PLU reserves the right to update and modify policies, processes, and information related to study away, including those contained in this guide

Updated September 2014
Orientation information, both printed and verbal, contains information for faculty, staff, and students about health and safety issues related to international and off-campus travel. Adherence to this information, along with appropriate behavior, caution, and common sense, can prevent many crisis situations.

Decisions regarding program itineraries are made based on information from the U.S. Department of State, Center for Disease Control, on-site coordinators, and other informed contacts. The Wang Center and PLU are prepared to make changes on short notice should a situation arise in any location which causes serious concern.

PLU offers study away programs all around the world, representing a variety of governments, laws, religious beliefs, cultural practices, and approaches to human rights. Our presence in a country is not an endorsement of policies and practices that we consider to be at odds with the values of PLU. Rather, our fundamental mission is to educate for a just, healthy, sustainable, and peaceful world, both locally and globally. Engaging students in the complexity of critical global issues provides the opportunity for our students to learn responsible, respectful, and constructive international engagement.

All participants in off-campus programs serve as ambassadors of both the United States and PLU. Therefore, to promote good will and to best ensure positive and safe learning experiences, university policies and guidelines apply to faculty, staff, students, and other community members who participate in off-campus programs. This guide contains only an overview of some expectations which are particularly relevant.
In the case of an emergency situation, call PLU Campus Safety: (00) 1-253-535-7441

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quick List – who to call for what questions while you are off-campus</strong></td>
<td></td>
</tr>
<tr>
<td>Pat Bieber, Study Away Business and Records Coordinator</td>
<td>Office: 253-535-8375</td>
</tr>
<tr>
<td>• Course registration; Billing and budget</td>
<td>Cell:  360-870-1475</td>
</tr>
<tr>
<td>• Grading and transcripts, Assignment of Credit</td>
<td>Home:  253-262-1018</td>
</tr>
<tr>
<td>• Emergency contact for students and faculty on off-campus study programs</td>
<td><a href="mailto:bieberpk@plu.edu">bieberpk@plu.edu</a></td>
</tr>
<tr>
<td>Tanya Ulsted, Coordinator of Study Away &amp; Gateway Programs</td>
<td>Office: 253-535-7628</td>
</tr>
<tr>
<td>• Study Away advising/guidance/coordination for Gateway and Featured programs</td>
<td>Cell:  253-820-7970</td>
</tr>
<tr>
<td>• Emergency contact for students and faculty on off-campus study programs</td>
<td><a href="mailto:ulstedtj@plu.edu">ulstedtj@plu.edu</a></td>
</tr>
<tr>
<td>Megan Grover, Short-Term Programs Manager</td>
<td>Office: 253-535-8754</td>
</tr>
<tr>
<td>• J-Term logistics and arrangements for other international travel</td>
<td>Cell:  503-679-9910</td>
</tr>
<tr>
<td>• Emergency contact for students and faculty on off-campus study programs</td>
<td><a href="mailto:megan.grover@plu.edu">megan.grover@plu.edu</a></td>
</tr>
<tr>
<td>Carmen Eyssautier, Study Away Advisor and Assessment Coordinator</td>
<td>Office: 253-535-8178</td>
</tr>
<tr>
<td>• Study Away advising/guidance/coordination for Approved programs</td>
<td>Cell:  253-905-6897</td>
</tr>
<tr>
<td>• Emergency contact for students and faculty on off-campus study programs</td>
<td><a href="mailto:eyssaucj@plu.edu">eyssaucj@plu.edu</a></td>
</tr>
<tr>
<td>Dr. Tamara Williams, Executive Director</td>
<td>Office: 253-535-7577</td>
</tr>
<tr>
<td>• Backup emergency contact for students and faculty on off-campus study programs</td>
<td>Cell:  253-678-7731</td>
</tr>
<tr>
<td>Wang Center for Global Education</td>
<td>Office: 253-535-7577</td>
</tr>
<tr>
<td>Pacific Lutheran University</td>
<td>Fax:  253-535-8752</td>
</tr>
<tr>
<td>Tacoma, WA 98447-0003</td>
<td><a href="mailto:wangctr@plu.edu">wangctr@plu.edu</a></td>
</tr>
</tbody>
</table>

**PLU Resources**

- Women’s Center, Jennifer Warwick, Victim Advocate  
  warwicjl@plu.edu  
  Office: 253-538-6303  
  Fax:  253-538-6305

- Campus Safety, Greg Premo, Director  
  campussafety@plu.edu  
  Office: 253-535-7441  
  Fax:  253-536-5061

- PLU Health Center, Matt Freeman  
  health@plu.edu  
  Office: 253-535-7337  
  Fax:  253-536-5042

- PLU Counseling Center, Matt Freeman  
  councen@plu.edu  
  Office: 253-535-7337  
  Fax:  253-536-5124

- PLU Campus Concierge (to route a call anywhere on campus)  
  Office: 253-535-7411

**Other Important Resources**

**Global Emergency Assistance/Emergency Evacuation or Repatriation**

Contact the FrontierMEDEX for assistance in evaluating the situation.

- Policy #:352191, Policy Reference: EIIA/PLU
- Emergencies within the US or Canada: 1-800-527-0218
- Emergencies outside the US (collect): 1-410-453-6330
- Health Insurance Policy Number: 352191

**State Department -- Phone Numbers**

- Overseas Emergency: 202-647-5225 or 202-647-4000
- Consular Affairs: 202-647-9576 or 202-663-2500
- Office of American Citizens Services: 202-647-9019 or 202-501-4444
WANG CENTER EMERGENCY RESPONSE PROCEDURES

A student losing a passport, a faculty leader having her wallet stolen, or a student breaking his leg are clearly challenging, but are not life-threatening crises. The Wang Center considers an emergency – requiring an immediate call to us in the office or at home – to be something that has or could result in significant harm. Examples include: major natural or national disasters (earthquake, hurricane, etc.), rape, or death. Use your best judgment and common sense in responding to unusual situations and emergencies. If you are a student, seek out your faculty or program leader for help.

The Wang Center shall be contacted in the following circumstances:

1. Serious injury, illness, hospitalization, incarceration, or death.
2. Emotional or psychological stress that appears to require removal from the situation or professional attention.
3. Being the victim of a crime (theft, assault, rape, harassment, accused of committing a crime, etc.).
4. Sexual harassment
5. A situation in-country arises that causes serious concern, i.e., political uprising or natural disaster.
6. Vehicle accident or damage

Faculty (or on-site coordinator) Emergency Situation Checklist

Each of the following five steps is required.

1. Seek appropriate local help.
2. Call FrontierMEDEX
   - **Student calls** - if the student is able
   - **Faculty calls** - only if the student is NOT able
   - **Student Receives a case number**
   - **FrontierMEDEX will guarantee payment of medical bills; students should be prepared to pay the deductible at the time of the incident.**

   **Contact Information:**
   Policy Holder: Educational & Institutional Insurance Administration (EIIA)
   Pacific Lutheran University
   EIIA Policy Number: 352191
   1-800-527-0218 (within USA)
   1-410-453-6330 (international collect)

   - **PLU funds may be used to pay for upfront costs; the student will reimburse PLU**

3. Call the Wang Center
   - **M-F 8am-5pm: 253-535-7577;**
   - **PLU’s 24-hour emergency line: 253-535-7441, or a staff member on the Travel Card**

4. Write Incident Report (pg. 46 of Travel Guide)
   - **Provide the Wang Center with the Incident Report, include the FrontierMEDEX case number if applicable**
   - **Send to wang.center@plu.edu no later than 48 hours after the incident**

5. Follow-up
   - **Follow up with the student about the incident.**
   - **Provide follow-up information to the Wang Center by email.**
FOREIGN TRAVEL EMERGENCY ASSISTANCE FOR PLU EMPLOYEES AND STUDENTS

Pacific Lutheran University employees and students traveling outside the USA on university sponsored trips have access to a 24 hour emergency services program provided by Navigators Insurance Company and FrontierMEDEX.

Coverage includes:

**Medical Assistance**
- Medical and dental referral
- Monitoring of treatment
- Emergency medical evacuation
- Facilitation of hospital payments

**Travel Assistance**
- Replacement of lost or stolen travel documents
- Emergency travel arrangements
- Translation services
- Message transmittals

**Pre-Travel Information**
- identify ATM locations
- provide information on prescriptions allowed in a specific country
- information on political and/or environmental conditions

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*Medical coverage is for emergency injury or sickness during travel outside the U.S.*

*There is a $250 deductible per person per injury/sickness. The deductible is $500 for pre-existing conditions.*

**In the Event of an Emergency or if Medical Care is Required**

It is recommended you make your phone calls in the following order:

1. Call the emergency number of the international director or call the host country equivalent of 911 for a serious and/or life threatening medical emergency.

2. **Call FrontierMEDEX for all emergency travel, accident and sickness assistance.**
   (Contact information is located at the bottom of this page.)

   Please have the following information when you call FrontierMEDEX:
   - Patient’s name, age, sex and FrontierMEDEX policy holder and ID number;
   - Contact information for patient and/or individual calling in claim;
   - A description of the patient’s condition;
   - Name, location, and telephone number of medical facility;
   - Name and telephone numbers for the treating doctor; where and when the doctor can be reached.

3. Always ask for a Frontier MEDEX case number.

4. Call the international office at your host institution or the PLU professor traveling with your group and provide them the case number.

5. Always call or email the Wang Center and provide them information about the incident and the case number as soon as possible.
   i. Wang Center: 253-535-7577
   ii. Campus Safety: 253-535-7441 (after business hours)

**FrontierMEDEX Contact Information:**

Policy Holder: Educational & Institutional Insurance Administration (EIIA)/Pacific Lutheran University

FrontierMEDEX ID Number: **352191**

1-800-527-0218 (within USA)

+1 410 453 6330 (international collect)

operations@frontiermedex.com

www.eiia.org/ForeignAssist

*For full details about this insurance and travel assistance programs, please refer to the insurance policy and program description documents at [www.eiia.org/ForeignAssist](http://www.eiia.org/ForeignAssist)*
Foreign Travel Insurance Coverage
Only Available to Property & Casualty Participants
August 1, 2014 – August 1, 2015

TRAVEL, ACCIDENT, AND SICKNESS COVERAGE ELIGIBILITY:
Faculty, Students, Trustees, Volunteers, Chaperones, Alumni, and Other Participants while on institution-sponsored events outside of the U.S., its Territories and Possessions. Dependents include spouses and children, who may receive full limits while accompanying a covered traveler.

ACCIDENTAL DEATH & DISMEMBERMENT: $200,000 Each Insured Person
$2,000,000 Aggregate Any One Accident All Insured Persons

TRAVEL ACCIDENT AND SICKNESS
Emergency Medical Expenses: $100,000 Each Insured Person Each Injury or Sickness
- The initial loss must occur while the Eligible Person is participating in an institution-sponsored trip overseas.
- A $250 deductible per person per injury will apply.
- Security Evacuation coverage up to $100,000 limit per person per event.
- Natural Disaster Evacuation coverage up to $50,000 limit (total for all institutions).
- Pre-existing conditions have a $3,000 limit with a $500 deductible.
- Medical coverage is for emergency injury or sickness during the travel.
- Unlimited Personal Sojourn for pre- or post-trip travel outside U.S.

EMERGENCY MEDICAL EVACUATION: $1,000,000 Each person
- Must be ordered by FrontierMEDEX or a Physician who certifies the necessity of the evacuation.

EMERGENCY FAMILY TRAVEL for Designated Companion: Coach Airfare plus $300 / day in expenses up to $5,000/incident

MEDICAL REPATRIATION: $1,000,000 Each person
$1,000,000 Policy Limit each Institution

MAJOR MEDICAL EXCLUSION(S): Loss incurred as a result of: Suicide*, AIDS, Routine or Elective Care, Normal Dental, Acne, Pregnancy, Specified Athletic or Sporting Events.**

Payments under this policy will be made in full compliance with any OFAC (Office of Foreign Assets Control) trade sanctions.

*Repatriation of Remains after Suicide is covered, but medical care for self-inflicted injury is not.
**Specific Athletic Sporting Events are defined as: Football, Boxing, Gymnastics, Ice Hockey, Lacrosse, Martial Arts, Rodeo, Skiing (water or snow), Surfing, Swimming, Diving, Wrestling, Basketball, Baseball, and Equestrian when participating in the excluded sporting event professionally or representing the college but not when an individual participates at their own initiative.

Excluded at all times: skydiving/parachuting, hang gliding, bungee jumping, mountain climbing, pot-holing, zip-lining, and motorcycle riding.

Scuba Diving is excluded at all times except as an assigned part of a curriculum of study for credit.

AUTOMOBILE LIABILITY:
When renting a vehicle, coverage MUST ALWAYS BE PURCHASED from the rental company. Coverage shown below is NOT primary and does NOT comply with individual countries legal requirements.

Non-Owned Automobile Liability $1,000,000
Hired Automobile Physical Damage $25,000 Each Auto
$1,000 Deductible Each Loss

INSURER: Navigators Insurance Company
Travel Assistance Services provided by FrontierMEDEX.
Here is your FrontierMEDEX ID Card

WORLDWIDE 24-HOURS A DAY

When traveling, you can now feel confident that you are in safe hands if an emergency arises. FrontierMEDEX provides medical, security and travel-related assistance services.

Always carry your Identification Card with you. Listed on the back of the card are the telephone numbers for the worldwide FrontierMEDEX network. When you call, be prepared to provide your ID number, organization’s name, your name and a description of the situation.

FRONTIERMEDEX’S PORTFOLIO OF SERVICES:

MEDICAL ASSISTANCE SERVICES
Worldwide Medical and Dental Referrals
Monitoring of Treatment
Facilitation of Hospital Payments
Transfer of Insurance Information to Medical Providers
Medication, Vaccine and Blood Transfers
Dispatch of Doctor and Specialists
Transfer of Medical Records
Continuous Updates to Family, Employer and Home Physician
Hotel Arrangements for Convalescence
Replacement Corrective Lenses and Medical Devices

TRAVEL ASSISTANCE SERVICES
Replacement of Lost or Stolen Travel Documents
Emergency Travel Arrangements
Transfer of Funds
Legal Referrals
Translation Services
Message Transmittals

WORLDWIDE DESTINATION INTELLIGENCE
Pre-Travel Information
Travel and Health Information
Security Intelligence

MEDICAL EVACUATION AND REPATRIATION SERVICES
Emergency Medical Evacuations
Transportation to Join a Hospitalized Member
Return of Dependent Children
Transportation After Stabilization
Repatriation of Mortal Remains

PERSONAL SECURITY SERVICES
Political Evacuation Services
Security Evacuation Services
Transportation After Political or Security Evacuation

FREQUENTLY ASKED QUESTIONS:

WHO IS FRONTIERMEDEX? Since 1977, FrontierMEDEX has been assisting travelers worldwide by utilizing highly trained, multilingual coordinators in conjunction with an extensive information and communication system to provide medical and travel-related assistance.

