be sent notification of these dates. Students then mark these dates on their calendar and are required to attend. A reminder of the general orientation sessions will be sent to their Luther e-mail by the Study Abroad staff at least one week before the sessions. **All** students participating in their first Luther study abroad program must attend all orientation sessions. A special shortened review session on risk will be offered for students who have previously studied abroad while at Luther. Faculty leaders will notify students of the dates of the course-specific orientations they conduct.

PASSPORT AND PASSPORT PHOTOS

- Passports issued by the home country of the traveler are required for international travel. Passports must be valid **until at least August 1, 2010**.
- Early passport application or renewal is encouraged.
 - ❖ Applications and renewal forms can be obtained/processed at:
 - ⇒ the Recorder's Office of the Winneshiek County Courthouse (8-4 M-F),
 - ⇒ at Post Offices in larger cities or courthouses in many counties,
 - ⇒ downloaded at http://travel.state.gov/passport/forms/forms_847.html
 - ❖ Students should check with individual courthouses (or post offices) if they have questions.
 - ❖ *First-time passport applications* require a certified copy of the birth certificate (obtained from the courthouse in the county of birth), two identical color passport-size/quality photos, identification (a valid driver's license, a certificate of naturalization or citizenship), your social security number, and a \$100 fee. This process takes about 6 weeks.
 - ❖ *To renew a passport requires the following be submitted:* the expired passport, a renewal form, two identical passport-size/quality photos, and a fee of \$75 if mailed in directly (if submitted to a processing office, there is an additional fee of \$25). Check with the passport processing office to see if you qualify for renewal by mail.
 - ❖ International students must work with staff in the Diversity Center to get their I-20 form signed and to determine whether there are any travel restrictions.
 - ❖ Passport photo sessions are scheduled on campus in April and May during the spring semester and in September and October during the fall semester. Dates, times, and locations of the passport photo sessions will be announced in the *Bulletin*, on posters displayed in various locations on campus, and through e-mail messages sent by the Study Abroad staff to students who have applied for courses.

- **ALL students** – even those with passports valid until August 2010 – *should have 6 passport photos taken at one of the on-campus photo sessions. ALL STUDENTS will need photos* and are being charged for 6 photos in their course fees. Participant lists are kept at each photo session; students do not need to pay for the photos at the session. If the sessions are missed, students will have to make arrangements to have photos taken off-campus. Students must pay for off-campus photos and will not be reimbursed.
 - ◆ Students approved to apply late (after the on-campus photo sessions) will make arrangements with the Study Abroad Office to take passport photos. The Study Abroad staff will notify students directly at their Luther e-mail address if additional photos are needed for visas.

INTERNATIONAL STUDENT IDENTITY CARD

- International Student Identity Cards are optional. If a course requires them the cost will be included.
 - ❖ Applications will be provided by the Study Abroad Office in the fall and should be returned to the Study Abroad Office for processing no later than November 2nd.
 - ◆ If purchased off-campus, reimbursement will **not** be made.

STUDENT FORMS

All students participating in a January Term Study Abroad course are required to complete the following forms:

- The *Student Agreement and Liability Waiver* is part of the application and must be completed and submitted at the time of application.
- In the fall semester, the Luther College Health Service will send the *Confidential Medical/Emergency Contact/Consent* form to all students. This form is to be completed and submitted to the Study Abroad Office **no later than November 2nd**. Failure to complete this form honestly and accurately (including the updating of information if a condition changes after the form has been submitted to the Study Abroad Office) may result in denial of participation and/or dismissal from the course.
- The **Security/Risk and Pandemic Influenza** forms will be distributed at the orientation session on health and safety and must be submitted to the Study Abroad Office **no later than December 1st**.
- **Students submitting these forms** (along with two additional identical passport quality photos, and visa applications/photos [if the course requires a visa]) **after the due date will be assessed a late charge:** (1 to 5 weekdays late - \$25; 6 to 10 weekdays late - \$50; more than 10 days late, the student will be **dropped from the course**. To be considered for readmission to the course, the student must petition the Study Abroad staff and the faculty leader/s and must submit all items listed above. Readmission is not guaranteed. If readmitted, the student will be assessed a late charge of \$100.) **Incomplete forms** will be returned to the student for completion. If resubmitted after the original due date, students may be subject to the late charges listed above.

