Study Abroad Faculty Leader Training

# Overview of Policies and Procedures

VT POLICIES

All university employees planning university-affiliated international travel for student groups are required to adhere to the following policies:

* + [288 University Travel Policy Regarding Countries with CDC Travel Warnings](http://www.policies.vt.edu/policymemos/ppm288)
  + [287 Voluntary Health Disclosure Form for Education Abroad](http://www.policies.vt.edu/policymemos/PPM287.pdf)
  + [281 University-Affiliated International Travel for Student Groups](http://www.policies.vt.edu/policymemos/ppm281.pdf)
  + [225 Administrative Responsibilities for Education Abroad Programming](http://www.policies.vt.edu/policymemos/ppm225.pdf)
  + [Resolution on International Travel Insurance](http://www.globaleducation.vt.edu/_customtags/ct_FileRetrieve.cfm?File_ID=0107757D4F740A7703007506741F00040D7D1B09050B096B7304030171757005010370067677067B)
  + [Policy on Student Responsibilities for Education Abroad](http://www.globaleducation.vt.edu/_customtags/ct_FileRetrieve.cfm?File_ID=06077448747A00020C7571001A0304047C14060B05011C7676050601060006700E0E7370067105)

To comply with these policies faculty leaders are responsible for distributing and collecting the requirements detailed on the [Global Education Program Leader Pre-Departure Checklist](https://www.globaleducation.vt.edu/_customtags/ct_FileRetrieve.cfm?File_ID=050670737A4F767B7201707172041C0179010F14010177706E00050F747D7770077471767A0471060C) at least **one month** prior to program departure.

RESOURCE GUIDE

Faculty-led study abroad programs are credit bearing academic experience that are initiated, organized, and carried out by members of VT’s faculty, with assistance from the Global Education Office (GEO). Programs may range from a week-long spring break excursion to a semester-long experience.

General Procedures. Developing a study abroad program is a lengthy process that involves early discussions with various stake-holders, an exploratory site visit, as well as the timely completion of your department and college’s approval process. A faculty-led study abroad program proposal should normally originate with faculty and carry the endorsement of the appropriate department and college.  Depending upon proposed length and complexity of the program, a lead time of from 12-18 months prior to the commencement of a program may be needed.

Resource Guide. The following [Faculty Resource Guide](https://www.globaleducation.vt.edu/_customtags/ct_FileRetrieve.cfm?File_ID=060F7674774F00720C750C0774031C747A0F0E140F0900006E0406057B010704730074737175020076) is designed for developing a short-term program abroad at VT.

GLOBAL EDUCATION GRANTS FOR NEW PROGRAM DEVELOPMENT

Funds to provide seed money to individual faculty or group of faculty interested in increasing study abroad participation, either through faculty-led initiatives or student exchanges with overseas universities. Funds are typically used for international travel to establish academic programming and program logistics.

For more information and to begin the online application: [GEO Grants for New Program Development](https://www.globaleducation.vt.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=CBDAD645-C706-BC3A-2E519C18F1CA6072&Link_ID=28192449-966C-F763-A7D703A05C47BAA8). The deadline is 5:00 PM on November 1 for the first application period.

HOKIE SENTINEL GLOBAL TRAVEL ASSESSMENT

Once you’ve conceptualized a program and developed a proposal, you must obtain approval in the following sequence:

1. Department-level approval
2. College-level approval
3. For Wintermester Programs ONLY, a MOU and course revenue calculator must be

submitted to Michael Herndon, Office of Summer and Winter Sessions, to evaluate the

course

1. Hokie SENTINEL Global Travel Assessment form submitted to GEO

The Hokie SENTINEL Global Travel Assessment is designed to lead the faculty leader through a process to gain knowledge about the program location with regard to health and safety, and become better prepared to lead students abroad in that location. The process will also provide GEO with crucial information on where Hokies are traveling so we can support them in the process.

After completion, obtain signatures and send to Rachel Fitzgerald at [rfitz@vt.edu](mailto:rfitz@vt.edu) or send/drop off at Global Education Office, 526 Prices Fork Road (0378), Room 131, Blacksburg, VA 24061

PRE-DEPARTURE 225 CHECKLIST

225 Checklist. It is due at least **1 month** prior to departure. Copies of all materials can be submitted electronically through each program leader’s applicant portal at [www.globaleducation.vt.edu](http://www.globaleducation.vt.edu) or in person via Shannon Dove. The checklist itself will need to be turned into VT GEO with original signatures.

Student Forms. They are automatically collected online from students through VT GEO’s website:

Emergency Contact and Information Release

Voluntary Health Disclosure

Color Photocopy of Passport

UG Honor and Conduct Release Waiver

Financial Agreement

Refund/Cancellation Policy

Individual Flight Information

CISI INSURANCE ENROLLMENT

#1. Download the enrollment spreadsheet:  [VT Faculty-Led Travel Insurance Enrollment Spreadsheet](https://www.globaleducation.vt.edu/_customtags/ct_FileRetrieve.cfm?File_ID=010170764F7A0B7175040475031F01707D091B7A0101016B0173007473007303030673727B000A05).