WHEN SHOULD I CONTACT FRONTIERMEDEX? Coordinators are available 24-hours a day, every day of the year. Many times people assume that the services are to be used only in serious cases. Be assured that FrontierMEDEX is here to help you with any type of problem regardless of the severity.

WHAT IF LOCAL MEDICAL FACILITIES ARE INADEQUATE? If, through our medical management, it is determined that local medical providers are inappropriate for treatment, FrontierMEDEX will arrange for a medically safe evacuation to a facility capable of providing the necessary care.

WHAT HAPPENS IF I AM HOSPITALIZED? It is important to notify FrontierMEDEX as soon as possible so your treating physician can be contacted to assess your condition and treatment plans to ensure your safe recovery. FrontierMEDEX will then update your family, employer/organization and personal physician as appropriate and assist you until you have returned home or have received final treatment.

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Detach and carry with you at all times.

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FrontierMEDEX Emergency Response Center:
United States, Baltimore, MD 1-410-485-6000 (COLLECT)

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FrontierMEDEX GO FURTHER. DO MORE.

FrontierMEDEX ID: 352191
Client Name: ELIA

Notice to Participants: Ineligibility or Call FrontierMEDEX immediately for medical, evacuation and procedures.
Call 24 hours day (large part). Follow-up service given to a place; mail for assistance.
operations@frontiermedex.com  www.frontiermedex.com

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* Use this phone number if you are outside the U.S. and have access to a phone
For service, go to the FrontierMEDEX website or your local medical center.
### Online Resources

<table>
<thead>
<tr>
<th>Document/Information</th>
<th>Web site</th>
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<tbody>
<tr>
<td><strong>University Policies and Resources</strong></td>
<td></td>
</tr>
<tr>
<td>Student Code of Conduct&lt;br&gt;Student Life Division</td>
<td><a href="http://www.plu.edu/student-handbook">www.plu.edu/student-handbook</a></td>
</tr>
<tr>
<td>Health/Medical Information&lt;br&gt;PLU Health Center</td>
<td><a href="http://www.plu.edu/health-center/Travel/home.php">www.plu.edu/health-center/Travel/home.php</a></td>
</tr>
<tr>
<td>Personnel Manual and Employee Travel Policy&lt;br&gt;Human Resource Services</td>
<td><a href="http://www.plu.edu/human-resources">www.plu.edu/human-resources</a></td>
</tr>
<tr>
<td>Faculty/Staff Travel Medication Policy &amp; Form&lt;br&gt;Human Resource Services</td>
<td><a href="http://www.plu.edu/finance-ops/documents-forms/home.php">www.plu.edu/finance-ops/documents-forms/home.php</a></td>
</tr>
<tr>
<td>University Travel Finance and Operations Division</td>
<td><a href="http://www.plu.edu/finance-ops/travel-insurance/home.php">www.plu.edu/finance-ops/travel-insurance/home.php</a></td>
</tr>
<tr>
<td>Wang Center for Global Education Study Away</td>
<td><a href="http://www.plu.edu/studyaway">www.plu.edu/studyaway</a></td>
</tr>
<tr>
<td>Women’s Center Voices Against Violence Program</td>
<td><a href="http://www.plu.edu/voices">www.plu.edu/voices</a></td>
</tr>
<tr>
<td><strong>Other Useful Travel Resources</strong></td>
<td></td>
</tr>
<tr>
<td>US State Department “Travel Tips for Students”</td>
<td><a href="http://studentsabroad.state.gov">http://studentsabroad.state.gov</a></td>
</tr>
<tr>
<td>US State Department “A Safe Trip Abroad”</td>
<td><a href="http://travel.state.gov/travel/tips/tips_1232.html#safe_trip">http://travel.state.gov/travel/tips/tips_1232.html#safe_trip</a></td>
</tr>
<tr>
<td>Passport Information</td>
<td><a href="http://www.travel.state.gov/passport">www.travel.state.gov/passport</a></td>
</tr>
<tr>
<td>STA Travel (on-line discounted student travel)</td>
<td><a href="http://www.statravel.com">www.statravel.com</a></td>
</tr>
<tr>
<td>Glimpse (on-line magazine with global focus)</td>
<td><a href="http://www.theglimpse.com">www.theglimpse.com</a></td>
</tr>
<tr>
<td>Hostel World (worldwide hostel information)</td>
<td><a href="http://www.hostelworld.com">www.hostelworld.com</a></td>
</tr>
<tr>
<td>Let’s Go (budget travel information)</td>
<td><a href="http://www.letsgo.com">www.letsgo.com</a></td>
</tr>
<tr>
<td>Rough Guides Travel (worldwide travel resources)</td>
<td><a href="http://www.roughguides.com">www.roughguides.com</a></td>
</tr>
<tr>
<td>Go Abroad (resources for meaningful travel)</td>
<td><a href="http://www.goabroad.com">www.goabroad.com</a></td>
</tr>
<tr>
<td>AAA (wide array of travel services)</td>
<td><a href="http://www.aaa.com">www.aaa.com</a></td>
</tr>
<tr>
<td>EuroTrip (hostels, trains, and more in Europe)</td>
<td><a href="http://www.eurotrip.com">www.eurotrip.com</a></td>
</tr>
<tr>
<td>Easy Jet (discounted air travel <em>within</em> Europe and the United Kingdom)</td>
<td><a href="http://www.easyjet.com">www.easyjet.com</a></td>
</tr>
<tr>
<td>Ryan Air (discounted air travel <em>within</em> Europe and the United Kingdom)</td>
<td><a href="http://www.ryanair.com">www.ryanair.com</a></td>
</tr>
<tr>
<td>Western Union – international money transfers</td>
<td><a href="http://www.westernunion.com">www.westernunion.com</a></td>
</tr>
<tr>
<td>U.S Passport Agency – students abroad guide</td>
<td><a href="http://www.studentsabroad.state.gov">www.studentsabroad.state.gov</a></td>
</tr>
<tr>
<td>Youth Vote Overseas</td>
<td><a href="http://www.youthvoteoverseas.org">www.youthvoteoverseas.org</a></td>
</tr>
<tr>
<td>Centers for Disease Control and Prevention</td>
<td><a href="http://www.cdc.gov">http://www.cdc.gov</a></td>
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</tbody>
</table>
Because the health and safety of study abroad participants are primary concerns, these statements of good practice have been developed to provide guidance to institutions, participants (including faculty and staff), and parents/guardians/families. These statements are intended to be aspirational in nature. They address issues that merit attention and thoughtful consideration by everyone involved with study abroad. They are intentionally general; they are not intended to account for all the many variations in study abroad programs and actual health, safety, and security cases that will inevitably occur. In dealing with any specific situation, those responsible must also rely upon their collective experience and judgment while considering their specific circumstances.

1. Responsibilities of Program Sponsors

The term "sponsors" refers to all the entities that together develop, offer, and administer study abroad programs. Sponsors include sending institutions, host institutions, program administrators, and placement organizations. To the extent reasonably possible, program sponsors should consider how these statements of good practice may apply. At the same time, it must be noted that the structure of study abroad programs varies widely. Study abroad is usually a cooperative venture that can involve multiple sponsors. Because the role of an organization in a study abroad program may vary considerably from case to case, it is not possible to specify a division of efforts that will be applicable to all cases. Each entity should apply these statements in ways consistent with its respective role.

In general, practices that relate to obtaining health, safety, and security information apply to all parties consistent with their role and involvement in the study abroad program. Much of the basic information is readily available and can be conveyed to participants by distributing it and/or by referring them to—or using materials from—recognized central sources. Statements of good practice that refer to the provision of information and the preparation of participants are intended for parties that advise, refer, nominate, admit, enroll, or place students. Statements of good practice that suggest operating procedures on site apply to entities that are directly involved in the operation of the overseas program.

It is understood that program sponsors that rely heavily on the collaboration of overseas institutions may exercise less direct control over specific program components. In such cases, sponsors are urged to work with their overseas partners to develop plans and procedures for implementing good practices.

*The use of letters below is provided for ease of reference only and does not imply priority.*

Program sponsors should:

A. Conduct periodic assessments of health and safety conditions for their programs, and develop and maintain emergency preparedness processes and a crisis response plan.

B. Provide health and safety information for prospective participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation, and behavior while on the program.

C. Provide information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.

D. Provide orientation to participants prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.

E. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.
F. Determine criteria for an individual's removal from an overseas program, taking into account participant behavior, health, and safety factors.

G. Require that participants be insured. Either provide health and travel accident (emergency evacuation, repatriation) insurance to participants or provide information about how to obtain such coverage.

H. Conduct inquiries regarding the potential health, safety, and security risks of the local environment of the program, including program-sponsored accommodation, events, excursions, and other activities, prior to the program. Monitor possible changes in country conditions. Provide information about changes, and advise participants and their parents/guardians/families as needed.

I. Hire vendors and contractors (e.g., travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the program sponsor's expectations with respect to their role in the health and safety of participants.

J. Conduct appropriate inquiry regarding available medical and professional services. Provide information about these services for participants and their parents/guardians/families, and help participants obtain the services they may need.

K. Develop and provide health and safety training for program directors and staff, including guidelines with respect to intervention and referral that take into account the nature and location of the study abroad program.

L. Develop codes of conduct for their programs; communicate codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that participants are in violation.

M. In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.

N. In the participant screening process, consider factors such as disciplinary history that may impact on the safety of the individual or the group.

O. Provide information for participants and their parents/guardians/families regarding when and where the sponsor's responsibility ends and the range of aspects of participants' overseas experiences that are beyond the sponsor's control.

In particular, program sponsors generally:

A. Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.

B. Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.

C. Cannot prevent participants from engaging in illegal, dangerous, or unwise activities.

D. Cannot assure that U.S. standards of due process apply in overseas legal proceedings, or provide or pay for legal representation for participants.

E. Cannot assume responsibility for actions or for events that are not part of the program, nor for those that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.

F. Cannot assure that home-country cultural values and norms will apply in the host country.

2. 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:
A. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
B. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).
C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, food and allergy issues, as well as the social, cultural, and political situations.
D. 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.
E. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
F. Inform parents/guardians/families and any others 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.
G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.
H. 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 the program staff or other appropriate individuals before and/or during the program.
I. Accept responsibility for their own decisions and actions.
J. Obey host-country laws.
K. Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.
M. Follow the program policies for keeping program staff informed of their whereabouts and well-being.
N. Become familiar with the procedures for obtaining emergency health and legal system services in the host county.

3. Recommendations to Parents/Guardians/Families
In study abroad, as in other settings, parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

Parents/guardians/families should:
A. Be informed about and involved in the decision of the participant to enroll in a particular program.
B. Obtain and carefully evaluate participant program materials, as well as related health, safety, and security information.
C. Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.
D. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
E. Be responsive to requests from the program sponsor for information regarding the participant.
F. Keep in touch with the participant.
G. Be aware that the participant rather than the program may most appropriately provide some information.
Ethical Considerations for Taking Photos in Other Countries and Cultures

1) REFLECT ON WHY YOU’RE TAKING A PHOTO: Is it because you want to remember something, show your family your hotel, create a record of a place or people, or because taking pictures just seems natural? Many people take photos when they travel because they need to feel busy or to put something between them and new surroundings. Take time to simply enjoy the experience and realize different types of photos require time and care to take.

2) BE INTERACTIVE: Try to take more interactive photos compared to objective ones. Try to always ask permission when taking pictures of people. Getting peoples’ names and stories as well as their photo can be a meaningful experience. It also will give more meaning to your photo when you bring it back and helps avoid the objectification of people that can commonly happen in photos of unfamiliar places, especially ones we think of as more “exotic”.

3) WHAT’S IN AND WHAT’S OUT?: Think about what you want to include in your pictures – and then look at what you might be leaving out. Are you ignoring part of a person’s life or the story of a town because you don’t think it is “picturesque enough”? Realize that no photo is going to capture the reality of any place you visit, so think about how you can strive to show many different aspects of a place or culture, not just the tourist spots or well-known parts of a culture that everyone takes photos of.

4) CONSIDER AND RESPECT HISTORICAL AND CULTURAL ASPECTS AND LAWS: Most people know to ask permission to take photos in sacred or religious sites, but many countries also have laws against taking photos of government buildings and more. And even if there is no law against taking a photo, be respectful of the culture – a city, village, or landscape is not there for you to consume through your camera, but is part of the lives of those in your host country. Consider whether your photo is an appropriate representation of the culture or if it would reinforce negative stereotypes or aspects of a culture that the majority of the citizens would find embarrassing or shameful.

5) SHOW PEOPLE YOUR CAMERA AND PHOTOS: Digital cameras are great to interact with people you might take photos of. Kids especially like to see themselves on the camera screens. Letting people you meet play with your camera a little can be a hit too if you are spending a good amount of time with someone.

6) PHOTO EXCHANGE: When possible, try to find a way to give a copy of the photo to the people you take pictures of. Getting their address and sending them a photo is sometimes an option or if you are meeting people through an organization or traveling with a company, think about sending them the photos to distribute. You could also bring photos of yourself or your family to give out to people when you take their photo or meet them.

7) THINK ABOUT YOUR CAPTIONS: When you present a photo, be intentional about captions and how you choose to label and title a photo. When possible, give names and details and a greater context to the photo and be careful about what you are and are not comparing the people or place to. The photos should be part of a story you can share with people once you return home.

8) BE MINDFUL OF THE CONTENT OF THE PHOTO: Be respectful of the people you are photographing and their right to privacy. Are the photos of situations or circumstances someone would not want publicly shared? Especially take into consideration local citizens who may be the recipients of social and human services, such as food and supplies from local food banks, and taking photos of local residents who may live in shelters.