PHILOSOPHY AND EXPECTATIONS

Studying abroad is a privilege, not a right. Students participating in our study abroad programs have represented Luther well and the study abroad staff is most grateful. We receive many compliments on student behavior. There have been few problems. Repeating programs is much simpler and quality improves when groups are enthusiastically welcomed back.

Clear expectations are critical to the continued success of our programs. When students are unaware of our philosophy, expectations and policies, problems and misunderstandings may arise. We address these expectations below in an attempt to reduce potential frustrations for students and faculty leaders.

At all times you are representatives and goodwill ambassadors for Luther College. Later in life, when you travel on your own, you can set your own policies and standards for behavior, but on our study abroad program you are expected to follow Luther policies and represent Luther at all times.

The purpose of Luther's programs is academic study. We combine classroom lectures, discussions and occasionally university classes with experiential learning activities. Students are expected to take full advantage of these learning opportunities. Program classes and activities are scheduled daily, including most weekends during January term. Our programs should not be viewed as a vacation, trip or holiday.

It is our intention to recruit and accept students who have respect and positive attitudes toward other cultures and international experiential learning. You may be required to live in conditions less convenient and less comfortable than at home and to do so with a sense of adventure. Chronic complaining often spreads throughout the group, perpetuating the image of the "ugly American" and may be grounds for dismissal.

Our housing standards include accommodations that are clean, located in lower risk areas, and are moderate in quality and cost. Our goal is to keep course costs affordable. We assume that most students who travel independently

throughout the world do so on limited budgets. Do not expect luxury hotel accommodations and travel arrangements. You can always return later on your own and pay the high prices required for luxury.

During January term we include few group meals (other than breakfast) in most course itineraries. There are several reasons. First, meal logistics are very difficult to arrange for large groups. Restaurants overseas are usually small and service for large groups is slow. Second, it is impossible to satisfy everyone's tastes in the group. A \$12 meal is too expensive for some or too cheap for others. Third, this food policy makes it possible for more students on limited budgets to study abroad. We allow students to decide how much to spend on food and encourage faculty leaders to suggest meal options. We expect students to budget their food money carefully and wisely.

Please give serious thought to the issues above – we consider them very important.

POLICIES

Students as Luther College Ambassadors: When, as a Luther College student, you accept a place on one of the Luther January Term study abroad programs, **you are agreeing to support and abide by** Luther policies to help ensure the success of our programs. You have the responsibility to make the program the best possible group and personal academic experience by supporting the following policies. It is important to emphasize that there are both freedoms and limitations involved in community membership and that you are a representative of Luther College at all times.

Expectations for Student Behavior: All students are given two handouts outlining Luther College's policy regarding behavior during the program: this *General Information, Philosophy, and Policies* statement and a *Student Agreement/Liability Waiver*, which is a part of the application students complete for each course. Students must agree to the standards and expectations of student behavior outlined in these documents to participate in Luther programs.

Faculty Leader's Authority: In his/her relationship to participatory students, the faculty leader/s serves in a capacity combining all on-campus deanships. He/she has full authority to act on behalf of Luther College's faculty and administration in all academic and/or disciplinary matters, travel procedures, student personnel, and financial matters, which fall within the limits of the program. Luther has unlimited authority to establish its policies and rules concerning the operation of Luther study abroad programs. The Faculty leader may dismiss a student for the following reasons: violations of these rules; behavior disruptive to a course; or conduct that endangers other participants. Due process, according to the "administrative disciplinary proceedings" and "on-site hearings" as stated in this *General Information, Philosophy, and Policies* document, will be followed. The decision will be final. Dismissal will result in loss of academic credit and the student being sent home at his/her expense, which may include the additional expense of a personal escort home.

Academic or Disciplinary Probation. When they apply for courses, students give approval for a review of academic and disciplinary records. Records are reviewed twice: at the time of application and again in late fall. The study abroad staff, in conjunction with the academic dean and student life dean, reserve the right to deny participation on a January Term study abroad course to a student on Luther academic or disciplinary probation.

Orientation: All students are required to participate in on-campus orientations conducted by faculty leaders and Study Abroad staff. Students participating in their first Luther Study Abroad course are required to participate in all on-campus orientations conducted by faculty leaders and Study Abroad staff. A special shortened review session on risk will be offered for students who have previously studied abroad while at Luther. The study abroad staff's orientation will be held during the second seven weeks of the fall semester.