#2. Complete the spreadsheet and ensure it includes every traveler, i.e. students, faculty, staff, guests, and volunteers.

#3. Submit the spreadsheet to GEO electronically through each program leader’s applicant portal at [www.globaleducation.vt.edu](http://www.globaleducation.vt.edu).

 #4. Once enrolled, submit your payment. When your group has been enrolled in the coverage plan by a CISI agent, you will receive an email notifying you that an invoice is available to be paid from your study abroad local fund.

#5. If you have any questions or concerns during the process, contact [vtabroad@vt.edu](mailto:vtabroad@vt.edu) or 540-231-5888.

SMART TRAVELER ENROLLMENT PROGRAM (STEP)

Once your final roster is confirmed and insurance is in progress, VT GEO’s Assistant Director for Global Safety and Risk Management will enroll your participant group in STEP. It is highly encouraged all students submit an individual enrollment with the US Department of State’s STEP: <https://step.state.gov/step/>.

# Global Safety and Risk Management

While abroad there are many people standing-by to assist you. The primary point of contact for Virginia Tech is the VT Police at 540-231-6411. When you contact them, tell them what the issue is and they will direct you to the appropriate person. As a default, Randy Penson, Assistant Director for Global Safety and Risk Management will be contacted and he will assist.

INITIAL EMERGENCY ACTIONS:

Action #1:  Stabilize the situation & tend to the student(s)

Action #2:  Seek medical attention and/or notify law enforcement

Action #3:  Begin a written incident log and update as the situation develops

Action #4:  Notify VT Police (and AXA Assistance, if needed)

Action #5:  Provide appropriate information, reassurance and supervision to other program

participants

EMERGENCY CONTACT LIST:

EMERGENCY NUMBERS

VT Police: 540-231-6411

VT Global Safety and Risk Management: Randy Penson, 540-750-5747, [rpenson@vt.edu](mailto:rpenson@vt.edu)

AXA Assistance: (Collect) 312-935-1703, [medassist-usa@axa-assistance.us](mailto:medassist-usa@axa-assistance.us)

IMPORTANT VT NUMBERS:

Global Education Office: Theresa Johansson (Director), 540 231-8205, [theresaj@vt.edu](mailto:theresaj@vt.edu)

University Legal Counsel: Kay Heidbreder, 540-231-6293, [heidbred@vt.edu](mailto:heidbred@vt.edu)

Dean of Students: Tom Brown, 540-231-3787, [tbrown@vt.edu](mailto:tbrown@vt.edu)

Title IX Coordinator: Frank Shushok, 540-231-8064, [fshushok@vt.edu](mailto:fshushok@vt.edu)

Student Conduct: Rohsaan Settle (Associate Director), 540-231-3790, [rsettle@vt.edu](mailto:rsettle@vt.edu)

Women’s Center at VT: Christine Smith (Co-Director), 540-231-7806, [cdennis@vt.edu](mailto:cdennis@vt.edu)

Office of Equity & Access: Andrew Tevington (Interim Director), 540-231-2010, [andrew52@vt.edu](mailto:andrew52@vt.edu)

Services for Students w/Disabilities: Susan Angle (Director), 540-231-3788, [spangle@vt.edu](mailto:spangle@vt.edu)

Cook Counseling Center: Chris Flynn (Director), 540-231-6557, [flynnc@vt.edu](mailto:flynnc@vt.edu)

Schiffert Health Center: Kanitta Charoensiri (Director), 540-231-5313, [charkx@vt.edu](mailto:charkx@vt.edu)

Clery Act: Patricia Moles (Compliance Coordinator), 540-231-1335, [gmoles54@vt.edu](mailto:gmoles54@vt.edu)

Office of University Scholarships & Financial Aid: 540-231-5179, [finaid@vt.edu](mailto:finaid@vt.edu)

University Bursar: Melinda West, 540-231-6277, [melindawest@vt.edu](mailto:melindawest@vt.edu)

TRAITS OF SUCCESSFUL FACULTY LEADERS:

Informed and informs

Has thorough contingency and communication plans

Can account for all students

Has open communication with VT

Organized and on-time

NEVER…:

…think you are alone. VT is standing-by

…leave a student behind

…be unable to contact a student

…be without a working cell phone and emergency info

…allow a student’s behavior spoil the trip for others

INVALUABLE LINKS TO IMPORTANT TRIP INFORMATION

|  |  |
| --- | --- |
|  |  |
| Cultural Insurance Services International (CISI) | http://www.culturalinsurance.com/ |
| US Department of State | http://www.state.gov/ |
| Students Abroad | http://travel.state.gov/content/studentsabroad/en.html |
| Warnings & Alerts | http://travel.state.gov/content/passports/english/alertswarnings.html |
| Smart Traveler Enrollment Program (STEP) | https://step.state.gov/step/ |
| US Embassies, Consulate & Diplomatic Missions | http://www.usembassy.gov/ |
| 911 Equivalent | http://travel.state.gov/content/studentsabroad/en/to-go/911-list.html |
| Country Specific Information | http://travel.state.gov/content/passports/english/country.html |
| Overseas Security Advisory Council (OSAC) | https://www.osac.gov/Pages/Home.aspx |
| US General Service Administration - Per Diem Rates | http://www.gsa.gov/portal/category/100120 |
| Centers for Disease Control & Prevention (CDC) | http://wwwnc.cdc.gov/Travel |
| World Health Organization (WHO) | http://www.who.int/en/ |
| CIA World Factbook | https://www.cia.gov/library/publications/the-world-factbook/ |

CULTURAL INSURANCE SERVICES INTERNATIONAL (CISI)

Did you know you can go to the CISI website and obtain additional security, medical and practical information on your destination? Just follow the steps below:

Go to the CISI website: <http://www.culturalinsurance.com/>

Click Login to My CISI; Login as a Sponsor with USERNAME: vthfaculty, PASSWORD: cisi123; Click Personal Security Assistance at lower left; Click View on Policy # 15 GLM.........; input your destination(s) and click Security Info towards top middle right.

SAFE TRAVELER ENROLLMENT PROGRAM (STEP)

Every student, faculty and staff traveling abroad is highly encouraged to enroll in the U.S. Department of State (DoS) STEP, AND keep it updated throughout the entire trip, i.e. updating weekend excursions, breaks, etc. This will allow the DoS and the U.S. Embassy to know the location of U.S. citizens in the event of an emergency. Use the link below to take advantage of all the helpful features of STEP:

<https://step.state.gov/step/>

CELL PHONES

Ideally, every traveler needs to have a cell phone with them at all times. Having a working cell phone can have a huge impact in the event of an emergency.

AT&T offers their service through CISI at this link: <https://www.mycisi.com/CISIPortalWeb/pub/login.aspx?PT=GEN>

PicCell Wireless is another vendor that caters to study abroad students.

<https://www.piccellwireless.com/about.aspx>

PicCell Wireless has been providing international sim cards and phones to program directors and students for almost 14 years. They offer special packages that include:   
  
-  Free sim card for your personal smartphone (and technical assistance)  
-  Free basic phone and sim (if you can’t unlock your own phone)  
-  Free incoming calls and texts in most countries  
-  Data plans in most countries  
-  Group discounts for your students so they can also stay connected  
-  Smartphones available to rent    
  
Their PicCell APP gives you unlimited calling within 30 countries, including to and from the USA. Download it from the Google Play or Apple Store.  
  
Group Special:  
- $20 student plan - includes phone, sim, standard shipping  
- Up to 10 students: you receive $25 towards usage  
- 10+ students: you receive free smartphone rental and $25 towards usage  
￼  
To learn more information, contact [christine@piccellwireless.com](mailto:christine@piccellwireless.com).

There are other ways to obtain international service for a cell phone. Currently, it is up to the travel to determine if they will have a working cell phone with them while abroad. If they do have a cell phone while abroad, ensure the student provides it to those who need it (faculty leader, family, GEO at [rpenson@vt.edu](mailto:rpenson@vt.edu), friends they travel with, etc.) If they do not have a phone, it is highly encouraged they check their VT email daily.

# Student Advocacy and Office of the Dean of Students

MISSION: Student Advocacy assists VT students and their support networks in times of personal, academic, and community crisis.

IF YOU DON’T KNOW WHERE TO START – START WITH US.

We are available for consult during business hours and can be reached after hours and on weekends by calling the VT Police at 540-231-6411.

We convene the university Care Team and also liaison with Threat Assessment, and stand ready to discuss student situations and scenarios that are complex, confusing, or out of the ordinary.

General services include: making referrals, connecting to resources, student conduct and Title IX advising, absence verifications, hospital visits, and many other services.

First and foremost, do not wait until the last minute!!! It takes 2-4 weeks to build immunity following a vaccine. It seems to always be busy so make an appointment as soon as possible.

# Student Conduct

STUDENT CONDUCT INTRODUCTION

Student Conduct manages all non-academic student misconduct.  We enforce the student code of conduct and other university policies, NOT the law!  Student Conduct plays a key role in educating students, faculty, staff, and other stakeholders about community expectations and values.  We envision a safe, learning-centered, civil and inclusive community where all members are significantly invested in personal and collective excellence for the betterment of self, others, and community.