Created by Bryanna Plog ’10. Adapted: April 2012, August 2013
Travel Tips

Airline Tickets

➤ Always review your E-ticket or airline ticket CAREFULLY when you receive it.
➤ Re-confirm your reservation with the airline 72 hours prior to departure for international flights. Notify the Wang Center and course leader, if applicable, if you become aware of a change in schedule.
➤ Arrive at the airport three hours early for international flights and two hours early for domestic.
➤ Check with your airline prior to your departure regarding additional baggage fees you may incur.
➤ Make sure to read your boarding pass and be sure you have your passport (if applicable). Stop and check!

Alcohol
Participants in PLU sponsored travel (including study away programs) must respect the drinking laws in the US, or if out of the US, the laws of the host country. Misconduct related to consumption or use of alcohol that creates risks for one’s own safety, threatens the safety of others, detracts from the living-learning community, and/or disrupts the university community or business may be a violation of PLU’s Alcohol Policy, Student Conduct Policy, and other expectations. Such behavior by PLU faculty, staff, or students, may result in an investigation, disciplinary action, being sent home from a program, and/or other action in accordance with PLU guidelines.

Cell Phones and International Calling
If you plan to make international calls from your personal cell phone, check with your provider about international cell phone use options. The most affordable way to call home while abroad varies by country; see your program’s handbook for details. Even if you do not plan to use your US cell phone in your host country, we recommend that you bring it with you to use while traveling to and from your host country. For long term programs, a local cell phone plan may be an option for in-country use; see your program’s handbook for more details.

Eye glasses/Contact lenses
Take a spare pair/set with you and a copy of your prescription.

Be aware of your impact on the natural environment when you are in your host country and while you are traveling. One of PLU’s central commitments is to sustainability and care for the earth. PLU has partnered with Earth Deeds (http://www.earthdeeds.com) to mitigate the carbon footprint of international air travel for semester study away. Students are encouraged to minimize their impact on the local community as well as at PLU upon return.

Frequent Flyer Airline Accounts & Special Meal Requests
You are responsible for providing your frequent flyer account information to the ticket agent when you check in at the airport and contacting the airline if you have any special meal needs for air travel.

Health Precautions and Immunizations
It is important that all international sojourners review the travel information on the PLU Health Services and CDC websites for recommended immunizations and healthy travel tips. Make an appointment for travel counseling within 3 months of your scheduled departure. Certain immunizations are recommended for most destinations and those fees are not included in the program fee, but can be charged to your student account. http://www.plu.edu/health-center/Travel/home.php; http://www.cdc.gov/

Illegal Drugs
The buying or selling of any drugs (hallucinogens, narcotics, stimulants, or depressants) is a serious issue. Any individual who buys or sells drugs will be expelled from the program and immediately returned to the US or PLU at his or her own expense. The cost of legal advice, fines, and the return travel will be borne by the violator.

Foreign visitors in other countries are particularly vulnerable when it concerns violations – intentional or unintentional – of local rules and regulations concerning alcohol and, in particular, illegal drugs. The process of law and punishment is far more arbitrary than within the United States, and more often than not may lead to prolonged imprisonment. It is
of utmost importance for the welfare of the individual and the group that extreme caution and prudence be taken when it concerns these matters.

**Insurance**
A supplemental study away insurance policy that includes travel assistance, accident & sickness coverage, emergency evacuation, and repatriation is included in the program fees for all study away international J-term, PLU summer, Gateway, Featured, and Approved semester programs. See the insurance section of this travel guide for detailed information about coverage for particular programs. This coverage is not available for international employees and students who are traveling in their home country. This supplemental insurance does not include lost baggage insurance or trip cancellation insurance; students may elect to purchase these separately. Please review the policy carefully at [www.plu.edu/studyaway/documents-forms/home](http://www.plu.edu/studyaway/documents-forms/home).

Students and dependents, if applicable, are required to maintain their domestic health insurance policy while abroad. If they do not have a domestic insurance policy, they are required to purchase short-term domestic insurance for the duration of their study away program. More information can be found here: [http://www.plu.edu/health-center/insurance-fees/home.php](http://www.plu.edu/health-center/insurance-fees/home.php). Additionally, students may not waive out of the PLU Wellness Plan while abroad. More information is available here: [http://www.plu.edu/health-center/wellness-access-plan/home.php](http://www.plu.edu/health-center/wellness-access-plan/home.php).

**Local Laws**
Familiarize yourself with local conditions and laws: While in a foreign country, you are subject to its laws. The State Department web site at [http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html) has useful safety and other information about the countries you will visit.

**Medical Information**
Carry a card, tag or bracelet identifying any physical condition that may require emergency care. Be sure to discuss these with your program director.

**Medications**
*Over the counter.* Remember to take it with you. You will probably not be able to find your preferred “over the counter” medications for colds, flu, headache, etc. outside of the US. Leave such medications in original containers.

*Prescription.* Be sure that you have more than enough of any prescription medications, including birth control, in case there are delays in traveling and you are gone longer than anticipated – and that they are in the original containers. It’s also advisable to carry a letter from the issuing physician that includes a statement of your health problem and dosage of the prescribed medication. Global Emergency Assistance Services can assist with delivery of prescriptions in emergency situations.

**Money**
- A minimum of $600 per month is generally recommended for students on most study away programs (short-term, semester and full year). Check with your particular program provider, PLU Site Director/Program Director, or PLU faculty leader to confirm if more or less may be appropriate for the location in which you will be studying.
- Take a major credit card and ATM card. Notify your credit card company and bank of your travel destinations and dates in order to avoid any unnecessary freezes or holds on your account. Make sure that your PIN is numerical and will work in the country or countries in which you will be traveling.
- Carry money and passport in a money belt (usually sold in department stores where luggage is sold).
- Make sure you travel with some US money for US airports and for getting home from the airport.
- It is a good idea to have a small amount of the country’s currency you are visiting before you arrive. You can special order most major foreign currencies from your bank. You can also exchange US dollars at an airport kiosk for a fee.
Packing - Keep a low profile. Do not advertise that you are from the United States.

Plan to take…

- Passport, photocopy of passport, visa (if applicable), and airline tickets
- A record of your credit card number and the phone number of your credit card company for loss notification
- Family photos (a few)
- Medication (enough to survive delays, carried in the original packaging/container) in your carry-on
- Medical or personal hygiene products you use regularly
- Cold, flu, or allergy medication to which you are accustomed (in original packaging)
- Identification tag, necklace or bracelet informing others of any serious medical condition
- Medical kit (travel sized)
- Flashlight (small)
- Travel guide book
- THIS Travel Guide

As a general rule, do not take…

- Extra credit cards
- Membership cards
- Items with great sentimental value that would be hard to replace
- Political, religious or sexually explicit literature
- Financial statements or checkbooks
- Expensive jewelry
- Weapons (or items that can be mistaken for a weapon – such as a letter opener)

NOTE: Baggage fees are not included in program fees. Check airline website for restrictions & fees.

Passports - travel.state.gov/passport

By now you should have applied for and received your passport if you are traveling internationally. If you don’t have a passport, apply NOW and request that it be expedited! Contact the Wang Center to apprise them of the status of your passport application. Passports need to be valid for at least 6 months after your return date.

Where to apply for a passport (http://www.co.pierce.wa.us/?nid=358):

**Pierce County Auditor’s Office**
Pierce County Annex
2401 S. 35ths St., Room 200
Tacoma, WA 98409
(253) 798-7445

**Lakewood Post Office**
5409 100th St. SW
Lakewood, WA 98499-9998
(253) 983-8266

Sign your passport.

Make multiple copies of your passport. Give one to your family, one to the Wang Center, keep one in your carry-on suitcase. Always know where your passport is, such as in your money belt or other designated safe place. You may also want to scan a copy of your passport and then e-mail the electronic copy to yourself. Once in your inbox you will always be able to retrieve a copy of it in case it is lost or stolen.

It’s a good idea to travel with an extra passport photo or two in case something happens to your passport. Having a photo will make the replacement process easier from abroad (these can be taken at the PLU Concierge, Walgreen’s or a similar location).
**Phones & Email**
Before you leave the U.S., tell friends and family that you will call or email “when it is convenient”, which isn’t likely to be as soon as you arrive. If this is an international program, it may take you several days to figure out the phone system, purchase a cell phone and/or calling card, or find an Internet cafe. And, keep in mind, you will be *weary from traveling*. Plan to give yourself a couple days to rest and get orientated and then call or email with all the exciting things you’ve been doing. Many semester-abroad programs require you to purchase a cell phone when you arrive in your host country for safety and convenience.

**Planes, Trains, and Automobiles**
You will probably want to explore the region in which you are studying, perhaps even visiting neighboring countries. When you travel independently from your study away program, use the public transportation system. Investigate reliable train, bus, taxis and other public transit that will get you where you want to go. Be sure the company has insurance and a good reputation. Do not hitchhike. **PLU does not allow student participants to rent vehicles while participating in the Study Away Program.** If you do so, you bear the burden of any liability associated with such a responsibility.

**PLU Travel Card**
Carry your PLU Travel Card with you at all times. It’s small and can fit easily in your wallet. Remember to fill in important phone numbers – those in the U.S. and in your host country. The Wang Center emergency contact numbers are listed on the card and in this guide for your convenience.

**Special Needs**
Do you have special needs in housing, travel, or meals? For example, are you a vegetarian? Are you allergic to nuts? If you have any special needs, immediately notify your program provider so efforts can be made to accommodate them.

**Disability Support Services**
All students at PLU are encouraged to take advantage of study away programs. However, students with disabilities need to be aware that the accessibility that is available here at home cannot be guaranteed in other countries. Students are encouraged to plan early and discuss their goals and plans for studying abroad with staff at the DSS Office and the Wang Center for Global Education. Contact PLU’s Disability Support Services by calling 253-535-7206 or emailing dss@plu.edu.

**Travel Book**
Buy a good travel book or download and app on your mobile device about your destination/s and study it before you depart. Learn about the countries in which you will travel: people, history, culture, environment, currency.

**Travel Documents**
Be sure to take the following documents with you and keep them in a safe place separate from your passport:

- Photocopy of your passport
- Photocopy of any visas you need for travel
- Photocopy or certified copy of your birth certificate
- Insurance policies

**Visas**
A visa is an endorsement stamped on a passport by proper authorities representing the country you wish to travel to. It allows entry to that country. Familiarize yourself NOW with student visa requirements in your host country and follow through to meet all deadlines. NOTE: some countries require you to apply in-person for your visa. This may involve travel to another state. Travel such as this is not covered by the PLU program fee. Visas for PLU J-Term and Gateway programs will be coordinated by the Wang Center and will not require personal travel to a local Consulate to submit your application, but will require that you give your passport to the Wang Center along with a completed visa application and one or two passport photos, and additional documents. If you are studying on a Featured or Approved Program, check with your program provider about visa requirements.
The following are some general guidelines that should be followed before leaving for your study away program. Specific details and requirements can be discussed with your provider at your travel consultation at the Health Center. To make an appointment, please call (253) 535-7337.

When you make your appointment, let us know where you are going, please bring your detailed itinerary and your immunization record.

**Immunizations**

All students should have already had 2 MMR shots or documented immunity; it is also recommended that you have:
- Hepatitis B
- Hepatitis A
- Meningococcal if staying in dorms
- Rabies if will have contact with bats, other wild animals.
- Seasonal Flu vaccine

As well as these routine vaccines:
MMR, Tetanus, Polio, Varicella (Chickenpox), Pneumococcal for those with asthma/diabetes/smokers/etc

**Travelers’ Diarrhea**

When traveling abroad, it is common to experience travelers’ diarrhea; here are some tips to help minimize your chances:
- Drink bottled water/no ice in drinks,
- Eat cooked or peeled fruits/vegetables, no cold salads
- Avoid unpasteurized goat cheese and other unpasteurized dairy products

If you get traveler’s diarrhea, it’s important to stay hydrated. Drink bottled water, use electrolyte tablets such as Gatorade, and over-the-counter medicine such as Immodium. Smart travelers bring these from home. Consider carrying prescription medication with you to treat yourself if you have severe diarrhea. You can discuss this at your travel consultation appointment with the Health Center. **Remember, seek medical attention if you have blood in stool, fever, or signs of dehydration (more than 6 hours since last peed, feeling lethargic).**

**Prevention of insect bites**

Insect bites can transmit some diseases, including malaria. Take precautions! Use insect repellent with DEET or Picaridin as the active ingredient. First apply sunblock, then 30 minutes later put on insect repellent. Reapply both frequently throughout the day. you can also treat clothing with permethrin, and wearing long loose sleeves, long loose pants add protection.

If you are going to be in a malaria prone area, sleep under bed nets. Also, avoid sitting directly on sand and dirt and don’t go barefoot. This will prevent diseases such as Dengue fever and leishmaniasis. To avoid schistosomiasis, caused by larvae, don’t swim in fresh water. If that is unavoidables shower immediately afterwards and rub briskly with a towel.

**Malaria**

Malaria can be avoided through the prevention of insect bites (see above). There are medications to prevent developing disease, all of which need to be taken on different schedules, may have different side effects, and have different costs. Talk about these options during your travel consult at the Health Center.
**Altitude sickness**
Depending on where you’re heading, altitude sickness can be a real possibility. Medication is available to help prevent symptoms. Signs of altitude sickness can include: fatigue, headache, shortness of breath, cough, behavior changes. If you start to experience and of these, remember DON’T BE A HERO, you need to descend.

**Other Considerations**

**Tuberculosis** rates are higher abroad than in U.S. Avoid crowded public places and public transit when possible. If staying longer than a month have a TB skin test prior to departure and consider having TB skin test about 10 weeks after return. If you develop cough, fever, or night sweats, see a medical professional sooner.

**HIV/AIDS** transmission can occur with sexual activity and contact with blood. Condom use decreases risk, and they are free at the Health Center. Condoms decrease the risk for other sexually transmitted diseases as well. Consider taking some along. Also, do not use drugs and do not share needles.

**Tips for safe and healthy travel**

- Make a copy of passport and carry it separate from passport.
- Leave copies of front/back of credit cards with trusted family or friend at home in U.S.
- Be aware of surroundings, check with locals about good/bad areas, travel in groups
- If there is a seat belt, wear it!
- Avoid traveling on rural roads after dark
- Bring and use hand sanitizer
- Bring the card from Wang Center with insurance info: that’s the number to call!
- If you are taking a prescription medication, bring more than you need with you from home

At follow-up we will review your individual immunization and medical history and determine what vaccines and medications will be best for you. Check out the following websites for more information about healthy and safe travel!

