LUTHER CENTER FOR GLOBAL LEARNING
J-term 2016 Off-Campus Programs
General Information, Philosophy, and Policies

SECTION I: GENERAL INFORMATION

REGISTRATION INFORMATION
Students do not need to register for J-Term off-campus courses during the official fall semester registration period. Staff in the Center for Global Learning will send course rosters to the Registrar’s Office and students will be automatically registered.

COURSE COSTS

For students on International J-Term Programs
Course costs listed in printed materials and on the website are estimates and include round-trip airfare, administrative fees, accommodations, some group meals, transportation for required study trips, instructor’s expenses, visas (for U.S. residents), medical and self-insurance, entrance fees, tickets for scheduled group events, and 6 passport photos (if taken on campus). Costs not included are individual meals, passport fee, transportation to/from airports in the United States, spending money for gifts and miscellaneous expenses, prescription drug costs (if needed) and pre-trip immunizations (if recommended).

For students on domestic J-Term Programs
Course costs listed in printed materials and on the website are estimates and include round-trip airfare or other transportation costs, administrative fees, accommodations, some group meals, transportation for required study trips, instructor’s expenses, entrance fees, tickets for scheduled group events, and other program related costs. Costs not included are individual meals, transportation to/from airports in the United States, spending money for gifts and miscellaneous expenses, and pre-trip immunizations (if recommended).

A NOTE ABOUT FOOD COSTS
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 materials and on the website.

J-TERM TUITION AND BOARD COSTS
As you know, J-Term tuition is already included in the comprehensive fee for students who are enrolled full-time at Luther for either fall semester or spring semester. Any student who is not enrolled full-time at Luther for at least one semester during the 2015-16 academic year will be charged J-Term tuition. In addition, there is no food cost rebate for students who are off campus for J-Term. SODEXO has already built in an estimate for the number of students off campus for J-Term when they set the annual meal plan prices.

J-TERM PROGRAM COST ESTIMATES
All advertised J-Term off-campus program costs are estimates. We try very hard to estimate costs as accurately as possible. Factors affecting the final costs include fluctuations in airline fares, airline fuel surcharges, changes in the itinerary, changes in the number of participants, and fluctuations in the dollar exchange rates. If the cost of the program varies significantly from the advertised price, we may need to adjust the final cost, either higher or lower.

PAYMENT SCHEDULE
All payments are to be made at the Office for Financial Services. All checks should be payable to Luther College and should include “J-Term” and the student ID on memo line. On-line payments may be made at my.luther.edu.

For students on International J-Term Programs
The payment schedule is as follows:

Time of Acceptance: Non-refundable $200 program deposit (you may not apply loan money toward this deposit)
September 15: $1,000 payment
October 15: $2,000 payment
December 1: Balance due payment (the CGL will notify you of this amount)
For students on domestic J-Term Programs
The payment schedule is as follows:

**Time of Acceptance:** non-refundable $200 program deposit (you may not apply loan money toward this deposit)
**September 15:** $1,000 payment
**December 1:** Balance due payment (the CGL will notify you of this amount)

PROGRAM CANCELLATION COSTS
Most insurance policies—including Luther’s insurance policy—will not pay for unrecoverable or additional costs due to program cancellation/modification resulting from common or endemic or epidemic diseases or global pandemic diseases as defined by the World Health Organization. Therefore, unrecoverable and/or additional costs due to program cancellation or modification resulting from H1N1 (swine flu), H5N1 (avian flu), MERS-CoV (Middle East respiratory coronavirus), EBV (Ebola virus disease), and other diseases will be borne by students and their families. Refunds, if any, will be based on recoverable costs only.

CANCELLATION FEES
Students who have been selected to participate in a J-Term off-campus program pay a $200 enrollment deposit to secure their place in the program. This deposit is non-refundable. Students who drop out of a program any time after paying the $1,000 September 15 payment may forfeit any part of the expenses paid to date that the CGL cannot recoup. These expenses may include non-refundable housing costs, airfare deposits (which vary from carrier to carrier), and other unrecoverable expenses. Students denied participation in a program for failure to submit the required forms, participate in orientation, or due to changes in academic performance or other factors 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 Jon Lund in the Center for Global Learning, the cancellation fee will be 5% to 10% of the course cost.

STUDENT PARTICIPATION FORMS
All students participating in an international or domestic off-campus course are required to complete the following forms:

1. **Student Agreement and Liability Waiver.** This form is completed and submitted to the Center for Global Learning as part of the application process.
2. **Medical Questionnaire, Emergency Information, and Consent Form.** This form is generated in the CGL and sent to the student. Students must meet with a staff member in the Health Services (or other healthcare provider) as part of the process. Failure to complete this form honestly and accurately (including updating information if a condition changes after the form has been submitted to the Center for Global Learning) may result in denial of participation and/or dismissal from the course.

In addition, students participating in an international J-Term are required to complete one additional form:
3. **Student Security, Safety, and Health Risk Form.** This form is distributed at the pre-departure orientation session on health and safety abroad and must be submitted to the Center for Global Learning.