The mission of Student Conduct at Virginia Tech is to promote a civil learning environment that fosters personal growth and the development of life skills, by holding students and student organizations accountable for conduct inconsistent with the expectations of the university community.

We partner with Virginia Tech community members to help students resolve interpersonal, organizational, and community conflicts and conduct inconsistent with university expectations.  Through a student-focused and learning-centered lens, we utilize a comprehensive approach of informal and formal options to uphold community standards and foster personal growth.

JURISDICTION

Student Code of Code policies and University Policies for Student Life policies apply to all matriculated undergraduate, graduate, and professional students, regardless of where the alleged misconduct takes place.  Our office can receive referrals from RAs, VTPD, BPD, faculty, staff, other students, other universities, and other law enforcement agencies.

For the purposes of disciplinary action only, a student is defined as any individual who has accepted an offer of admission as an undergraduate, graduate, or professional student and who has not yet graduated or officially transferred to another institution. If a student’s enrollment lapses for more than one calendar year, the student will no longer be subject to disciplinary action under this policy. In this policy, a lapse refers to a voluntary decision by the student not to enroll. Students who are separated for disciplinary and/or academic reasons are still considered students for disciplinary purposes.  **That means any student participating in a study abroad program will be held accountable by our policies regardless if their violation occurs on campus, across town, back at home, or somewhere else. Once a Hokie, always a Hokie; here or anywhere!**

UNDERGRADUATE HONOR SYSTEM RECORDS RELEASE WAIVER AND STUDENT CONDUCT RECORDS RELEASE WAIVER FOR EDUCATION ABROAD APPLICATION

I do hereby give my permission to allow the Virginia Tech Undergraduate Honor System and Student Conduct System to release any record they have regarding me.  This includes records that have been completely adjudicated, as well as those that are pending.  Additionally, this includes any record where the Undergraduate Honor System and Student Conduct System have not formally adjudicated or taken formal action.  This release of my records is given to my Study Abroad Program Faculty Leader (for faculty-led study abroad programs) or to the Office of Education Abroad (for student exchange/ISEP programs).

I understand that this release allows the Undergraduate Honor System and Student Conduct System to release any information including the date(s), time, nature, and outcome of an alleged offense, as well as any records that were not formally adjudicated through those two systems.

I understand that this information may be used by my study abroad program leader or the Education Abroad Office to assist in its selection process and that information provided may impact my selection to participate in this program. I further understand that this release is authorizing a final check by both the Undergraduate Honors System and the Office of Student Conduct, prior to my participation in this Study Abroad or Exchange program. This release is only valid for this program and/or term abroad for which I am applying and additional releases will be required for any subsequent programs and/or terms abroad.

POLICIES

1. Alcohol Beverage policy (Policy 1015)

(2.2) Policy for Virginia Tech’s Regional Centers Abroad and Education Abroad Programs

1. The Vice President  for  Outreach  and  International  Affairs (or  designee) is authorized to approve  requests  to serve alcohol at events held on or hosted by the university’s Regional Centers Abroad. Sponsors of university events held at these locations are responsible for ensuring that local laws, University Policies for Student Life, and the rules and regulations of this policy are adhered to. The Vice President is responsible for establishing procedures for managing and documenting the request and approval process.
2. At university sponsored events, alcohol may be served to individuals who are authorized to consume alcoholic beverages under the laws of the country where the event is held.

* Updated and Approved May 14, 2009 by Vice President for Administrative Services, Sherwood G. Wilson
* Updated and Approved March 23, 2010 by Vice President for Administrative Services, Sherwood G. Wilson.

(3) Procedures

1. All  sponsors  of  university  functions  to  be  held  on  campus  shall  submit  event  approval  forms  consistent  with University  Facilities  Usage  and  Event  Approval  Policy  (see  Policy  5000).

* Written requests to serve alcohol at events held on or hosted by the University’s Regional Centers Abroad must be submitted at least 14 days  prior  to  the  event to  the Office  of  the Vice  President  for  Outreach  and International Affairs.
* ***In a Nutshell*** *- Students are expected to comply with local, states, federal, and international laws pertaining to the purchase, possession, consumption, transportation, and sale/ distribution of alcohol.  Additionally, students, regardless of their age, cannot consume alcohol in an unhealthy or high risk way (e.g. vomit, pass out, blackout, high BAC, consume a large amount of alcohol in a short period of time, etc. be overly intoxicated in public, etc.).*

1. Failure to Comply - Failure to comply with a request and directives of university officials acting within the scope of their authority. This includes, but not limited to: failure of a student to present his/her university identification card, failure to keep or attend a required meeting, and failing to leave an area when requested by an authorized university official. Upon the request of the student questioned, university officials must identify themselves and state the source of their authority.