- [https://travelregistration.state.gov/ibrs/ui](https://travelregistration.state.gov/ibrs/ui)
- [https://studentsabroad.state.gov](https://studentsabroad.state.gov)
- [www.plu.edu/healthcenter](http://www.plu.edu/healthcenter)
INTRODUCTION

PLU admits and enrolls students who possess the capacity for success both intellectually and personally at the collegiate level. It is our belief that each student is responsible for her/his behavior at all times. When accepted for membership into the PLU community, each student assumes the responsibilities and rights emerging from the university's goals and objectives. These include, but are not limited to, dedication to exploring human knowledge and culture while promoting the intellectual, physical, social, and spiritual development of students, and nurturing each student's preparation for responsible participation not only on the campus but also in local, state, regional, national, and international settings.

Once accepted for admission into the PLU community, PLU assumes that each student who enters the university possesses an earnest purpose; the ability to exercise mature judgment; the ability to act in a responsible manner; a well-developed concept of, and commitment to honor, morality and integrity; and a respect for law and the rights of others. This assumption prevails unless a student negates it through misconduct.

PLU POLICY AND THE LAW

Students are separately accountable both to local, state, and federal laws and to the PLU Student Code of Conduct. When local, state, or federal law and the PLU Student Code of Conduct overlap, the university may invoke the Code to protect its own interests and standards.

A student who breaks the law must be prepared to accept the consequences, since he/she has no more immunity from the law than other citizens. Students participating in PLU study away programs, or who are enrolled at PLU as international students, are also expected to adhere to the laws of their host country and uphold the standards outlined in PLU's Student Code of Conduct.

JURISDICTION

The Student Code of Conduct contains policies and procedures that apply to all students enrolled in courses at Pacific Lutheran University. Individuals involved in incidents prior to or during a break between successive terms of enrollment may be subject to action in the Student Rights and Responsibilities System.

The University reserves the right to follow the procedures outlined in the Student Rights and Responsibilities System if a student's behavior violates the Student Code of Conduct, regardless of where the behavior occurs. The University will generally, but not exclusively, respond to off-campus behavior if an alleged violation occurs while a student is engaged in a PLU-sponsored or sanctioned event (i.e., study away, alternative spring break, athletics, music performance, outdoor recreation), the behavior raises concern for the safety of those on-campus, or the behavior jeopardizes the university's interests in the community.

In addition, the university may follow the procedures outlined in the Student Rights and Responsibilities System whenever a student is accused of a criminal act, regardless of the location of its occurrence.

ALCOHOLIC BEVERAGES

The university is concerned about students and their total physical, mental, and emotional well-being. The university recognizes that a complex cluster of student and social issues surround the use of alcohol in society and that student views concerning its use vary widely. The following university policy, has been established in recognition of Washington State law and out of desire to create a campus living/learning environment consistent with the university goals and mission. Community members participating in PLU sponsored study away programs are expected to respect the drinking laws of their host country while upholding the university policy outlined below. Students living off campus are expected to adhere to local drinking laws. Violations of local law may be considered violations of the PLU Alcoholic Beverages Policy. (http://www.plu.edu/student-handbook/code-of-conduct/alcohol.php.)
CONCERN FOR COMMUNITY MEMBER

The University holds as basic the safety and well-being of every person in the community. Students are therefore expected to demonstrate common sense and good judgment in all areas where safety, health and cleanliness are concerned. The University prohibits activities that cause or threaten mental, emotional or physical harm, suffering or exhaustion; or which may cause damage or constitute a safety or health hazard for the university and/or its component parts, as well as for each and every community member. Such actions are subject to referral to the Student Rights and Responsibilities System. The university reserves the right to restrict students whose behavior violates this policy from campus until professional clearance is obtained that indicates the student may return without posing a threat to the university and/or its component parts, or to themself or others.

The Concern for Community Members policy has been applied in a broad spectrum of cases. It is, of course, not possible to list all forms of conduct that could be considered a violation of this policy. The following are examples of conduct that could violate the Concern for Community Members policy, but they are provided for illustration only and should not be considered all inclusive. In addition to incidents that obviously fit into this policy description such as threatening others or disrupting the safety and effectiveness of the residence hall living/learning environments, Concern for Community Members is applied to incidents involving pranks, presence on rooftops, throwing items out of University building windows, and others.

CONFISCATION OF POSSESSIONS

The university reserves the right to confiscate items considered illegal, hazardous or harmful to the community, and those items that are prohibited per university policy.

DISRUPTION OF UNIVERSITY COMMUNITY

The university holds as basic the integrity and well-being of every person in the community. It is committed to providing a living, learning and working environment that is fair, consistent, caring, and supportive of intellectual and personal growth. Further, it is committed to protecting the rights of its community members to engage in dialogue and express ideas in an environment that is free from harassment, discrimination, and exploitation. This freedom of expression does not, however, entail the freedom to threaten, stalk, intimidate, harass, or abuse.

Students are therefore expected to treat every individual with respect and civility. The university prohibits any activities which cause or threaten physical or mental harm, suffering or exhaustion, which demean the dignity of any individual, and/or which interfere with one's academic progress, living environment or employment responsibilities.

Students are also expected to demonstrate respect and good judgment by acting in a manner that is appropriate to the university setting, on campus or while engaged in a University sponsored activity. Disruption or obstruction of teaching, research, administration, or any PLU sponsored activity is prohibited.

Individuals who directly or indirectly demand unreasonable access to university resources or disrupt community business by denying others the ability to live, learn and work in the environment that PLU seeks to maintain for all community members may be found responsible for disrupting university community.

The university reserves the right to restrict students whose behavior violates this policy from campus until professional clearance is obtained that indicates the student may return without posing a continued disruption to the university, residential communities or to others who learn and work at the university.

Students who do not attend a Student Rights and Responsibilities Review Meeting without making prior arrangements also may be found responsible for disrupting university community. (See Student Rights and Responsibilities Procedures, "Section IV - Student Rights and Responsibilities", Subsection A.)

The Disruption of University Community policy has been applied in a broad spectrum of cases. It is, of course, not possible to list all forms of conduct that could be considered a violation of this policy. The following are examples of conduct that could violate the Disruption of University Community policy, but they are provided for illustration only
and should not be considered all inclusive. In addition to incidents that obviously fit into this policy description such as harassing a staff member, Disruption of University Community has been applied to incidents involving pranks, public urination, classroom disruption, and others.

**EQUAL EDUCATIONAL OPPORTUNITY**

Pacific Lutheran University is committed to providing equal opportunity in education for all students without regard to a person's race, color, national origin, creed, religion, age, gender, sexual orientation, mental or physical disability, or any other status protected by law. The university community will not tolerate any unlawful discrimination, harassment, or abuse of or toward any member of the university community. More info http://www.plu.edu/srr/code-of-conduct/eeo.php

**FALSE INFORMATION**

Students who provide false information to a university member or who forge, alter or misuse university documents or records may be subject to Student Rights and Responsibilities and/or local law enforcement action.

**GRADE DISPUTES**

Students, who believe an instructor has unfairly or inaccurately evaluated their coursework, may appeal a grade. Each school and division (Arts, Business, Education, Humanities, Natural Sciences, Nursing, Social Sciences) has its own grade dispute procedure. Students should first attempt to resolve the dispute with their instructor, and, only if that effort fails, contact the office of the dean of the school or division in which the course was offered for information on how best to proceed.

**ILLEGAL DRUGS AND NARCOTICS**

The unauthorized possession, use, distribution, and/or sale of the following is prohibited:

- Illegal drugs are defined as substances and/or products designated as illegal by either federal and/or state laws and/or regulations. Illegal drugs include, but are not limited to, those categories often known as cannabis, acids, hallucinogens, barbiturates, amphetamines, narcotics, and imitation substances.
- Prescription medications.
- Any other substance identified to be dangerous by PLU, in its sole discretion.
- Drug paraphernalia.

**NON-COOPERATION**

Faculty, staff and student workers at PLU are charged with responsibilities appropriate to their training and authority. Students are expected to comply with the directions of any university employee acting in performance of her/his duty. Students involved in violations of university policies are expected to be responsible for their actions and to accurately identify themselves to university employees when requested to do so. Any individual who believes that an employee has made an inappropriate request is encouraged to talk with the employee's supervisor or a grievance facilitator.

**PROPERTY DAMAGE OR THEFT**

University equipment may be used only for university functions during the hours and at the locations that have been approved through advance scheduling. Inappropriate use of university equipment may result in referral to the Student Rights and Responsibilities System. Inappropriate use on university services (e.g., waste management) may result in referral to the Student Rights and Responsibilities System.

**SEXUAL MISCONDUCT**

PLU is committed to providing an environment in which students can work, live, and study free from all types of sexual misconduct. Consistent with its Equal Educational Opportunity Policy, Pacific Lutheran University prohibits any discrimination in education and employment on the basis of gender (see also PLU Human Resources Sexual Misconduct Policy). Sexual misconduct has a serious negative impact on the quality of the education experience. When an allegation of Sexual Misconduct is brought to the administration, and a Respondent is found to have violated this policy, PLU will issue sanctions which are commensurate with the violation and which reflect PLU’s determination to prevent and correct sexual misconduct to the fullest extent possible. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on or off
The Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals who believe they may have experienced or witnessed Sexual Misconduct. It also serves as a measure for the University to determine, after the fact, if behaviors violate the PLU Student Code of Conduct. It also sets out the University’s expectations for its students with respect to sexual communication, sexual responsibility, and sexual respect.

Overview of Policy Expectations with Respect to Sexual Misconduct

Sexual Misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without Consent (as PLU defines it in this policy) and/or by force, intimidation, coercion or manipulation. As defined by PLU, the term Sexual Misconduct includes Non-Consensual Sexual Intercourse, Non-Consensual Sexual Contact, Sexual Harassment, Sexual Exploitation, and Sexual Intimidation. Sexual Misconduct can be committed by a person upon another regardless of gender, and it can occur between people of the same or different sex. It can occur between strangers or acquaintances, including people involved in a current or previous intimate or sexual relationship. Sexual Misconduct may vary in its severity and consists of a range of behavior. …

Resources and Support

Counseling and Support Services for Complainants

The PLU Victim Advocate is a professional who provides a safe and private place for individuals who have questions or concerns about sexual misconduct, intimate partner violence, or stalking. The Victim Advocate is obligated by law to keep reports confidential except for situations where the safety of an individual may be involved, at which point reporting becomes mandatory. The Victim Advocate provides the following: emotional support, arranges referrals for medical care, acts as a liaison for academic and campus services, discusses formal reporting options, assists in safety planning (including obtaining Protection Orders), and provides referrals to counseling and support groups on and off campus. The PLU Victim Advocate is Jennifer Warwick (253-538-6303, warwicjl@plu.edu), and she is located at the Women’s Center, 801 121st Street (across the street from Ordal Hall).

An ombudsperson is trained by the Office of Student Rights and Responsibilities to serve as a resource during the Student Rights and Responsibilities Process. These ombudspersons are able to provide the following: emotional support, acts as a liaison for academic and campus services, and provides referrals to counseling and support groups on and off campus. Complainants may contact the Associate Director for Student Rights and Responsibilities to access a trained ombudsperson or for more information on the University’s procedures for dealing with Sexual Misconduct complaints.

Other confidential support options are: PLU counselors in the Counseling Center (253-535-7206), health care providers in the Health Center (253-535-7337), University Pastors in Campus Ministry (253-535-7464), the off-campus Sexual Assault Crisis Center of Pierce County (253-597-6424), or the off-campus 24-hour Crisis/Information and Referral Line (1-800-756-7473 or 253-474-7273 or TTY 253-274-0448).

Counseling and Support Services for Respondents

Respondents may seek confidential assistance from: PLU counselors in the Counseling Center (253-535-7206), health care providers in the Health Center (253-535-7337), or University Pastors in Campus Ministry (253-535-7464). A student accused of Sexual Misconduct may want to have an ombudsperson that has been trained by the Office of Student Rights and Responsibilities to serve as a resource during the Student Rights and Responsibilities Process. These ombudspersons are able to provide the following: emotional support, acts as a liaison for academic and campus services, and provides referrals to counseling and support groups on and off campus. Respondents may contact the Associate Director for Student Rights and Responsibilities to access a trained ombudsperson or for more information on the University’s procedures for dealing with Sexual Misconduct complaints.

POLICIES RELATED TO STUDY AWAY

These policies generally apply to undergraduate PLU students for the 2014-2015 academic year. The Wang Center reserves the right to adapt these policies as necessary due to unforeseen global crises. If you have any questions or comments, please contact the Wang Center at 253-535-7577 or wangctr@plu.edu.

ACADEMICS

Credit for Study Away Courses

Prior to studying off-campus on semester or year-long programs and on short-term programs through study away providers, students must work with their academic advisors to determine how courses taken and credits earned will fit with their academic goals and degree planning at PLU. This academic planning for semester and summer programs is documented on the Assignment of Credit for Study Away form available in the Wang Center; the Assignment of Credit form is not required for J-Term study away courses.

For courses to count towards a major, minor or GenEd (General Education Requirement), students must use the Assignment of Credit for Study Away form to obtain the signatures of their academic advisors and the written approval from the chairs of the involved academic departments. For example, for a History course taken on a study away program to apply towards a student’s History major, the chair of the History Department must give advance written approval on the Assignment of Credit for Study Away form.

As soon as it is completed and approved, and in advance of the student’s departure date, the Assignment of Credit for Study Away form must be returned to the Wang Center. Unless approvals are obtained and the form turned in prior to departure, students’ credits will be awarded as elective credits.

The “C” Cross Cultural Perspectives GenEd requirement is fulfilled by participating in a semester of study away. This requirement is completed only through specifically designated short term (J-Term or summer) courses. Refer to the PLU Course Catalog for clarification.

Studying off-campus through an approved study away provider must be documented by an official transcript, which should be sent to the Wang Center. It is also advisable for students to retain class notes, graded papers, syllabi, and any certified documents of attendance provided by the school.

The number of credit hours a student receives for a particular course or semester is determined by the program provider (PLU or otherwise) and is reflected on their PLU transcript. Please contact your program administrator to determine the equivalencies for credit hours.