Travel: Luther January Term courses involve group travel. Airlines give us group privileges if we have a minimum of ten in the group. **All** students must travel with the group, leaving and returning at the same time. Frequent flyer miles can be used only if they do not cause the group size to fall below ten and if the student will arrive at the study abroad location at the same time or before the group. Requests to use frequent flyer miles must be submitted in writing to Mark Lund at the Study Abroad Office no later than October 1st. All requests will be considered, but it may not be possible to honor them. Students given permission to use frequent flyer miles are responsible for all travel arrangements/costs for travel to and from the U.S. airport. Students who engage in independent travel during free time will do so at their own expense. Luther assumes no responsibility for this independent travel.

Security and Safety Risks: Each year study abroad staff are confronted with a variety of changes that affect risks and safety challenges to study abroad staff. They include the increasing number of students studying abroad, growth in the number of courses outside Europe, improved communications, and new transportation technologies. Some risks associated with study abroad have been reduced by these changes (i.e., mobile phones and e-mail) while new risks (i.e., Third World health, bird flu, terrorism) have appeared. We have developed a handout, *Risks and Security Issues*, which states our policies related to risks and security, explains steps taken to reduce risk, and summarizes our management plan designed to deal with risks. This handout is distributed at the orientation session on health and safety. Students are required to read this document/handout and to sign it, if they agree to accept study abroad risks and our related policies.

Health Risks: Health care risks are a major concern of study abroad programs. Students are required to work closely with the Luther College Health Service in preparation for the overseas experience. It is mandatory (because Luther needs to be responsible to the student and before the courts) that all students complete the health form. This information protects the student and helps faculty leaders provide the best care possible. Failure to complete the health form honestly and completely (including the updating of the forms if a condition changes after the form has been submitted to the Study Abroad Office) may result in denial of participation and/or dismissal from the course.

Studying abroad has different requirements than study on campus. The **stress of travel**, being in unfamiliar places with different schedules, foods, and other unknown stressors without benefit of support systems readily available in the U.S., can **exacerbate physical, mental, and emotional health issues normally controlled on the Luther campus**. Study Abroad staff and faculty leaders need to know the health history and current health conditions of all who are studying abroad, not only for the sake of each individual, but also for that of other members of the group and the success of the course. Students are asked when they complete the medical form after acceptance to the course, to share physical, mental, and emotional health information with the Study Abroad staff and the faculty leaders. This information is handled in a **confidential manner**. It is vital that Study Abroad staff and faculty leaders have complete and up-to-date information so they can plan the course in a manner that will best meet the needs of all participants and to ensure the successful completion of the course by all students. If health care that is adequate and appropriate for the student is not available at the program site, the student will be denied acceptance to the course.

Discipline: The Student Handbook clearly gives the college authority to deal with the behavior of students who are in off-campus courses administered by Luther. Information distributed to students by the Study Abroad Office sets clear behavioral guidelines that can be viewed as a contract.

The Student Handbook gives the Study Abroad staff and faculty group leaders the authority to administer administrative disciplinary proceedings, but the context is dealing with the problem at hand from a program perspective. Consequently, the immediate action taken is not an official disciplinary action, but an administrative action that is related to the course.

Presumably, the Student Handbook language implies that the intent of any actions taken off campus by faculty leader/s is course based – that is, it is taken for the overall good of the specific course and/or the integrity of the study abroad program in general. Those decisions are primarily invested with the Study Abroad Office.

Based on the information gathered and later presented to Student Life, students may be subject to official disciplinary action upon their return to campus. While the participating behavior may be in violation of the Student Handbook, as well as program policies, official college action depends on the administrative actions already taken, practicality and judicial appropriateness.

Violations of the student agreement may result in hearings held overseas. A ten step hearing process (information available in the Study Abroad Office) will be followed. General information on the hearing process follows:

- **Hearings:** Informal administrative hearings related to behavioral concerns are perfectly legal, as long as they are not capricious and honor the spirit of fairness. While it may be important to parallel the process of a campus judicial system, it is also important to remember that this is a hearing related to a specific contract. Any immediate program consequences are not official college disciplinary actions.
- **Standard of Proof:** Decisions are usually made within the context of “more likely than not” – 51% standard. (Other standards are “beyond reasonable doubt – 99%” and “clear and convincing 75%”.) College judicial proceedings often use “more likely than not” standard. That sometimes can mean that the level of consequence will have some relationship to the perceived degree of culpability.