* ***In a Nutshell*** *-**If you ask/ tell a student to do something in the capacity of Program Director/ Faculty member and they do not comply, they are in violation of this policy, especially if you are attempting to manage the large group or there is a health or safety issue at hand.*

1. Disorderly or Disruptive Conduct -Engaging in disorderly or disruptive conduct that: disturbs the peace, interferes with the performance of the duties of public/civil officials, interferes with the rights and/or activities of others, or interferes with the orderly functioning of the university and/or performance of the duties of university personnel, including but not limited to studying, teaching, research, University administration, and blocking entrances and egress.

* ***In a Nutshell*** *-**If a student’s behavior is disruptive, disorderly, disturbs the peace, interferes with your ability to carry out the plans for the trip or the curriculum, and interferes with the rights and/or activities of others, they are in violation of this policy,*

1. Abusive Conduct -Any use of words or acts that cause physical injury, or threaten any individual, or interfere with any individual’s rightful actions, including but not limited to the following; Assault, Battery, Stalking, Recording of Audio/Visual Material without Consent,  Distributing of Audio/Visual Material without Consent, and Harassment.

* ***In a Nutshell*** *- Students cannot threaten, stalk, harass, record/ distribute a recording without their permission, or hit/ use physical force against someone.*

TIPS

* Consider prior/ pending student code of conduct violations with determining a student’s eligibility to participate in a program.

* Set and share your expectations you have for student behavior upfront, especially those that have prior conduct violations that you choose to allow to participate in a study aboard experience.
* Please do not let one student ruin or negatively impact your trip abroad. Student Conduct staff is available to assist and be a resource for Study Abroad Directors/ Program Leaders during the study abroad experience, as well as for pre and post –departure issues.
* If you need assistance please contact us at [studentconduct@vt.edu](mailto:studentconduct@vt.edu) or me personally at [rsettle@vt.edu](mailto:rsettle@vt.edu).

# Vaccines

Schiffert Health Center

First and foremost, do not wait until the last minute!!! It takes 2-4 weeks to build immunity following a vaccine. It seems to always be busy so make an appointment as soon as possible.

Direct the student to go to [www.cdc.gov](http://www.cdc.gov) , choose ‘Traveler’s Health’, click ‘Destinations’ and select the country. Print off the indications. At this point, the student may need to make an appointment in the Medical Clinic under Travel. There may be several prescription medications needed and these would need to be ordered by a practitioner. Bring the information printed off the CDC website to the clinic appointment. This is important for the practitioner to order the correct medication. All malaria medication will not work everywhere as it is place specific.

For injectable vaccines, the traveler will need an appointment in the Allergy/Immunization Clinic. Know how many vaccines are needed and what they are before calling for an appointment.

The following is a list of available vaccines and their current prices. Prices are subject to change. Some of these are not travel, but we offer them.

HPV (Gardasil) $177.00

Hepatitis A (adult, 19 years & older) $ 37.00

Hepatitis A (adolescent, thru 18 years) $ 27.00

Hepatitis B (adult, 20 years and older) $ 40.00

Hepatitis B (adolescent, thru 19 years) $ 20.00

Menactra (meningococcal) $125.00

Polio $ 36.00

Rabies (3 are needed for pre-exposure, 21 days to complete) $252.00 each

Td (tetanus, diphtheria) $ 32.00

Tdap (tetanus, diphtheria, pertussis) $ 42.00

Typhoid (injectable, good for 2 years) $ 86.00

Typhoid (oral, Vivo-tif, good for 5 years) $ 38.80

The oral Typhoid must be ordered from the Medical Clinic then purchased in the pharmacy.

The Yellow Fever must be obtained at the Montgomery County Health Department, phone: 540-585-3300.

Japanese Encephalitis: 2 vaccines, 28 days apart. Some local pharmacies offer this. Traveler may receive it at the pharmacy or purchase it at the pharmacy and bring it to Schiffert Health Center for administration. This must be refrigerated if not brought directly to us. We charge $6.00 for administration.

Travelers can check with their own physician, but many will not have the needed vaccines. The benefit of dealing with a personal physician is if insurance will cover the vaccine, they will handle the filing. However, many vaccines are optional and not covered. Schiffert Health Center does not file insurance, so the traveler will need to request an itemized statement which can be submitted to their insurance for possible reimbursement.

The Montgomery Health Department at 210 South Pepper Street-Suite 1, Christiansburg, VA will usually carry most vaccines, however their Travel Clinic is only open on Tuesdays from 8-10 am, by appointment only. Helen Meyers can be contacted at 540-585-3308. It is recommended the traveler speak with their insurance prior to the appointment to find out if the vaccine(s) will be covered. Insurance will be filed, but traveler must pay any amount over. The vaccine should be administered at least 2 weeks prior to departure, and longer for some vaccines.

Many pharmacies offer vaccines and the pharmacist may administer them. They will also file for insurance.