While studying away for a semester, students must take a minimum of 12 credits per semester and may exceed the 17 credit hour limit without incurring financial penalty when taking courses as part of the study away program.

Grading

Students participating on PLU directed and approved study away programs – both short-term and long-term – receive letter grades for their coursework. Courses, credits and grades are recorded on the PLU transcript. Grades for semester study away are not calculated into the cumulative PLU GPA unless the student is participating in a study away course with a PLU instructor on record including independent studies, PLU faculty-led short term programs, and select courses taught by PLU faculty. Students majoring in the School of Business should contact their advisor for more information.

Students may elect to use the pass/fail grading option for study away courses if that option is still available to them and the program allows it. Students are responsible for arranging the pass/fail option with their program provider and the PLU Registrar’s office and must follow the PLU calendar to adhere to the appropriate deadline.

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To earn credit for study away classes, students must earn a passing grade in accordance with published PLU policy.

**Independent Study**
Students wishing to register for an independent study while studying away must complete a Study Away Independent Study Registration card. For independent studies outside of the normal parameters of their program, students will be charged for the additional credit hours.

**International Honors Program**
With prior approval by the IHON program director, an appropriate semester-long course abroad may take the place of one 200-level IHON course. Such a course must focus on a contemporary issue, be international in scope, be interdisciplinary, and require honor’s-level critical thinking and writing.

**CANCELLATION AND REFUND**
PLU reserves the right to decline an application for off-campus study. PLU further reserves the right to cancel the participation of an accepted student before departure or during the program.

**J-TERM**

*Cancellation of a program/course*: Pacific Lutheran University reserves the right to cancel a program/class at any time. Should circumstances require that PLU cancel a program/class, students will be notified immediately. The timing and cause of the cancellation will determine the exact amount of the refund; all efforts will be made for a full refund on behalf of the student.

*Student withdrawal*: The initial payments of $50 application fee and $250 confirmation deposit are non-refundable. All students issued Acceptance Letters will be enrolled in the program for which they have been accepted and will be responsible for paying the program fee. **The Wang Center must be notified in writing of any withdrawal or cancellation of an application.** Students who withdraw their participation after August 31st will forfeit their initial payments ($50 application fee and $250 confirmation deposit) AND will be charged an additional $300 cancellation fee AND will be charged for any unrecoverable funds expended on their behalf (e.g. airline and/or other travel tickets, deposits, entrance fees, theater tickets, visa fees, lodging, meal advances, etc.). Students who withdraw their participation after December 1st are responsible for the full program fee that has been billed to their student account.

*Dismissal*: Students who are dismissed from off-campus study because of unacceptable personal behavior and/or academic performance are responsible for all program fees and will not receive academic credit for the class.

*Global Scholar Award Recipients*: Receipt of the Global Scholar Award is contingent upon participation in the study away course. This award is not transferable to other programs or for other financial needs.

**GATEWAY**

*Cancellation of a program/course*: Pacific Lutheran University reserves the right to cancel a program/class at any time. Should circumstances require that PLU cancel a program/class, students will be notified immediately. The timing and cause of the cancellation will determine the exact amount of the refund; all efforts will be made for a full refund on behalf of the student.

*Student withdrawal*: The initial payments of $50 application fee and $250 confirmation deposit of participation program payment are non-refundable. All students issued Acceptance Letters will be enrolled in the program for which they have been accepted and will be responsible for paying the program fee. **The Wang Center must be notified in writing of any withdrawal or cancellation of an application.** Students who withdraw their participation 90 days or less in advance of the program start date will forfeit their initial payments ($50 application fee and $250 confirmation deposit) AND will be charged an additional $300
Cancellation fee AND will be charged for any unrecoverable funds expended on their behalf (e.g. airline and/or other travel tickets, deposits, entrance fees, theater tickets, visa fees, meal advances, etc.).

Students withdrawing after the program start date will be responsible for 100% of the program fee as billed to their student account; an exception will be made for students who withdraw in time to return to campus and enroll full time at PLU for the same semester, in which case the student will forfeit their initial payments ($50 application fee and $250 confirmation deposit) AND will be charged an additional $300 cancellation fee AND will be charged for any unrecoverable funds expended on their behalf (e.g. airline and/or other travel tickets, deposits, entrance fees, theater tickets, visa fees, etc.).

**Dismissal:** Students who are dismissed from off-campus study because of unacceptable personal behavior and/or academic performance are responsible for 100% of the program fee and will not receive academic credit for the semester.

**Global Scholar Award Recipients:** Students who receive a Global Scholar Award are responsible for reimbursing the University for the amount of the award if they withdraw, cancel, are dismissed, or are unable to participate for any reason.

**FEATURED**

**Student withdrawal:** The initial payments of $50 application fee and $250 confirmation deposit of participation program payment are non-refundable. All students issued Acceptance Letters will be enrolled in the program for which they have been accepted and will be responsible for paying the program fee. **The Wang Center must be notified in writing of any withdrawal or cancellation of an application.** Students who withdraw their participation 90 days or less in advance of the program start date will forfeit their initial payments ($50 application fee and $250 confirmation deposit) AND will be charged an additional $300 cancellation fee.

Cancellation and withdrawal policies from the program provider will also apply (AHA, ILACA). Students should contact the program provider for specific details.

**Dismissal:** Students who are dismissed from off-campus study because of unacceptable personal behavior and/or academic performance are responsible for 100% of the program fee and will not receive academic credit for the semester.

**Global Scholar Award Recipients:** Students who receive a Global Scholar Award are responsible for reimbursing the University for the amount of the award if they withdraw, cancel, are dismissed, or are unable to participate for any reason.

**APPROVED**

**Student withdrawal:** The Wang Center must be notified in writing of any withdrawal or cancellation of an application. Students who withdraw their participation 90 days or less in advance of the program start date will be charged a $300 cancellation fee by PLU.

Cancellation and withdrawal policies from the program provider (e.g. IES Abroad, CIEE, SFS, SIT) will also apply. Students should contact the program provider for specific details.

**Dismissal:** Students who are dismissed from off-campus study because of unacceptable personal behavior and/or academic performance are responsible for 100% of the program fee and will not receive academic credit for the semester.

**DISABILITY SUPPORT SERVICES**

PLU students with disabilities are encouraged to participate in the many opportunities offered by global education at PLU. All university policies related to the Study Away program apply equally to students with disabilities. PLU will
attempt to provide reasonable accommodation to students with disclosed and documented disabilities who want to incorporate study away experiences into their degree programs. Such students are responsible to initiate early planning, including articulation of their academic goals, with their academic advisors, Disability Support Services (DSS), and the Wang Center for Global Education.

**Accommodations & Accessibility**

PLU will attempt to provide reasonable accommodations to enable participation by students with disabilities commensurate with the amount of control PLU has over the program, the facilities, and the sometimes rigorous physical requirements certain programs demand. Although physical accessibility cannot always be provided, PLU will make reasonable efforts for program access and upon request, will provide as much information as possible on accessibility of its Study Away programs. Students registered with disability services who are eligible for on-campus accommodations are also eligible for overseas accommodations when such accommodations can be reasonably made, given the distance and the lack of control PLU has over physical facilities, medical care, limited number of faculty on a given program, etc. Students must be aware that requests that are reasonable in the domestic context may not fall in to that category in the international context. Students are encouraged to disclose and provide documentation regarding their disabilities to the Director of Disability Support Services as early as possible so appropriate accommodations and special arrangements can be considered on a case-by-case basis, in advance. The Study Away Clearance Committee will conduct an individualized review of the request, the circumstances and various means of accommodation, including their feasibility, cost, and effect on the academic program.

**ELIGIBILITY AND APPLICATION PROCESS**

To be considered for study away programs, students must meet or exceed the following standards:

For **all study away programs** – students must be currently enrolled at PLU and be in good standing and remain in good standing before and during program participation. Good standing means that students receive academic, health, student conduct, and financial clearances from the University. Program acceptance is conditional pending final determination of good standing prior to the program start date.

Both before and during the program, the Wang Center collaborates with other university offices such as Student Services, Rights and Responsibilities, Health Center, Registrar, and the Business Office to determine good standing. Should the good standing of a student be in question before or during the program he or she is participating in, the Executive Director of the Wang Center convenes the Study Away Clearance Committee on an as-needed basis. This committee is made up of representatives from the aforementioned university offices and other relevant departments as necessary. The Study Away Clearance Committee’s purpose is to provide the Wang Center with a recommendation regarding individual students whose good standing status is in question either before or during the program.

For **short-term study away programs** – students must successfully complete a minimum of one semester at PLU prior to studying away, be in good standing and meet all other prerequisites specific to the program. Eligibility of transfer students to participate in short-term programs will be determined as outlined in the section on Transfer Students.

For **semester and year-long study away** – students must have completed two or more semesters of study at PLU by the time the program will begin (exceptions apply for Transfer Students), meet the minimum GPA requirement for the program (specifics below), meet all other prerequisites specific to the program; and must be enrolled at PLU in the semester immediately preceding the program start date.

- Chengdu, China = cumulative GPA of 2.7, 3.0 preferred
- Oaxaca, Mexico = cumulative GPA of 3.0
- Oslo, Norway = cumulative GPA of 2.7, 3.0 preferred
o Oxford-IHON = cumulative GPA of 3.6 or higher
o Telemark, Norway = cumulative GPA of 2.7, 3.0 preferred
o Trinidad & Tobago = cumulative GPA of 2.7, 3.0 preferred
o Windhoek, Namibia = cumulative GPA of 2.7, 3.0 preferred
o ILACA Granada, Spain = cumulative GPA of 2.7, 3.0 preferred
o AHA London = cumulative GPA of 2.7
o Approved Programs = 2.7 minimum, 3.0 strongly preferred (keep in mind each approved program may also have their own minimum GPA requirement)

The application process generally includes a written application, essays, recommendations, an official transcript (not required for J-term and most Gateway/Featured Semester programs), an advising session and/or interview. However, each application varies and students should consult with an advisor prior to applying. Students applying to an Approved third-party program or ISEP Exchange are required to meet with a Study Away Advisor prior to submitting their application. Additional information from students will be requested for application to some programs.

FEES AND FINANCIAL AID

Program Costs – Featured and Gateway
The program fee to participate in Featured and Gateway semester study away programs, listed below, typically includes:

- PLU comprehensive fee for tuition, housing, most meals, study away insurance, and visa (if required)
Additional expenses may include, but are not limited to, passport, round-trip international air travel, baggage fees, independent travel, meals not included in the program, cell phone and usage fees, personal spending money and recommended or required immunizations.
Featured and Gateway semester programs include: PLU China, PLU Namibia, PLU Norway (Oslo and Telemark), PLU Oaxaca, Mexico, PLU Oxford-IHON, PLU Trinidad & Tobago, ILACA Granada, AHA London.

Program Costs – PLU-Approved
The cost to participate in PLU-Approved third party programs, offered by providers such as CIEE, IES Abroad, SIT, and others, varies by program. The program fee to participate in these study away programs typically includes, but is not limited to:

- The program fee, as published by the provider
- A PLU administrative fee of $1,500 for semester, $3,000 for academic year or $200 for summer program
Additional expenses may include, but are not limited to, passport and visas (including travel to consulate), round-trip international air travel, baggage fees, independent travel, housing deposits and/or surcharges, program excursions, lab or science course fees, optional add-ons and other program-specific surcharges, meals not included in the program/supplemental meal plans, cell phone and usage fees, personal spending money, recommended or required immunizations, health plan deductibles, optional study tours, and local transportation to/from classes.

Program Deposits and Cancellation
PLU Gateway and Featured, PLU J-Term/Summer and most PLU Approved study away programs require non-refundable application fees and non-refundable confirmation deposits. A student will forfeit all of these payments if withdrawal occurs. Additional fees may apply following cancellation; see program-specific cancellation policy for more details.

Financial aid may be applied to all PLU Featured, Gateway and Approved programs. This includes State and Federal financial aid (with the exception of work study), university grants and scholarships, and government loans. Other outside scholarships, grants and loans may not apply. Students must receive financial clearance from the university in order to participate in a study away program. Students may use their PLU gift aid on one Approved program experience (for either a semester or an academic year). PLU gift aid may be applied to an unlimited number of Gateway or Featured programs.
Tuition remission benefits apply to the cost of study away tuition but not to housing and meal charges and any additional supplemental fees. (Please see Tuition Benefits Policy, found at www.plu.edu/human-resources/documents-forms/home.php.)

Tuition exchange benefits do not apply to study away, except for these PLU programs: China, Norway, Mexico, Namibia, England [Oxford-IHON], Trinidad & Tobago and PLU International Internships. Tuition exchange students accepted for these PLU-directed opportunities must pay for housing, meals, and all additional expenses associated with participation, including a supplemental fee for internships. Tuition exchange benefits do not apply to any other study away programs offered through third party providers, consortia, etc., as indicated in the Tuition Exchange offer letter.

International students attending PLU-directed semester programs in China, Norway, Mexico, Namibia, England [Oxford-IHON], and Trinidad & Tobago will continue to receive their PLU financial aid.

FIRST YEAR AND STUDY AWAY
First year students are required to enroll in a J-Term course. Several domestic study away programs are available to first year students. Participation by first year students in international J-Term courses will be considered on a case-by-case basis and requires review by the Wang Center, the course leader, and others as appropriate.

HOUSING DURING STUDY AWAY
To provide security and comfort to the greatest extent possible, and to take advantage of cultural opportunities such as home stays, students must reside in the housing accommodations provided by the program. Students may not elect to arrange housing independently, even when this is an option offered through a program provider.

MEALS DURING STUDY AWAY
PLU students participating in full year continuous Gateway Programs are only eligible for a meal stipend during the January term provided the student is enrolled in program-related coursework on-site or is enrolled in independent coursework, including internship credit, through PLU. Students on Approved programs are advised to seek this information directly from program providers.

INSURANCE
Students and dependents, if applicable, are required to maintain their domestic health insurance policy while studying away. If they do not have a domestic insurance policy, they are required to purchase short-term domestic insurance for the duration of their study away program. More information can be found here: http://www.plu.edu/health-center/insurance-fees/home.php. Additionally, students may not waive out of the PLU Wellness Plan while away. More information is available here: http://www.plu.edu/health-center/wellness-access-plan/home.php.

A supplemental study away insurance policy that includes travel assistance, accident & sickness coverage, emergency evacuation, and repatriation is included in the program fees for all study away international J-term, PLU summer, Gateway, Featured, and Approved semester programs.