Fair Hearing Principles: Fairness includes: presenting clear allegations to a student and methodically listening to all information and sides of the story. In contrast to the Luther Honor Code, students accused of disciplinary violations are afforded the opportunity to know who makes allegations against them (and consequently refute that information and defend themselves). It would be an unusual circumstance to make a decision based on hearsay information.

Student Behavior, Health and Risk Policies and Forms: Students are not allowed to participate in the course until they have read, completed and signed three forms relating to behavior, health, and liability:

- the *Student Agreement/Liability Waiver* is a part of the application and is due at the time of application;
- the *Confidential Medical/Emergency Contact/Consent* form is distributed in the fall by the Luther College Health Service staff and is due **November 2nd**;
- The *Security/Risk* form is distributed at the orientation session on health and safety and must be submitted to the Study Abroad Office **no later than December 1st**.

Penalty/Late Fees: Students submitting these forms, two additional identical passport quality photos, and visa applications/photos (if the course requires a visa) after the due date will be assessed a late charge: (1 to 5 weekdays late - \$25; 6 to 10 weekdays late - \$50; more than 10 days late, the student will be dropped from the course. To be considered for readmission to the course, the student must petition the Study Abroad staff and the faculty leader/s and must submit all items listed above. Readmission is not guaranteed. If readmitted, the student will be assessed a late charge of \$100.) **Incomplete forms** will be returned to the student for completion. If resubmitted after the original due date, students may be subject to the late charges listed above. If dropped from the course or denied participation, financial obligations outlined in the "Cancellation Fees" section of this **Luther College January Term 2010 Study Abroad General Information, Philosophy, and Policies Handout**, distributed with the application, will be applicable.

- **Student Agreement/Liability Waiver:** There are several policies regarding the student agreement and liability sections of the application that require further elaboration for clarification regarding expectations for student behavior and assumption of risks associated with study abroad experiential learning programs.
- ❖ **Attendance Policy:** Luther faculty leaders work with a variety of resource people living in the host nation. They include business, church and government officials, educators, and a cross section of society. On many occasions they are close friends of our faculty leaders or family members of Luther international students, and they graciously volunteer their time to contribute to our program. The future of many of our study abroad programs depends on the goodwill of these contacts and resource people. It is important that students are diligent in attending class and all scheduled outings. **Participants should show respect and courtesy and express appreciation for their contributions.** If students fail to show satisfactory interest in the academic component of the course the faculty leader/s will warn the student. If the warning is not heeded the student will typically be expelled from the course and returned to the United States. All associated costs, including the possible use of an escort home, are paid by the student. The student will receive no credit for the course.
- ❖ **Alcohol Policy:** All students are given the **Luther College Alcohol and Other Drugs (AOD) Policy for Student Groups Traveling Off-Campus** regarding off-campus alcohol use. Faculty members may set more stringent policies. Certain cultures, such as Muslim cultures, may also require stricter rules.
- ❖ **Drug Policy:** (see **LC Alcohol and Other Drugs (AOD) Policy for Student Groups Traveling Off-Campus**) Foreign visitors in countries abroad are particularly vulnerable when it concerns violations (intentional or unintentional) of local rules and regulations concerning drugs. The due process of law, courts, and punishment may differ drastically from U.S. standards. Prolonged imprisonment may occur and the time required for the case to be heard can be months. The Luther faculty leader/s, Luther College administrators, and U.S. Embassy officials are helpless in such cases. Consequently, it is of utmost importance for the welfare of the individual and group that extreme caution and prudence are applied. The use, buying, or selling of illegal drugs (Illegal drugs are defined to include those which are illegal in the United States as well as in the host country/ies and which have not been prescribed by a physician for medicinal purposes. The lack of foreign laws or enforcement related to drug use does not imply consent to use.) **places the whole group at risk and may lead to immediate disciplinary action.** After due process, expulsion of the guilty individual(s) from the course and return to the United State are distinct possibilities. All associated costs, including the possible use of an escort home, are paid by the student. Disciplinary action may also be taken when the student(s) returns to campus.
- ❖ **Disruptive Behavior:** Students are expected to represent Luther at all times. Behavior disruptive to the course or offensive to the host culture may result in disciplinary action, including dismissal from the course and immediate return to the United States. All associated costs, including an escort home, are the responsibility of the student. This includes sexual and other behavior that puts students and others (students involved in the behavior or others) at risk; is insensitive to the local culture; is disruptive to the group; is promiscuous; or brings disrespect to Luther College. Housing assignments follow Luther Residence Life policies, unless noted otherwise. Men and women will not room together except in cases that involve safety or other overriding concerns. Any violations will be handled through due process.
- ❖ Luther College reserves the right, in the case of severe physical/mental/emotional health crises of a participant which endangers the student, other participants, disrupts the course, or interferes with the successful completion of the course, to return that student to the U.S. immediately. All associated costs, including an escort home, are the responsibility of the student.
- ❖ **Liability Waiver:** Luther takes its responsibility for health and personal safety seriously. We monitor health risks by reviewing the iJET daily country briefings, Atlanta CDC reports and State Department warnings and public announcements on security/safety risks to U.S. travelers. British travel reports may also be consulted. We do not send students into countries under State Department **Warnings**. In all programs our policy is to have faculty leaders visit regions and sites prior to leading the course. Students are also asked to make their own independent investigation (information on resource sites is available on our web pages) of risks and