# Study Abroad Accounts Receivable

Office of the University Bursar

Kelly Perkins, Accounts Receivable (AR) Supervisor, 540-231-9951, [kmstout@vt.edu](mailto:kmstout@vt.edu), or 540-231-6277, bursar@vt.edu

CHARGES

Departments will post study abroad related charges/deposits to the students’ accounts using TSAMASS. Departments will complete and submit Accounts Receivable Adjustment Forms for any changes needed to those charges/deposits once posted. AR training available for both.

CREATE DETAIL CODE

To post charges, the department must first create a detail code with the Bursar at:

<http://www.bursar.vt.edu/forms/documents/ar_detail_code_request_form.pdf>

A new form is required for each new study abroad trip. If a non-VT student is attending the trip, you will need to have a student Banner ID established. This is requested through the Bursar at [Bursar@vt.edu](mailto:Bursar@vt.edu).

WHEN POSTING CHARGES

It’s important to post study abroad charges in the correct term. For example:

If posting charges for deposits today for a Summer 2016 trip, you would use the current

term 201509.

We will bill and expect payment within 30 days. If payment is not received, a hold will be placed on the student’s account.

ACCOUNTS RECEIVABLE BILLING

The University Bursar bills on the 15th of each month (unless it falls on the weekend, then the Friday prior) with a due date of the 10th of the following month (unless it falls on a weekend, then the Monday after). You will need to know when the funds are needed for purchases in order to know when to bill.

APPLYING PAYMENTS

Because students could have other outstanding charges on their accounts, we ask students to request by email that we directly apply payment to the Study Abroad charge once payment is made. Students/parents can email [bursar@vt.edu](mailto:bursar@vt.edu) to make this request. Doing this will make reconciling a breeze!!

FINANCIAL AID

Students seeking financial aid from VT in order to pursue a study abroad experience should follow the checklist below:

* Develop a budget and determine how much financial aid is needed
* File a FAFSA application for each school year
* Stop by the Office of University Scholarships and Financial Aid to discuss yearly financial aid reward
* If the full Federal Direct Stafford Loan eligibility has not been used, check to see if you have access to the remaining portion
* Some students seek additional assistance from their parents in the form of a Parent Plus loan: <http://www.finaid.vt.edu/types_of_aid/loans/plus-parent/index.html>
* Some students seek additional assistance by applying for an alternative student loan from a private bank: <http://www.finaid.vt.edu/types_of_aid/loans/alternative/index.html>
* Seek out scholarship highlighted by the Global Education Office (GEO) or others that you may have found through outside resources
* Contact Financial Aid at 540-231-5179 or [finaid@vt.edu](mailto:finaid@vt.edu) if further assistance is needed

TUITION AND FEES

Tuition and fee study abroad rates are available at [www.bursar.vt.edu](http://www.bursar.vt.edu) for all terms.

INVOLVE PARENTS

Encourage students to make parents fully aware of all trip expenses (i.e. deposits, tuition, etc.) and payment deadlines.

TRIP COMPLETION

Once the trip is completed and you are ready to close the fund, if you need to refund any of the participants, complete an AR Adjustment Form to do so. Each fund must be closed out.

# Clery Act – Guide for Campus Security Authorities (CSA)

CSA RESPONSIBILITIES

Faculty Leaders must report to the VT Police Department (540-231-6411) all alleged crimes occurring in VT’s “Clery locations” of which you become aware.

If you are aware of a crime in progress, report it IMMEDIATELY to the local equivalent of 911.

You must inform crime victims of their right to report the crime directly to law enforcement. Regardless of whether the victim chooses to report, you are still responsible for reporting the crime to the VTPD (540-231-6411).

If the victim wants to remain anonymous, then you should respect their wishes and not include their name when you report the crime to the police.

**Get the Facts: Who, What, When & Where**

VT CLERY LOCATIONS

On- campus - any of VT’s 13 campuses (Main Campus, report to VTPD, all other campuses report to local police and the VTPD)

Non-Campus - any premises owned or controlled by VT, has an organized course of study and students frequent the location (Include all organized student trips at home and for studies abroad)

Public - public areas within campus and next to our boundaries such as sidewalk, road and sidewalk on the other side of the road or street

DO NOT WASTE TIME TRYING TO FIGURE OUT IF A CRIME HAPPENED IN A CLERY LOCATION. THIS IS THE RESPONSIBILITY OF THE VT POLICE DEPT.

WHEN IN DOUBT, REPORT!!

If you have any questions about your Clery responsibilities, contact:

Clery Compliance Coordinator:

* Patricia Moles 540-231-1335

Email: gmoles54@vt.edu

# Title IX Abroad

Office of Equity and Access

Andrew Tevington, Director of Compliance, 540-231-8899, [andrew52@vt.edu](mailto:andrew52@vt.edu)

DOES TITLE IX APPLY ABROAD?