PROGRAM PETITION
Students wishing to participate in a study away program that is not approved by PLU may submit a proposal to the Wang Center for Global Education and the Global Education Committee to seek one-time approval for the proposed program. All PLU study away policies and requirements are applicable to this one-time approval.

SAFETY AND TRAVEL WARNINGS
PLU does not allow students to study in sites that are designated by the U.S. State Department as existing under a travel warning or trade block. Current travel warnings can be found at: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

Students must attend all mandatory study away orientations which include important information about health and safety issues related to international and off-campus travel. Failure to attend mandatory study away orientations may result in dismissal from the program.
Pacific Lutheran University reserves the right to cancel a program/class at any time. Should circumstances require that PLU cancel a program/class, students will be notified immediately. See Cancellation and Refund section for more details.

**Independent Travel**

Students often maximize their time away with personal travel before, during and after the study away program. Such travel is permitted provided students adhere to and recognize the following policies:

PLU does not allow students to partake in personal travel to or within countries that are designated by the U.S. State Department as existing under a travel warning or trade block.

Travel to approved destinations before the program start date, including early arrival, is considered personal travel.

For personal travel to approved destinations during the program dates, students must follow program-specific policies related to communicating personal travel plans with on-site contacts. Some programs may have policies that limit personal travel, to which students must adhere.

For personal travel to approved destinations after the program date, students are required to sign out of the program using the Travel Waiver form: [http://www.plu.edu/studyaway/widgets/documents-forms/items/other/Travel-waiver.pdf](http://www.plu.edu/studyaway/widgets/documents-forms/items/other/Travel-waiver.pdf)

The University is not responsible for any incidents that occur during personal travel before, during or after a study away program, nor is it responsible for any costs incurred by the student for such personal travel, including any requested travel deviations from group travel arranged by the Wang Center.

**SENIOR RESIDENCY REQUIREMENT**

The final 32 semester hours of a student’s program must be completed in residence at PLU. This requirement is satisfied when students participate in PLU Gateway, Featured and Approved study away programs, for which the credits earned appear on the PLU transcript.

Students are strongly discouraged from studying away during their final semester at PLU since the posting of grades from studying away may be significantly delayed.

**STUDENT CONDUCT**

All students participating in off-campus study programs must review and sign the Student Agreement for Off-Campus Study in accordance with PLU’s Student Conduct Policy.

**SUMMER PROGRAMS**

If students choose to use their financial aid and receive PLU credit for their summer study away, they must work with the Wang Center to study through an approved program. Students must adhere to the appropriate Wang Center deadlines, attend the mandatory Wang Center orientation and pay a $200 administrative fee.

Students may elect to study away independently, in which case they are responsible for transferring grades/credit with the Registrar’s office and paying the organization directly. Students are encouraged to notify the Wang Center of their study away plans.

**TRANSFER STUDENTS**

Students who transfer to PLU must satisfactorily complete at least one semester of study on campus before they can apply to participate in semester or year-long study away programs. Students who transfer to PLU in fall term may apply to participate in off-campus J-term courses in that same academic year. The eligibility of J-term participation for students who transfer to PLU for spring term will be determined on an individual basis.
The State Department offers college students a one-stop reference for international travel. The website offers country specific information, tips for safe travel, and other important information, such as:

- Who to contact if the student is victim of a crime
- What to do in case of a natural disaster or emergency
- Where the nearest U.S. embassy is located
- When to apply for a passport and visa
- How to vote in a U.S. election from abroad

Travel Warnings are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. Countries where avoidance of travel is recommended will have Travel Warnings as well as Country Specific Information. You may also want to review specific country, Background Notes (http://www.state.gov/r/pa/ei/bgn/).

Travel Alerts are a means to disseminate information about terrorist threats and other relatively short-term and/or trans-national conditions posing significant risks to the security of American travelers. They (TAs) are made when there is a specific threat that cannot be countered. In the past, Travel Alerts have been issued to deal with short-term coups, violence by terrorists and anniversary dates of specific terrorist events.

Country Specific Information is available for every country of the world. They include such information as location of the U.S. embassy or consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under an optional section entitled "Safety/Security."

BEFORE YOU GO
The Wang Center will enroll you in the Smart Traveler Enrollment Program https://step.state.gov/step.

The Department of State urges U.S. citizens living overseas or planning to travel abroad to enroll in the Smart Traveler Enrollment Program (STEP). When you enroll in STEP, we can keep you up to date with important safety and security announcements. Enrolling will also make it easier for the Embassy to contact you in the event of an emergency. You should remember to keep all of your information in STEP up to date; it is particularly important when you enroll or update your information to include a current phone number and e-mail address.

U.S. citizens are strongly encouraged to maintain a high level of vigilance, be aware of local events, and take the appropriate steps to bolster their personal security. For additional information, please refer to "A Safe Trip Abroad."

U.S. government facilities worldwide remain at a heightened state of alert. These facilities may temporarily close or periodically suspend public services to assess their security posture. In those instances, U.S. embassies and consulates will make every effort to provide emergency services to U.S. citizens. U.S. citizens abroad are urged to monitor the local news and maintain contact with the nearest U.S. embassy or consulate.

As the Department of State continues to develop information on potential security threats to U.S. citizens overseas, it shares credible threat information through its Consular Information Program documents, including Travel Warnings, Travel Alerts, Country Specific Information, and Emergency and Security Messages, all of which are available on the Bureau of Consular Affairs website at http://travel.state.gov. Stay up to date by bookmarking our website or downloading our free Smart Traveler iPhone or Google Play App for travel and timely security information at your fingertips. Follow us on Twitter and the Bureau of Consular Affairs page on Facebook as well.

In addition to information on the internet, travelers may obtain up-to-date information on security conditions by calling 1-888-407-4747 toll-free in the United States and Canada or, from other countries, on a regular toll line at 1-202-501-4444. These numbers are available from 8:00 am to 8:00 pm Monday through Friday, Eastern Time (except U.S. federal holidays).
The Department of State has issued this Worldwide Caution to update information on the continuing threat of terrorist actions and violence against U.S. citizens and interests throughout the world. U.S. citizens are reminded to maintain a high level of vigilance and to take appropriate steps to increase their security awareness. This replaces the Worldwide Caution dated September 25, 2013, to provide updated information on security threats and terrorist activities worldwide.

The Department of State remains concerned about the continued threat of terrorist attacks, demonstrations, and other violent actions against U.S. citizens and interests overseas. Kidnappings and hostage events involving U.S. citizens have become increasingly prevalent as al Qa’ida and its affiliates have increased attempts to finance their operations through kidnapping for ransom operations. Al-Qa’ida in the Arabian Peninsula (AQAP) and al-Qa’ida in the Islamic Maghreb (AQIM) are particularly effective with kidnapping for ransom and are using ransom money to fund the range of their activities. Kidnapping targets are usually Western citizens from governments or third parties that have established a pattern of paying ransoms for the release of individuals in custody. Current information suggests that al-Qa’ida, its affiliated organizations, and other terrorist groups continue to plan and encourage kidnappings of U.S. citizens and Westerners. U.S. citizens should closely monitor Travel Warnings and Alerts, as well as Country Specific Information, on the Department of State’s travel website to review the latest safety and security information for destination countries.

Information also suggests that al-Qa’ida and its affiliated organizations continue to plan terrorist attacks against U.S. interests in multiple regions, including Europe, Asia, Africa, and the Middle East. These attacks may employ a wide variety of tactics including suicide operations, assassinations, kidnappings, hijackings, and bombings.

Extremists may elect to use conventional or non-conventional weapons, and target both official and private interests. Examples of such targets include high-profile sporting events, residential areas, business offices, hotels, clubs, restaurants, places of worship, schools, public areas, shopping malls, and other tourist destinations both in the United States and abroad where U.S. citizens gather in large numbers, including during holidays.

In early August 2013, the Department of State instructed certain U.S. embassies and consulates to remain closed or to suspend operations August 4 through August 10 because of security information received. The U.S. government took these precautionary steps out of an abundance of caution and care for our employees and others who may have planned to visit our installations.

U.S. citizens are reminded of the potential for terrorists to attack public transportation systems and other tourist infrastructure. Extremists have targeted and attempted attacks on subway and rail systems, aviation, and maritime services. In the past, these types of attacks have occurred in cities such as Moscow, London, Madrid, Glasgow, and New York City.

EUROPE: Current information suggests that al-Qa’ida, its affiliated organizations, and other terrorist groups continue to plan terrorist attacks against U.S. and Western interests in Europe. Additionally, there is a continuing threat in Europe from unaffiliated persons planning attacks inspired by major terrorist organizations but conducted on an individual basis. In the past several years, organized extremist attacks have been planned or carried out in various European countries. In October 2013 and twice in December 2013, suicide bombers targeted mass transportation in Volgograd, Russia, killing at least 70 people. In May 2013, in London, two Islamic extremists, unaffiliated with any group, killed a British soldier. The reported reason for the attack was to avenge the deaths of Muslims killed by British soldiers. On February 1, 2013, an individual detonated a bomb at a side entrance to the U.S. Embassy in Ankara, killing one Embassy guard and injuring others. The Revolutionary People's Liberation Party/Front (Devrimci
Halk Kurtulus Partisi/Cephesi or DHKP/C) claimed responsibility on its website for the attack. The DHKP/C has stated its intention to commit further attacks against the United States, NATO, and Turkey. European governments have taken action to guard against terrorist attacks, and some have made official declarations regarding heightened threat conditions.

**MIDDLE EAST and NORTH AFRICA:** Credible information indicates terrorist groups also seek to continue attacks against U.S. interests in the Middle East and North Africa. The U.S. government remains highly concerned about possible attacks against U.S. citizens, facilities, businesses, and perceived U.S. and Western interests. Terrorist organizations continue to be active in Yemen, including al-Qa’ida in the Arabian Peninsula (AQAP). Security threat levels remain high in Yemen due to terrorist activities and civil unrest.

A number of extremist groups operate in Lebanon. As a result of spillover violence from the Syria crisis, Sunni groups are active and Hizballah, a group designated by the U.S. government as a terrorist organization, is also present. Sunni extremists have escalated the frequency and scope of indiscriminate bombings and small arms attacks against Lebanese Shia targets in Beirut, in addition to other locations throughout the country including Hermel and Arsal in eastern Lebanon. Other incidents, sometimes attributed to sectarian retaliatory actions, have occurred along the coast in Sidon and in Tripoli in northern Lebanon. Many of the attacks have targeted specific individuals or venues, but in all cases have resulted in death and harm to passersby in the vicinity. Although there is no evidence these attacks were directed specifically at U.S. citizens at this time, there is a real possibility of “wrong place, wrong time” harm to U.S. citizens. On February 19, twin suicide car bombings targeting the Iranian Cultural Center in a southern Beirut suburb killed at least seven people and wounded over 128 others. The al-Qa’ida-linked Abdallah Azzam Brigades claimed responsibility for the attack. The same group also claimed responsibility for a double suicide bombing on November 19, 2013 that targeted the Iranian Embassy in south Beirut, which left at least 25 dead, and 150 injured. On December 27, 2013, a car bomb in downtown Beirut killed former Finance Minister Mohammad Chatah, and seven others, while injuring more than 70.

Iraq is experiencing levels of violence not seen since 2007, and Islamic State of Iraq and the Levant (ISIL, formerly known as al-Qa’ida in Iraq (AQI)), is increasingly resurgent. Although U.S. interests have not been targeted directly, the threat of attacks against U.S. citizens, including kidnapping and terrorist violence, continues, even in Baghdad’s International Zone. Bahrain continues to see bouts of sectarian violence, with Shi’a insurgents conducting increasingly lethal IED attacks against Bahraini Government targets to include facilities and security forces. Al-Qa’ida in the Lands of the Islamic Maghreb (AQIM) and its affiliates are active throughout North Africa. In Algeria, terrorists sporadically attack Westerners and Algerian government targets, particularly in the Kabylie region, and near Algeria’s borders with Libya and Mali. Terrorists have targeted oil processing plants in Algeria, Saudi Arabia, and Yemen. In Libya, various groups have called for attacks against U.S. citizens and U.S. interests. For instance, in October and December 2013, extremist groups in Libya made specific threats against U.S. government officials and U.S. non-governmental organizations (NGOs) operating in Libya. Because of the presumption that foreigners, especially U.S. citizens, in Libya may be associated with the U.S. government or U.S. NGOs, travelers should be aware that they may be targeted by extremist groups seeking to injure or kill U.S. citizens, and should act accordingly with extreme caution. In addition, on December 5, 2013, a U.S. citizen teacher resident in Benghazi was killed in a drive-by shooting near his home.

Some elements in Iran remain hostile to the United States. U.S. citizens should remain cautious and be aware that there may be a more aggressive focus by the Iranian government on terrorist activity against U.S. citizens. Continuing political and social unrest in Egypt has led to large demonstrations that have turned violent.

No part of Syria should be considered immune from violence, and throughout the country the potential exists for unpredictable and hostile acts, including kidnappings, sniper assaults, large and small-scale bombings, and chemical attacks, as well as arbitrary arrest, detention, and torture. There is also a threat from terrorism, including groups like ISIL and al-Nusra Front as well as other extremist groups. Tactics for these groups include the use of suicide bombers, kidnapping, use of small and heavy arms, and improvised explosive devices in major city centers, including: Damascus, Aleppo, Hamah, Dara, Homs, Idlib, and Dayr al-Zawr. Public places, such as government buildings, shopping areas, and open spaces, have been targeted. Since the start of the uprising against Syrian President Bashar al-
Assad's regime in March 2011, the United States has received reports of 256 foreigners kidnapped in Syria, 80 of whom are still in captivity. The majority of the victims are journalists and aid workers.

AFRICA: A number of al-Qa’ida operatives and other extremists are believed to be operating in and around Africa. In February 2012, the emir of U.S.-designated Foreign Terrorist Organization al-Shabaab and al-Qa’ida's leader, Ayman al-Zawahiri, announced the alliance of the two organizations. Al-Shabaab has taken credit for the attack on the shopping mall in Nairobi, Kenya on September 21, 2013, which claimed the lives of over 60 people and injured over a hundred more, including U.S. citizens. In the past year and a half, there have been numerous other attacks involving shootings, grenades, or explosive devices in Kenya. Over 100 people died in these attacks, and more than 200 people were injured. No U.S. citizens were among the casualties. Fourteen grenade and improvised explosive device (IED) attacks have occurred in Nairobi, illustrating an increase in the number of attacks and an advance in the sophistication of attacks.

