



**Office of International Education and Programs
Quarter Courses with International Study
Quarter 2**

Verification of Program Policies

Please read and sign. Return one copy to the Office of International Education & Programs.

SUNY Oswego's quarter course programs with visits to various overseas cities are guided by rules and policies necessary for a successful course and study tour experience for all involved. In addition to other required forms, all students participating must sign and return one copy of this form to our office prior to the course start date. **Failure to return a signed copy to the OIEP will result in your being dropped from the course and program.**

1. Attendance in Oswego

Attendance in class at Oswego is required. The courses meet weekly or bi-weekly for seven weeks on campus. Only documented medical emergencies (for you or a member of your immediate family), absences documented through the Student Advisement Center, or documented participation in college-sanctioned sporting events will be excused. Students missing class will be penalized; a student who misses three or more classes will be dropped from the course with no financial refund. If this occurs after the official drop deadline the student may receive an E.

2. Attendance

This course includes an international study tour. Group activities including lectures, tours, visits, and any other activity scheduled by the professor during the international study tour are mandatory. Only the professor can excuse you from a session for any reason. The schedule for the trip abroad will be full but with free time. Failure to participate in scheduled group activities will be considered as missing class and will reduce your grade. Students not present at the end of the class session will be considered absent for the entire class. Any student leaving prior to the end of the program will receive an E for the course, except in cases of documented medical emergency.

3. Course and Group Supervision

The quarter courses include a study tour overseas. The course, like any other course, will be led by the professor. He or she will assign course topics and assignments, he or she will lead the group activities abroad, and he or she will assign grades for the course. Besides the professor, there may be additional program staff from SUNY Oswego and/or the Office of International Education & Programs on site during the visit, and involved with some class sessions on campus. The professors are the people responsible for the well-being of all students and for the success of the program, assisted by official program staff. Students are required to follow the instructions of the professor and program

staff at all times, including resolving disputes among students, the assignment and possible reassignment of lodging, the imposition of any curfews, and any other program-related matter. The professor will have final authority to decide all disciplinary matters, including expulsion from the course and program at any time. His or her decisions concerning program activities and participants are final.

4. Program Fee and Payments

By accepting SUNY Oswego's Office of International Education and Programs offer of admission to one of its exchanges or overseas academic programs you acknowledge that you are ultimately responsible for all payments paid by the OIEP on your behalf, including but not limited to, any unrecoverable money deposits for the purchase of airline tickets, housing, tuition, fees, etc., should you withdraw after these funds have been paid, except for documented ill health.

The program fees for the international quarter courses are listed in each program brochure. This fee includes only what is listed in the program brochure. **The program fee does NOT include:** domestic connecting flights and/or transportation to and from the airport of departure; passport costs; personal spending money; and additional meals not included in the program fee.

All payments must be made payable to SUCO Auxiliary Services and mailed to the Office of International Education & Programs. The final payment date for all students is **October 19, 2009**. The Office of International Education & Programs has the right to remove any student who has not paid in full by the payment due date. **PLEASE NOTE: All payments for this program are non-refundable.** Flight and housing reservations and excursions are made by the OIEP based on your acceptance into the program. In the event that you withdraw from the program prior to paying your program fee balance, you will still be responsible for the **entire cost of the program**.

5. Drug Use While Abroad

Any involvement with illegal drugs is a violation of host country law. Neither the professor and program staff, nor the U.S. Embassy, will be able to intervene if you are arrested for violating drug laws. All students must refrain from purchasing, handling, or consuming illegal drugs (including marijuana) while on the program.

6. Code of Student Rights, Responsibilities and Conduct

As a course program offered by SUNY Oswego, please be advised that you are bound by the Code during your time abroad as well as on-campus. Please refer to SUNY Oswego's Code of Student Rights, Responsibilities, and Conduct (http://www.oswego.edu/administration/judicial/student_code.html).

7. Responsibilities of Participants

In study abroad, as in other settings, participants can have a major impact on their own health and safety through the decisions they make before and during their program and by their day-to-day choices and behaviors.

Participants should:

- Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
- Read and carefully consider all materials issued by the OIEP that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country.
- Conduct their own research on the country they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.
- Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- Inform parents/guardians/families and any other who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.
- Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.
- Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to your program specialist or the OIEP before and/or during the program.
- Accept responsibility for their own actions and decisions.
- Obey ALL host-country laws.
- Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
- Avoid illegal drugs and excessive or irresponsible consumption of alcohol.
- Become familiar with procedures for obtaining emergency health and legal system services in the host country.

8. Expulsion from a Program

The OIEP at Oswego, in consultation with program directors and other college officials, reserves the right to terminate a student's participation in an overseas program for the following reasons:

- the student is found to be in violation of the Code of Student Rights, Responsibilities and Conduct as stated in the *Student Handbook* prior to departure;

- the student is found to have an academic, financial, or judicial hold on his/her records;
- the student engages in action endangering to himself/herself, or others during the program;
- the student's actions or conduct are considered to be detrimental to, or incompatible with, the best interests and welfare of the program;
- the student participates in any travel outside of the study abroad program itinerary that hinders his/her class attendance, at any time during the duration of the study abroad program that has not been arranged by the home or the host universities; and
- the student's registration falls below full-time (12 credits – semester).

9. Cancellation of a Program

The OIEP at Oswego reserves the right to cancel a program at any time for the following reasons:

- Insufficient enrollment;
- Advice from the US Dept. of State that it is unsafe for US citizens and nationals of other countries to be at the host site, or that US citizens and nationals are not advised to travel or reside in the host site; and
- The inability of the host institution to provide or support the program adequately.

If the program is cancelled, all payments that have been made to Oswego by the participant will be refunded.

By signing below I acknowledge that I have read, understood, and agree to abide by the above rules and policies:

Your name printed

Signature

Date

Parent/Guardian's Signature (required if student is under age 18)

Date