Federal court in Michigan said “yes”:

University created the program

University recruited the program

University ran the program

University made arrangements to use foreign space

Alleged harassers were Michigan students

Federal court in New York said “no”:

Program was conducted by a foreign university

Program was conducted on the foreign university’s property

Alleged harasser was a New York employee

The New York university recruited for the program

WHAT TO DO?

Assume Title IX applies

Do the right thing

Protect your people

TITLE IX APPLIES:

For acts/words to students and employees

For acts/words by students, employees, vendors, and visitors

WHAT MUST YOU DO?

Stop harassment

Prevent future harassment

If someone has to change, it’s the respondent, not the complainant

Prevent retaliation

Get medical/psychological care as needed

WHAT ELSE?

Take the Compliance Workshop: University Policy 1025, Title IX and the Violence Against

Women Act (VAWA) (before you go, in person or online)

Learn more at these workshops:

Traveling on University Business: Prevent Sexual Harassment – Don’t Leave Home

Without This

Understanding VAWA: Sexual Assault, Stalking and Domestic or Dating Violence

# Services for Students with Disabilities

All faculty are representatives of Virginia Tech and are required to uphold students’ civil rights. The Americans with Disabilities Act (ADA) as Amended in 2008 and the Rehabilitation Act of 1973 are civil rights legislation, not entitlement programs, as enforced by law.

The Services for Students with Disabilities (SSD) office is authorized to interpret the ADA as Amended in 2008, determine the presence of a disability, and to determine reasonable accommodations for students under University Policy Memorandum 178 and University Policy 4075.

The SSD office promotes efforts to provide equal access and a culture of inclusion without altering the essential elements of coursework for all Virginia Tech students. Civil rights remain the responsibility of the entire campus community.

Below are some recommendations and helpful tips for assisting students with disabilities while studying abroad:

1. In May 2014, University Council approved a resolution regarding the Voluntary Health Disclosure Form for education abroad students. The form encourages students to disclose information about possible health or psychological issues and to do so in conjunction with their doctor, counselor, or other specialists. The form is made available to all students participating in Education Abroad studies prior to departure. Please remember that this form is strictly voluntary and the professor or the Education Abroad office may not ask the student specifics about their disability or medication requirements even though this information is disclosed on the form. It is acceptable to let the student know that the form has been reviewed and the student should feel free to offer any additional information they feel might prove helpful. Do not ask the student to provide the professor with additional documentation. Documentation should only be filed with the SSD office, the Schiffert Health Center or the Cook Counseling Center or with the student’s private doctor or counselor.

2. Trip specific information that is supplied to students wanting to participate in an Education Abroad experience, should include a statement regarding the need for accommodations for students diagnosed with a disability. Students needing accommodations in order to participate in the study abroad experience should be referred to the Services for Students with Disabilities office (SSD) as soon as possible. The SSD office will work with the student to determine what reasonable accommodations are needed as well as provide the student with official accommodation letters to be shared with their professor.

3. To be eligible for accommodations, the student must present a recent letter of accommodation from the SSD office. Faculty are not required to provide students with accommodations unless the student presents the official accommodation letter from the SSD office. Accommodations are not retroactive. For example, if a student does not present their accommodation letter at the beginning of the study abroad session, they cannot ask the professor to give a “do over” on tests and quizzes or provide an extension on assignments, if they present their accommodation letter later during the course. Accommodations do not begin until the student presents their accommodation to the professor.

4. If there are any monetary costs involved for an accommodation (i.e. software, Brailled materials, Sign Language interpreters, captioning films or videos etc.), the faculty leading the study abroad experience should immediately contact the SSD office to determine options or who bears the cost.

5. Students with physical or mobility impairments should be encouraged to contact the SSD office as soon as possible to discuss their plans for participating in the study abroad experience. Students needing personal assistance with daily hygiene rituals such as eating, going to the bathroom, bathing, taking medications or assistance with mobility issues such as pushing their wheelchair, transferring from the wheelchair to the bed or another seat, car, bus, etc., should make arrangements to hire a personal attendant. It is not the responsibility of the university, professor or other students on the trip to serve in the capacity of a personal attendant.

6. Students who participate in Study Abroad classes need to be aware that the Americans with Disabilities Act does not extend to other countries. It is possible that there will be situations where physical access is limited such as in touring historical buildings, transportation modes and having to traverse trails or paths to a certain destination that is not paved or includes steps and a certain level of endurance to complete the journey. If this is the case, professors may want to think about a fair alternative assignment that the student may substitute in place of the original assignment.

7. When supplying students with basic information about the study abroad trip, the more information that can be supplied to the student about terrain, expected temperatures, lack of refrigeration, physical requirements (climbing stairs, hiking, etc.), types of transportation that will be utilized and dietary restrictions, the better the student will be able to discuss with their doctor their ability to fully participate in the experience.