accept them. They must also sign a liability waiver exempting Luther faculty and staff of responsibility for problems beyond their control, except for cases of gross negligence or willful misconduct.

- **Confidential Medical/Emergency Contact/Consent Form:** After acceptance to the course, all students will complete this form (distributed by Luther College Health Service staff in early October.). Faculty leaders must be aware of current or past medical problems. The student's and group's well being may depend on faculty knowledge of any special health requirements. This information is handled in a confidential manner. A copy of this form will be kept in the student's file in the Study Abroad Office and the Luther College Health Service. The original form will be sent with the faculty leader/s. Inaccurate and/or incomplete information on the medical statement is considered grounds for denial of participation and/or dismissal from the course. It is the student's responsibility to inform the Study Abroad personnel of any changes in their medical conditions if these occur after they have submitted this form; failure to do so may result in dismissal from the course. The Study Abroad Office copies and the forms sent with faculty leaders are destroyed at the end of the study abroad course.
 - ❖ **Statement of Insurance Coverage:** Health and accident insurance, medical evacuation, and repatriation benefits are included in the CMI/ACE insurance specifically designed for US students studying abroad (included in course costs) and in the International Student Identity Card (optional). CMI brochures describing the insurance coverage in detail are available in the Study Abroad Office. Coverage includes trip cancellation and interruption for medical reasons (confirmed by a doctor) and coverage of additional costs necessary to make itinerary changes due to a natural disaster or political instability. Students should also check their family health/medical insurance to see if it is valid for travel outside the United States and are encouraged to provide the name of the company, policy #s, address and telephone number to the Study Abroad staff.
 - ❖ **Medical Treatment:** All students must give consent for medical treatment should the need arise. In cases of illness the faculty leader/s, on behalf of the student, will consult with local medical authorities regarding treatment or possible hospitalization. In both non-emergency and emergency situations every attempt will be made to telephone or contact parents to get authorization for treatment or surgery. In extreme emergencies the faculty leader/s will authorize required surgery. If in the judgment of local medical staff, serious illness warrants return to the United States, the faculty leader/s will make the necessary arrangements and can provide emergency funds for travel. CMI/ACE insurance and the International Student Identity Card provide coverage for medical evacuation.
- **Security/Risk and Pandemic Influenza Form:** This form is distributed to students at the orientation session on health/safety. Students are asked to review the information carefully with their parents/guardians/emergency contacts before they sign and return the form and to ask their parents/guardians to consider signing and returning the parent form sent to them by the Study Abroad staff. The topics covered in this document include:
 - ❖ Steps Taken by Luther College to Reduce Risks
 - ❖ Procedures for Assessment of Security, Safety, and Health Risks
 - ❖ Resources for Analyzing Security, Safety, and Health Risks
 - ❖ Recommendations to Students for Managing and Reducing Risks
 - ❖ Luther College Crisis Management Plan
 - ❖ Procedures for Cancellation or Suspension of Study Abroad Programs
 - ❖ Plan for Evacuation of Students from Study Abroad Site
 - ❖ Refund Policy for Cancelled Programs or Student Withdrawal from a Program
- **Travel Responsibility:** Students are expected to be on time for all travel departures, whether by plane, train, bus, vans or taxis. If a student is late due to their own irresponsibility, faculty leaders have been told they are responsible to the group and will depart with the group. The student will have to make their own arrangements to catch up to the group. If a student cannot travel for reasons beyond their own control, for example health, arrangements are typically made for a person to stay with and assist the student.

FOR ADDITIONAL INFORMATION, CONTACT:

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