PASSPORT AND PASSPORT PHOTOS
Students participating in an international off-campus J-Term are required to obtain a passport. Passports must be valid until at least August 1, 2016. Early passport application or renewal is encouraged. Students should check with individual courthouses (or post offices) if they have questions. Applications and renewal forms may be obtained and processed at the Winneshiek County Courthouse Recorder’s Office, at post offices in larger cities, or courthouses in many counties. Details may be found online at: [http://travel.state.gov/content/passports/english.html](http://travel.state.gov/content/passports/english.html).

Passport photo sessions are scheduled on campus in March and May during spring semester and in September and October during fall semester. Dates, times, and location of the passport photo sessions will be announced in the Bulletin and through e-mail messages sent by the Center for Global Learning staff to students who have applied for courses.

All students participating in an international J-Term course—even those students with passports valid until August 2016—**should have 6 passport photos taken at one of the on-campus photo sessions.** The cost of these photos is covered in the course costs. If students miss the on-campus photo sessions, they will have to make arrangements to have photos taken off campus and the cost is not reimbursed.
SECTION II: PHILOSOPHY AND EXPECTATIONS

Luther College is proud of its longstanding tradition of sponsoring high-quality off-campus programs. Past students who have participated in our off-campus programs have represented Luther well. We believe setting clear expectations is an important component in continuing to provide successful off-campus programs. Our program philosophy and expectations include, but are not limited to the following:

Students are—at all times—representatives and goodwill ambassadors for Luther College. You are expected to follow Luther policies and adhere to the expectations of program leaders at all times.

The primary purpose of Luther’s off-campus programs is academic study. We combine classroom lectures, discussions, coursework, and tours with other experiential learning activities. Students are expected to participate fully in these learning opportunities. Program classes and activities are scheduled daily, including most weekends during J-Term. These programs are academic study/tour opportunities for which students receive academic credit; they are not vacation periods or holidays.

It is our intention to recruit and accept students who demonstrate respect and openness to learning about other cultures, communities, and traditions. Students should realize that study off campus means being open to embracing the differences around you—differences in language, food, modes of transportation, accommodations, etc. You may be required to live in conditions less convenient and less comfortable than you are accustomed to at home and to do so with a sense of adventure.

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 J-Term we include only a 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. Second, it is impossible to satisfy everyone’s tastes in the group—a $15 meal is too expensive for some students and too cheap for others. Third, this food policy makes it possible for more students on limited budgets to study off campus since 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.

SECTION III: GENERAL POLICIES

Students as Luther College Ambassadors. When you accept a place on one of the Luther J-Term off-campus programs, you are agreeing to not only abide by Luther policies, but also serve as a goodwill ambassador for the college. You have the responsibility to make the program the best possible group and personal academic experience possible. It is important to emphasize that there are both freedoms and limitations involved in off-campus program group membership and that you are a representative of Luther College at all times.

Expectations for Student Behavior. The Luther Code of Conduct applies to student behavior, both on campus and off campus. In addition, participants in J-Term off-campus programs also receive two additional policy documents outlining Luther College’s expectations regarding off-campus behavior: this General Information, Philosophy, and Policies statement and a Student Agreement and Liability Waiver. Students must agree to the standards and expectations of student behavior outlined in these documents to participate in Luther off-campus programs. The Luther Code of Conduct is found online at: www.luther.edu/studentlife/dean/studenthandbook/.

Program Leader Responsibilities. The Luther Code of Conduct grants off-campus program leaders the ability to function on behalf of the Student Life Office and Academic Dean’s Office in matters pertaining to possible policy violations. Specifically, the Code of Conduct states: “For students who are participating in off-campus programs or activities . . . an Informal Administrative Hearing may be held by the group leader of the program or his/her designee. Students may also be subject to disciplinary action upon their return to campus, regardless of the pendency, conduct or result of an Informal Administrative Hearing.” Depending on the nature of a policy violation off campus, the program leader may take action including loss of academic credit and/or dismissal from the program. A student sent home from an off-campus program incurs any and all expenses related to the dismissal from the program.
Academic or Disciplinary Probation, Dismissal and Suspension. When students apply for off-campus courses, they give approval for the Center for Global Learning staff to review both academic and disciplinary records. Records are generally reviewed twice—at the time of application and again during Fall Semester. A student who is on academic or disciplinary probation during Fall Semester immediately prior to the J-Term off-campus course may be denied the ability to participate in the J-Term off-campus course by the Committee on Academic Progress, the Dean of the College, and/or the Dean for Student Life. A student who has been academically dismissed—or suspended for code of conduct violations—during Fall Semester immediately prior to the J-Term off-campus course will not be allowed to participate.

Pre-Departure Orientation. Pre-departure orientation is an important component of off-campus studies. Orientation is provided partly by the CGL staff and partly by J-Term program leaders. Students participating in a J-Term program are required to attend one of the CGL pre-departure orientation sessions and sessions designated by program leaders.

Independent Travel. In general, we do not permit students to travel independently before or after J-Term programs. Since we purchase group tickets for J-Term travel to keep costs low, it is problematic to allow certain ticket holders to deviate from the schedule. In addition, we believe group travel is an important part of the overall J-Term experience. Also, because our J-Term programs tend to move from location to location very quickly, it is difficult for students traveling on their own to catch up with the group.