Professors are encouraged to contact the SSD office at any time there is a concern or question about the participation of a student requesting accommodations. To contact the SSD office during regular office hours, Monday – Friday (8:00 – 5:00), please use the following:

**Office phone**: 540-231-3788, **Fax**: 540-231-3232, **Email**: [ssd@vt.edu](mailto:ssd@vt.edu)

In case of an emergency, please contact the Virginia Tech Police at 540-231-6411

# Office of Export and Secure Research Compliance (OESRC)

Virginia Tech and the Office of Export and Secure Research Compliance (OESRC) fully support compliance with United States export and sanctions laws. [University Policy 13045](http://www.policies.vt.edu/13045.pdf) (Export and Sanctions Compliance Policy) has been enacted to establish, document, and implement actions needed to ensure that the university, and its employees and students, remain in full compliance with International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), Foreign Assets Control Regulations (FACR) and/or other applicable export control or sanction related regulations.  International collaborations, including study abroad opportunities, are at risk of intersection with federal export controls and sanctions regulations when exporting university property/technology or engaging in transactions with nationals/entities of Sanctioned Countries or [U.S. Government Restricted Parties](http://export.gov/ecr/eg_main_023148.asp).  OESRC can assist university personnel in evaluating potential export/sanctions licensing requirements for these activities and acquiring U.S. Government licenses or authorizations when necessary.

# Cook Counseling Center

Thomas E. Cook Counseling Center

240 McComas Hall (0108)

895 Washington Street

Virginia Tech

540-231-6557 (Office Phone – answered 24/7/365)

540-231-2104 (fax)

Website: <http://www.ucc.vt.edu/index.html>

DIRECTOR: Christopher Flynn, Ph.D., [flynnc@vt.edu](mailto:flynnc@vt.edu)

STAFF: Psychologists, Counselors, Social Workers, Psychiatrists, Nurse Practitioners, Supervised Trainees

All senior staff are licensed and/or certified in their area of expertise; trainees or early professionals are under supervision of licensed staff members to provide services.

SERVICES:

CONSULTATION FOR FACULTY AND STAFF

The staff members of the Cook Counseling Center are always available for consultation to Virginia Tech faculty and staff. One of the staff is on-call 24-hours a day, seven days a week, 365 days a year. Anyone seeking a consultation should just call the main number listed above and a counselor will respond to your call as soon as possible. If, for any reason, this did not work then call VT Police at 540-231-6411 and ask to speak with me and they will find me.

INDIVIDUAL COUNSELING

Students being seen in counseling prior to departure for study abroad will have a conversation with their counselors about their stability and the transition and challenges that study abroad may bring. By and large, students who have been in counseling and go abroad do well – and most come back feeling stronger and more resilient for the experience. However, there are many who may face a recurrence of their symptoms while abroad. The Cook staff may be able to do some consulting via Skype or other encrypted services if the student has computer access – this is a limited service since on-going teletherapy may violate professional licensing restrictions.

PSYCHIATRIC MEDICATION

Students on medication prescribed by the Cook Counseling Center psychiatric staff will have a discussion with their provider about ensuring that they will have access to medication while abroad. Some prescriptions may only be written for limited times, some may not be able to be mailed, some may not be available in foreign countries so this needs to be assessed prior to departure. Students may, in an emergency, be able to consult with psychiatry through teletherapy.

COMMON CONCERNS OF COLLEGE STUDENTS

College students may deal with a range of developmental concerns while studying abroad including culture shock, making the transition to a new setting, relationships and maintaining long distance relationships, dating and sexually related concerns. During this age, students may also face the range of mental health issues including depression, anxiety, grief over loss, eating disorders, substance abuse, attention-deficit disorder, as well as more serious disorders. During the typical age range for college, students who are vulnerable to more serious disorders including schizophrenia and bi-polar disorder may also have their first episodes that might include cognitive disturbances, delusions, and bizarre symptoms. More detail regarding these may be found in the first link below.

USEFUL LINKS

NAFSA: Association of International Educators – the following document is the best comprehensive guide to mental health issues for students studying abroad. Written by experts in the field, it provides the best practices for mental health guidance. <http://www.nafsa.org/uploadedFiles/best_practices_mental.pdf>

*Recognizing and Responding to Students in Distress: A Faculty Handbook* was developed by Cornell University and adapted for use by Virginia Colleges and Universities. It is a very good guide to mental health concerns and faculty responses. <http://www.campussuicidepreventionva.org/facultyhandbook/>

The International Association for Suicide Prevention provided resources for individuals who may be experiencing suicidal ideation across the world. The website has information for crisis lines by country.

<http://www.iasp.info/resources/Crisis_Centres/>