Al-Shabaab assassinations, suicide bombings, hostage taking, and indiscriminate attacks in civilian-populated areas are also frequent in Somalia. Terrorist operatives and armed groups in Somalia have demonstrated their intent to attack Somali authorities, the African Union Mission in Somalia, and non-military targets such as international donor offices and humanitarian assistance providers. Additionally, the terrorist group al-Qa’ida in the Lands of the Islamic Maghreb (AQIM) has declared its intention to attack Western targets throughout the Sahel (an area that stretches across the African continent between the Atlantic Ocean and the Red Sea to include Senegal, Mali, Algeria, Niger, Chad, Sudan, and Eritrea). It has claimed responsibility for kidnappings, attempted kidnappings, and the murder of several Westerners throughout the region, including southern Algeria. Violent extremist elements including, but not limited to Ansar al-Dine, the Movement for Oneness and Jihad (MUJAO), al-Qa’ida in the Lands of Islamic Maghreb (AQIM), and extremists tied to the newly formed al-Murabitun, remain active in the region. AQIM-related threats against Westerners in Mali and elsewhere increased following the initiation of the U.S.-supported, French-led intervention in northern and central Mali, where the security environment remains fluid. In neighboring Niger, terrorists formerly associated with AQIM conducted suicide attacks targeting a French mining facility and a Nigerien military compound in Agadez in late May of 2013.

The loosely organized group of factions known as Boko Haram continues to carry out significant improvised explosive device and suicide bombings in northern Nigeria, mainly targeting government forces and innocent civilians. Boko Haram and splinter group Ansaru have also claimed responsibility for the kidnappings of several Western workers and tourists, both in northern Nigeria and northern Cameroon; Ansaru has murdered virtually all of its hostages in the face of real or perceived rescue attempts, while Boko Haram allegedly received a large ransom payment for the release of a French family abducted near a tourist park in northern Cameroon. Late 2013 saw an increase in Boko Haram attacks and clashes with Nigerian government security forces in northern Nigeria. Boko Haram has also targeted women and children for kidnapping, reportedly kidnapping women in northern states for marriage as “slave brides.” Boko Haram is known to descend on whole towns, robbing banks and businesses, attacking police and military installations, and setting fire to private homes. In 2013, extremists have also targeted both Nigerians and foreign nationals involved in polio eradication efforts in northern Nigeria. Extremists attacked a school in northeast Nigeria, killing over 40 students, and have called for further attacks on educational institutions. Several agencies that have partnered with the U.S. government in the field of public health development in northern Nigeria have curtailed their activities in response to these threats. The president of Nigeria declared a state of emergency in three northeastern states in response to activities of extremist groups.

U.S. citizens considering travel by sea near the Horn of Africa, the Gulf of Guinea, or in the southern Red Sea should exercise extreme caution, as there have been armed attacks, robberies, and kidnappings for ransom by pirates. The threat of hijacking to merchant vessels continues to exist in Somali territorial waters and as far as 1,000 nautical miles off the coast of Somalia, Yemen, and Kenya in international waters. There has also been a recent rise in piracy and armed robbery in the Gulf of Guinea, including hijackings.

U.S. government maritime authorities advise mariners to avoid the port of Mogadishu and to remain at least 200 nautical miles off the coast of Somalia. In addition, when transiting around the Horn of Africa, the Gulf of Guinea, or in the Red Sea, it is strongly recommended that vessels travel in convoys and maintain good communications at all times. U.S. citizens traveling on commercial passenger vessels should consult with the shipping or cruise ship
company regarding precautions that will be taken to avoid hijacking incidents. Commercial vessels should review the Department of Transportation Maritime Administration's Horn of Africa Piracy page for information on maritime advisories, self-protection measures, and naval forces in the region. Review our International Maritime Piracy Fact Sheet for information on piracy in the southern Red Sea, the Gulf of Aden, and the Indian Ocean.

**SOUTH ASIA:** The U.S. government continues to receive information that terrorist groups in South Asia may also be planning attacks in the region, possibly against U.S. government facilities, U.S. citizens, or U.S. interests. The presence of al-Qa’ida, Taliban elements, Lashkar-e-Tayyiba, indigenous sectarian groups, and other terror organizations, many of which are on the U.S. government's list of designated Foreign Terrorist Organizations, poses a potential danger to U.S. citizens in the region. Terrorists and their sympathizers have demonstrated their willingness and ability to attack locations where U.S. citizens or Westerners are known to congregate or visit. Their actions may include, but are not limited to, vehicle-borne explosive attacks, improvised explosive device attacks, assassinations, carjackings, rocket attacks, assaults, or kidnappings.

Such attacks have occurred in a number of South Asian states, including Pakistan, where a number of extremist groups continue to target U.S. and other Western citizens and interests, and Pakistani government and military/law enforcement personnel. Suicide bombing attacks continue to occur throughout the country on a regular basis, often targeting government authorities such as police checkpoints and military installations, as well as public areas such as mosques, and shopping areas. U.S. citizens are increasingly targeted for kidnapping. No part of Afghanistan should be considered immune from violence, and throughout the country the potential exists for hostile acts, either targeted or random, against U.S. and other Western nationals at any time. Elements of the Taliban and the al-Qa’ida terrorist network, as well as other insurgent groups hostile to the Government of the Islamic Republic of Afghanistan, remain active. Insurgents continue to target various U.S. and Afghan government facilities, including a sophisticated, multiple-explosives and small-arms assault against the U.S. Consulate in Herat which killed two security guards and injured another 20 in September 2013. Insurgents also are increasingly targeting U.S. and foreign security convoys traveling in Kabul. In early February 2014, a lone vehicle borne improvised explosive device detonated in close proximity to a U.S. security convoy, killing three civilian contractors. There is an ongoing threat of kidnapping and assassination of U.S. citizens and non-governmental organization (NGO) workers throughout the country.

India has experienced terrorist and insurgent activities that may affect U.S. citizens directly or indirectly. Anti-Western terrorist groups, some of which are on the U.S. government's list of designated Foreign Terrorist Organizations, have been active in India, including Islamist extremist groups such as Harkat-ul-Jihad-i-Islami, Harakat ul-Mujahidin, Indian Mujahideen, Jaish-e-Mohammed, and the Pakistan-based Lashkar-e-Tayyiba. Terrorists have targeted public places in India frequented by Westerners, including luxury and other hotels, trains, train stations, markets, cinemas, mosques, and restaurants in large urban areas.

**CENTRAL ASIA:** Supporters of terrorist groups such as the Islamic Movement of Uzbekistan, al-Qa’ida, the Islamic Jihad Union, and the Eastern Turkistan Islamic Movement remain active in Central Asia. These groups have expressed anti-U.S. sentiments and may attempt to target U.S. government interests.

**EAST ASIA AND PACIFIC:** Information from confirmed sources suggests that there is a continued risk of armed terrorist and criminal groups operating and planning attacks against foreigners, including U.S. citizens, in the East Asian and Pacific region. Extremist groups in the region have demonstrated the capability to carry out attacks in locations where Westerners congregate.

There is a risk of travel to the southern Philippines, specifically related to kidnapping threats in the Sulu Archipelago and the ongoing threat of violence on the island of Mindanao, particularly in Central Mindanao. U.S. citizens should defer non-essential travel to the Sulu Archipelago, due to the high threat of kidnapping of international travelers and violence linked to insurgency and terrorism there. U.S. citizens should continue to exercise extreme caution if traveling to Mindanao. In 2013, separatist and terrorist groups increased the tempo and scale of their activities and confrontations with Philippine security forces, with increased bombings, attacks on civilians and political leaders, and battles with security forces. In September 2013, elements of the Moro National Liberation Front (MNLF) occupied portions of the city of Zamboanga and engaged in a lengthy battle with security forces which reduced large parts of the city to rubble.
The U.S. government has designated two groups, Jemaah Islamiyah (JI) and the Abu Sayyaf Group (ASG), as Foreign Terrorist Organizations. JI is linked to al-Qa’ida and other regional terrorist groups and has cells operating throughout Southeast Asia. On November 15, 2013, gunmen, linked to the Abu Sayyaf Group, raided a resort on Pom Pom Island off the eastern coast of Sabah, killing a tourist from Taiwan and taking his wife hostage. On December 20, Philippine authorities recovered her in a forest near the village of Talipao on the island of Jolo. Some media reports indicated she was released in exchange for a ransom payment. On December 2, Royal Malaysia Police announced the arrest of two suspects in Semporna, eastern Sabah, allegedly linked to the attack. Kidnappings-for-ransom occur in these areas. In addition to incursions on the coastal and island resorts themselves, criminal or terrorist bands may attempt to intercept boats ferrying tourists in the area.
APPENDIX A: STATEMENT OF RESPONSIBILITY


I, __________________________, a student at ___________________________, desire to participate in the Pacific Lutheran University (hereafter referred to as PLU) sponsored activity at ___________________________ during the period of _____________ through _____________.

(Study Away Program Name) (Study Away Program Location) (Start Date) (End Date)

In consideration of PLU’s agreement to permit me to participate in this activity, I hereby acknowledge that I understand that participation in a PLU off-campus program involves many types of risks. The risks include personal injuries and property loss resulting from moving from location to location and other causes. Injuries could occur depending on innumerable factors. Injury can occur as a result of the risk level of activity, equipment failure, weather, acts of other participants or third parties whether or not they were negligent, lack of or improper supervision, or disease. The injuries could occur before, during or after the activity or when traveling to or from the activity. Every type of injury could occur. This may include broken bones, back or brain damage, death or dismemberment. Exposure to viruses or other microorganisms that could result in illness, death, additional medical and travel expenses, and travel limitations that include quarantine, and/or inability to return to the United States and/or Pacific Lutheran University campus.

I understand and hereby acknowledge that I have carefully reviewed and fully understand the directives and recommendations, including recommendations concerning immunizations and medicines (hereinafter “recommended immunizations”); and potential risks for travel to, in and around ___________________________________, provided by:

• The United States Department, which issues Travel Warnings, Travel Alerts and Country Specific Information at: http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1166.html
• The World Health Organization http://www.who.int/csr/alertresponse/en/ and
• The Centers for Disease Control, via the International Traveler’s Hotline at 1-877-FYI-TRIP (1-877-394-8747) or at http://wwwnc.cdc.gov/travel/

I wish to participate in the PLU Off-Campus activity named above and am fully aware of the general and special dangers and risks inherent in traveling to and from, watching and participating in this activity (regardless of whether they are named above), including physical injury, death, property damage or other consequences. I agree to accept full responsibility for all such risks and losses, including those caused by the acts of negligence by PLU, its agents or other persons.

Travel & Accommodation: I understand that part of my experience at or through PLU may include travel and overnight or daytime accommodations away from the PLU campus and that these activities involve risk of delays, inconvenience, cancellations, theft, crime, mechanical problems and the potential of injury. This can occur due to equipment failure, vehicle failure, accidents, facility malfunctions, negligent operation and/or supervision by an agent of PLU or a third party, or acts of others (including participants or non-participants). Every type of injury could occur. This may include broken bones, back or brain damage, death or dismemberment. I agree that if I drive my own vehicle I am responsible for current insurance coverage, operation, malfunctions, loss, and passenger safety. If I choose to ride in a vehicle not owned or rented by PLU, I agree that PLU is not responsible for any injuries or loss as a result of riding in that vehicle(s).

Insurance.

I agree that I have and will maintain for this off-campus activity a policy of comprehensive health and accident insurance which provides coverage for injuries and illnesses I sustain or experience in off-campus programs, and, more specifically, in the locations in which I will be traveling and active while participating in the scope of the activity. I agree to provide PLU (Wang Center for Global Education) with proof of my health insurance coverage if requested. I absolve PLU of all responsibility and liability for any injuries, illnesses, claims, damages, charges, bills and/or expenses I may incur.

__________________________________
Initials
Further Assurances. I further agree:

• To report to the travel supervisor any physical or mental condition I have which may require special medical attention or accommodation during the activity in advance of the date of travel and/or activity.

• That PLU reserves the right to make changes to the activity itinerary at any time and for any reason, with or without notice, and that PLU shall not be liable for any loss whatsoever to participants by reason of any such cancellation or change. PLU is not responsible for any charges or penalties assessed by vendors that may result due to operational and/or itinerary changes, regardless of whether the participant or PLU made the activity arrangements. The participant will pay any other additional expense resulting from the above.

• That PLU assumes no responsibility or liability, in whole or in part, for any delayed or changed departure or arrival times, cost changes, dishonors of vehicle rental reservations, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of God, force majeure, criminal activity, expense, accident, injuries or damage to property, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature however caused in connection with any accommodations, restaurant, transportation, or other service, or for any additional expenses occasioned by any of the foregoing. If schedules or other uncontrollable factors require me to stay over nights, PLU will not be responsible for my hotel, transfers, meal costs or other expenses. My baggage and personal property is my risk entirely. I understand that I may elect to independently purchase trip cancellation insurance from an insurance provider.

• That PLU does not allow student participants to rent vehicles while participating in the Study Away Program.

• That PLU reserves the right to decline to accept or retain me in the activity at any time should my actions or general behavior impede the operation of the activity or be detrimental to the rights or welfare of the activity, any person or me. Similarly, if my conduct violates any policy or procedure of PLU, I understand that I may be required to leave the activity at the sole discretion of PLU's agents and representatives, and may be referred to the appropriate PLU officials for further disciplinary or other action. In such an event, no refund will be made for any unused portion of the activity.

• The right is reserved by PLU, in its sole discretion, to cancel the activity or any aspect thereof prior to departure; and, in PLU's sole discretion to cancel the activity or any aspect thereof after departure, requiring that all participants return to campus, if PLU determines that any person is or will be in danger if the activity or any aspect thereof is continued.

• That I individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release, acquit and forever discharge PLU and its employees, agents, officers, trustees and representatives (in their official and individual capacities), and volunteers from any and all liability whatsoever for any and all damages, losses or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney's fees, which arise out of, result from, occur during or are connected in any manner with my participation in the activity and/or any travel incidental thereto, including those caused by the negligent acts of PLU, its employees and agents.