The CGL does make some limited exceptions for students to deviate from the schedule when it is for legitimate reasons (for example, a student will be visiting family members in the region prior to or after the J-Term program, a student is departing from the J-Term program to attend a semester abroad program). Students interested in deviating from the schedule must speak with Chelle Meyer in the CGL. Students approved to deviate from the schedule are responsible for paying any fees associated with the schedule deviation. In addition, students who are given permission to deviate from the schedule will be required to meet with Jon Lund and Chelle Meyer in the CGL for a special pre-departure orientation session that will explore contingency planning and managing unexpected travel issues abroad. Finally, students who deviate before or after a J-Term program must understand that Luther is not responsible for their travel arrangements, managing travel glitches, and health and safety issues outside of the actual program dates and locations specified in the program itinerary.

Security and Safety Risks. Each year Luther College is confronted with a variety of global challenges that sometimes affect the risk and safety of students on off-campus programs. The global challenges include the increasing number of students studying off campus in more remote locations, emerging risks from pandemic diseases, and general risks associated with any travel off campus. The CGL has developed a handout for students on international J-Term programs called, Study Abroad 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 pre-departure orientation session for students on international J-Term programs. Students are required to read this document and sign it if they agree to accept off-campus study risks and our related policies.

Health Risks. Health care risks are a major concern for off-campus programs. Students are required to work closely with the Luther College Health Service in preparation for the off-campus experience. Students are required to complete a Medical Questionnaire, Emergency Information, and Consent Form, and meet with a staff member in the Health Service (or with an off-campus provider) in order to participate in an off-campus J-Term program. The information on the form helps students think—in advance—about their own health and wellbeing and provide important information to program leaders. Failure to complete the health form honestly and completely (including updating information if a condition changes after the form has been submitted to the Center for Global Learning) may result in denial of participation and/or dismissal from the course.

Studying off campus has different requirements than study on campus. The stress of travel—including being in unfamiliar places with different schedules, foods, and other unknown stressors without benefit of the support systems readily available at home or on campus—can exacerbate physical, mental, and emotional health issues normally managed while on campus. The Center for Global Learning staff and program leaders need to know the health history and current health conditions of all students who are studying off campus, not only for the sake of each individual, but also for the benefit 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 Center for Global Learning staff and the program leaders. This information is handled in a responsible manner and only shared with individuals who have a need to know the information. It is vital that Center for Global Learning staff and program 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 may not be able to participate in a given program.
Attendance Policy. Luther program leaders work with a variety of resource people living in the host community. They include business, church, and government officials; educators; and a variety of community members. On many occasions they are close friends of our program leaders or family members of Luther students, and they graciously volunteer their time to contribute to our program. The future of many of our off-campus 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 program leaders will warn the student. If the warning is not heeded the student will typically be dismissed from the course and returned home. 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. Students are expected to abide by alcohol policies in the host culture. Program leaders will review expectations regarding appropriate/inappropriate alcohol use. Program leaders are free to set expectations that are more stringent than the general policy for students travelling off campus.

Drug Policy. Foreign visitors in communities 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 our standards. Prolonged imprisonment may occur and the time required for the case to be heard can be months. The Luther program leaders, Luther College administrators, and U.S. Embassy officials are generally not able to get involved in drug policy violations abroad. 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 places the whole group at risk and may lead to immediate disciplinary action. (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 medical purposes. The lack of foreign laws or enforcement related to drug use does not imply consent to use.) After due process, expulsion of the guilty individual(s) from the course and return to the United State are distinct possibilities. Disciplinary action may also be taken when the student(s) returns to campus.

Disruptive Behavior. Students are expected to represent Luther well at all times. Behavior disruptive to the course or offensive to the host community may result in disciplinary action, including dismissal from the course and immediate return home. 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. Luther College reserves the right—in the case of severe physical, mental, or 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 home immediately. All associated costs, including an escort home, are the responsibility of the student.

Housing. In general, 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.

Monitoring Risk. Luther takes seriously its responsibility for the health and personal safety of participants on off-campus programs. We monitor health risks by reviewing the IET daily country briefings, Centers for Disease Control and Prevention reports, and State Department updates and public announcements on security/safety risks to U.S. travelers. We encourage students and families to make their own independent investigations (information on resource sites is available on our web pages) of risks. Students sign a liability waiver as part of the process for participation in an off-campus program.

Medical Treatment. All students must give consent for medical treatment should the need arise. In cases of illness the program leaders, 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 program leaders will authorize required surgery. If in the judgment of local medical staff, serious illness warrants return home, the program leaders (in consultation with insurance company) will make the necessary arrangements and can provide emergency funds for travel.

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, program leaders have been told they are responsible to the group and will depart with the group. The student will have to make his/her own arrangements to catch up to the group. If a student cannot travel for reasons beyond his/her own control (for example, a medical issue), arrangements are typically made for a person to stay with and assist the student.

FOR ADDITIONAL INFORMATION
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