• That I hereby consent to the travel supervisor, or his or her delegates, to authorize any medical or surgical treatment which they believe is necessary in case of a medical emergency if I am not physically or emotionally capable of consenting at the time such treatment is required. I will accept full responsibility for any medical costs that may result from my participation in the program and for any treatment for any injury sustained while taking part in the program.

• That I hereby give permission to PLU to photograph me and give PLU permission to publish one or more photographs of me and/or taken by me in promotional literature, advertising and other public displays. The photographs may be used by the university at any time, in the manner described here, without my additional consent.

• I understand that PLU recommends that students, faculty and/or staff on study away programs should not participate in the following activities: skydiving, parachuting, hang gliding, bungee jumping, mountain climbing, pot-holing, zip-lining, motorcycle/scooter riding, and scuba diving. In addition, I understand that PLU's foreign travel insurance excludes coverage for incidents/injuries from these activities.

This space intentionally left blank.
I agree that this Statement of Responsibility and Authorization, Waiver, Release and Indemnification Agreement, is to be construed under the laws of the State of Washington, USA; and that if any portion hereof is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect. In signing this document I hereby acknowledge that I have read this entire document, that I understand its terms, that I will abide by each of the terms and conditions, that by signing it I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.

I understand that I must inform PLU of my ADA needs for this study away program, in writing, appropriately in advance of this travel. With written notice provided in appropriate advance, PLU will prearrange ADA accommodations to the extent possible. I understand that safety and ADA accommodation standards in the US are not necessarily available or found internationally. I acknowledge that access and safety are not promised during the course of this travel and that I might experience barriers, injuries, and loss of access related to safety and ADA standards.

________________________  __________________________  ______________________
Signature                          Name Printed                          Dated

Parental Consent and Indemnity (use if the student is under the age of 18)

The undersigned is the parent of ______________________________________ (the Student) and hereby consents to the Student participating in the activity described above. I understand that I cannot release any claims that the minor Student may have but I can assume full responsibility for any damages or liabilities the Student might incur. As a result, I hereby assume all financial responsibility for the obligations and expenses incurred by the Student and agree to hold harmless and indemnify PLU, its agents and employees, for any claims that the Student may assert against PLU, its agents or employees.

________________________  __________________________  ______________________
Signature of Parent                          Name Printed                          Dated

Please contact Sue Liden, Manager, Office of Finance and Operations, (253) 535-7116, lidensj@plu.edu, if you have any questions about this Statement of Responsibility and Authorization Waiver, Release and Indemnification Agreement.
APPENDIX B: STUDENT AGREEMENT

STUDENT AGREEMENT FOR SHORT-TERM OFF-CAMPUS STUDY

Participants in PLU Off-Campus Study Programs/Classes are expected to maintain behavior consistent with the PLU Student Code of Conduct, academic performance consistent with PLU’s usual standards, observe rules and laws of the locality in which the Program/Class occurs, behave in a manner that protects their safety and that of others in the group, and reflects positively on PLU as a member of the international educational community.

Pacific Lutheran University considers all forms of PLU sponsored educational opportunities, which occur off the PLU campus to be subject to the same standards of conduct and academic performance as opportunities that occur on campus. In addition, PLU recognizes that off campus learning opportunities may present unique circumstances, which may require greater diligence on the part of students to maintain behavioral and academic excellence. Consistent with this approach, PLU reserves the right to dismiss any participant from off-campus study for reasons of unacceptable behavior or academic performance at any time.

Because every off-campus experience is unique and because it is impossible to anticipate every unique situation that may occur, PLU reserves the right to dismiss any participant from off-campus study for any reason which may, in PLU’s sole discretion, negatively impact PLU or the health, well-being or academic growth of participants. Such dismissal from off-campus study will be without refund of tuition or program fees. Return transportation, if applicable, will be at the student’s expense. Behaviors that violate PLU’s Student Code of Conduct will be reported to the Student Life Division and processed through the Student Conduct system.

There are some basic and inviolable rules of behavior related to every off-campus program or class, including:

1. Students must maintain an adequate standard of academic work in the program and behave responsibly in their living situation and on group excursions.

2. Students must comply with the PLU Student Code of Conduct and other applicable expectations as established by the university, the Wang Center, and/or the program leader(s).

3. For safety and security reasons, while participating in off-campus programs/classes, students must refrain from political activity of any sort, e.g., joining political parties or unions, demonstrations, soliciting political material, or picketing. Avoid activities not covered by international health insurance policy.

4. Illegal drugs in any form are not tolerated. Students must recognize that laws and judicial processes around the world relating to drug use and possession may vary significantly from, and be far more stringent than, those in the United States. Students found using or possessing illegal drugs in any form are subject to immediate dismissal from the program and referral to PLU Student Conduct.

5. Violent behavior results in automatic dismissal from the program and referral to PLU Student Conduct.

6. Sexual behavior that is or could be disruptive to the program will result in dismissal from the program and may be referred to PLU Student Conduct.

7. Breaches of the local law are referred to and handled by the appropriate law enforcement authorities and referred to PLU Student Conduct.

8. Students assume any and all risks involved in off-campus study and the activities they pursue in their free time while on the program. Students remain subject, however, to the behavioral rules and standards identified in this Agreement even during free time while participating in Off-Campus programs/classes. Students may not travel independently to nations on the State Department travel warning list.

(SIGNATURE REQUIRED – SEE NEXT PAGE)
APPLICATION AND NOTIFICATION STATUS

We will begin accepting applications for J-Term 2014 programs on the first day of Spring Semester, February 6, 2013. The maximum number of applications accepted for any course is the course maximum plus 10 additional applications. At that time, the course is considered closed. All applicants will be notified of their application status promptly following the application deadlines, via their PLU student email accounts. The Wang Center must be notified in writing of any withdrawal from a course or cancellation of an application. Applications are not reviewed on a first-come basis.

Accepted Applications: Applicants who are accepted for a position in the class are required to sign an Acceptance Letter and return it to the Wang Center along with their $250 non-refundable program payment to confirm participation. This is due within 10 days of acceptance notification.

Not Accepted Applicants: A number of J-Term courses are competitive. Those students who are not accepted into their first choice will automatically be considered for their second choice. Every effort will be made to place a student in an alternative course of their choosing. If a student has no second choice, the $100 application fee will be refunded to their student account. Students not accepted to their first choice program may be asked to revise personal statements.

CANCELLATION AND REFUND POLICY

Cancellation of a program/course: Pacific Lutheran University reserves the right to cancel a program/class at any time. Should circumstances require that PLU cancel a program/class, students will be notified immediately. The timing and cause of the cancellation will determine the exact amount of the refund; all efforts will be made for a full refund on behalf of the student.

Student withdrawal: All students issued Acceptance Letters will be enrolled in the course for which they have been accepted and will be responsible for paying the program fee. The Wang Center must be notified in writing of any withdrawal from a course or cancellation of an application. Withdrawals after August 31, 2013 for J-Term (or after April 1 for summer courses) will forfeit their initial payments ($50 deposit and $250 confirmation) and will be charged an additional $300 cancellation fee plus charged for any funds already expended on their behalf (travel tickets, entrance fees, theater tickets, etc.). Students withdrawing after December 1 will be responsible for 100% of the program fee as billed to their student account.

Dismissal: Students who are dismissed from off-campus study because of unacceptable personal behavior and/or academic performance are responsible for all program fees and will not receive academic credit for the class.

INSURANCE CERTIFICATION

I understand that as a participant in off-campus programs I am required to have personal health, accident, disability and hospitalization insurance coverage for the duration of the program. I expect and recognize that none of the fees paid for this program go toward the payment of such insurance, and that Pacific Lutheran University does not have an obligation to provide me with such insurance.

STUDENT'S AGREEMENT

As an applicant for the Pacific Lutheran University Off-Campus Program indicated above, and in exchange for being given the opportunity to participate in PLU Off-Campus Study, I agree to the following:

1. I have read, understand and agree to the Student Agreement for Off-Campus Study. I understand and agree to the rules regarding my behavior and academic performance. I also understand that as a PLU student, I will be viewed as a representative of my country and my university. It is my intention to act as a good-will ambassador and conduct myself in a fitting manner. I agree to follow terms of this Agreement, and understand that violation of this Agreement could lead to dismissal from the program or class, and additional sanctions which could be imposed through PLU’s Student Conduct System.

2. I have read the Refund Policy and agree to pay the program fee and understand my financial obligations in the event of withdrawal or dismissal from the program.

3. I understand that as a participant, I am required to have sufficient personal health, accident, disability and hospitalization insurance coverage.

4. I understand that if I cancel my participation, I am responsible for all cancellation fees incurred. I understand that PLU’s foreign travel insurance does not cover any trip cancellation costs and that I may elect to purchase trip cancellation insurance from an independent provider.

Student Signature _______________________________ Date _______________________________

Printed Name: _________________________________________________________________

Name of Course/Faculty Leader ___________________________________________________
APPENDIX C: TRAVEL WAIVER

Wang Center for Global Education Travel Waiver Form
Pacific Lutheran University

Please complete the following information with regards to your plans for independent travel following the conclusion of a Pacific Lutheran University Study Away Program.

*****************

This will acknowledge my decision to travel independently following the conclusion of Pacific Lutheran University’s (PLU) semester/J-Term study program in _______________________. In doing this, it is my understanding that I am not considered part of the official study away program and am fully responsible for my actions. I further hold Pacific Lutheran University, its employees and agents harmless in terms of any accidents or incidents that may occur to me or involve me during my separation from the program.

I also understand that any additional costs (example: transportation, meals and housing) will be my responsibility to pay and that all arrangements are my responsibility to arrange. I further understand that PLU’s travel insurance has a personal sojourn extension that provides coverage if the student has personal travel in conjunction with the institution-sponsored trip. There is no limit to the number of days that can be added to the trip. Personal travel includes travel to countries other than the country of study.

Print Name __________________________ Signature __________________________ Date __________

Site Director or On-Site Program Staff Assistant __________________________ Signature __________________________ Date __________

OPTIONAL:
Describe your plans: ________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Dates Traveling: ________________________________________________________________

Expected Date and Time of your Return: ______________________________________________

Contact Name, Address, and Phone Number of Place you will Stay: __________________________
________________________________________________________________________________
________________________________________________________________________________

Name(s) and Contact Cell Phone Numbers of Traveling Companions: __________________________
________________________________________________________________________________
________________________________________________________________________________

Means of travel (e.g. train, bus, airplane, etc): __________________________________________
________________________________________________________________________________
________________________________________________________________________________

This form must be completed prior to travel and presented in person to the Program Site Director and faxed to the Wang Center for Global Education at Pacific Lutheran University. Fax: 253-535-8752
APPENDIX D: INCIDENT REPORT

Wang Center Incident Report for Off-Campus Courses and Programs
(Examples include injury, illness, crime, violation of PLU Student Code of Conduct, or other PLU policies)

<table>
<thead>
<tr>
<th>Incident Date</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Date</td>
<td>Approx. Time</td>
<td>Name of Person/s Involved</td>
</tr>
</tbody>
</table>

Check type of Incident and briefly describe:

- Illness
- Crime*
- Behavior**
- Other

*If the incident is considered a crime – with or without a local police report – (i.e. assault, sexual assault, theft, etc.), it needs to be reported in the PLU Incident Report system online.

**If the incident violates PLU Student Code of Conduct, it needs to be reported in the PLU Incident Report system online.

I understand that in order to ensure accuracy of the details, it is my responsibility to submit criminal incidents and violations of the PLU Student Code of Conduct using the PLU Incident Report online in addition to this Wang Center form.

http://www.plu.edu/srr/office-of-srr/ir

Describe the incident completely. Include what happened, how it happened, what you did, who you contacted at PLU (if applicable), any medical treatment given, results of treatment, etc. Attach any applicable reports from physicians, care providers, police. Use back of page if necessary.
Property or Vehicle Damage (List items stolen, lost, damaged, and estimated value in US dollars). If vehicle-related, include the make, model, license number, insurance information, police report, phone numbers, etc.

Witness Name(s) and Contact Information:

If a crime was witnessed, describe the physical characteristics of the alleged perpetrator (height, weight, age, clothing, hair color, etc.)

Keep a copy of this report for your files and submit (or fax 253-535-8752) a copy to the Wang Center.
APPENDIX E: LETTER OF MUTUAL UNDERSTANDING

The PLU community assumes that each student who enters the university possesses an earnest purpose; the ability to exercise mature judgment; the ability to act in a responsible manner; a well-developed concept of and commitment to honor, morality and integrity; and a respect for law and the rights of others. This assumption prevails unless a student negates it through misconduct. PLU’s student conduct policies and expectations apply to off-campus study programs. It has been determined that the student named below has recently violated a PLU policy or exhibited behavior that puts himself/herself or others at risk in some way. As a result, the student is required to complete and sign this Letter of Mutual Understanding and return it to the faculty course leader within the timeframe established by him/her.

Use the reverse of this form if additional space is needed.

Inappropriate behavior reported and/or policy violated –

___________________________________________________________________________

Brief description of way(s) in which student’s behavior was not in compliance with PLU policy and/or expectation –

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Describe understanding of the policy and/or expectations: what they are and why PLU endorses them –

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Explain what actions will be taken to ensure that behavior is in keeping with PLU policies and expectation through the completion of this study away program and return to the U.S. –

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Faculty comments –

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Pacific Lutheran University reserves the right to dismiss any participant from a study away program for reasons of unacceptable behavior and/or academic performance. Such dismissal will be without refund and return transportation, if applicable, will be at the student’s expense. Your signature below confirms your understanding that further policy violations could result in your dismissal from the program and being required to go through Student Conduct Procedures on campus.

Printed Name (Student) ____________________________  Printed Name (Program Leader) ____________________________

Signature/Date ____________________________  Signature/Date ____________________________
Do your homework! Planning ahead can help make traveling smoother.

Local Doctor or Hospital

Local Police

Credit card phone number

Prescription in local language

PLU Department Contacts

US Embassy

On-site program coordinator

Participant cell phone numbers

Country Code for destination country:

If you are going to a country with a language you are not experienced with, take the time to learn a few key words.

Hello ______________________ Please ______________________
Thank You ______________________ Help ______________________
Police ______________________ Fire ______________________
Embassy ______________________ Doctor ______________________
Hospital ______________________ Telephone ______________________
Hotel ______________________ Emergency ______________________
Bathroom ______________________ Bill/Check ______________________