



UNIVERSITY OF CENTRAL FLORIDA

**Office of the President**

|  |  |                                  |                |
|--|--|----------------------------------|----------------|
| <b>SUBJECT:</b><br>Study Abroad Programs | <b>Effective Date:</b><br>12/21/2018   | <b>Policy Number:</b><br>2-902.1 |                |
|  | <b>Supersedes:</b><br>2-902  | <b>Page</b><br>1                 | <b>Of</b><br>3 |
|  | <b>Responsible Authority:</b> Vice Provost,<br>Division of Teaching and Learning |                                  |                |

**DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 9/29/2011**

**APPLICABILITY/ACCOUNTABILITY**

This policy applies to all members of the university community.

**BACKGROUND INFORMATION**

UCF encourages high-impact educational practices such as study abroad, that enhance learning, promote cultural understanding, and help prepare students to be successful in a globalized environment. Study abroad programs may entail risks, and the university must monitor programs with regard to the health and safety of our students, faculty members, and staff members.

**POLICY STATEMENT**

UCF Abroad, within the Division of Teaching and Learning, is responsible for the administration and overall management of UCF study abroad programs and must approve all such programs prior to travel abroad. UCF Abroad establishes procedures relating to the safety and welfare of the students, faculty, and staff members; uniform compliance with applicable laws; consistency with UCF policies and regulations; and furtherance of the UCF mission and goals.

## **DEFINITION**

Study abroad programs include but are not limited to educational activities that take place outside the continental United States but include U.S. Territories abroad. They include, but are not limited to, faculty-led short-term programs, reciprocal student exchange programs, provider-offered programs, direct enroll programs, research abroad, and experiential activities such as internships and service learning.

## **PROCEDURES**

Procedures for the development and administration of UCF Abroad programs are found at

[https://studyabroad.ucf.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent\\_ID=22A78786-A74C-EE57-F0590A60D3229687&Link\\_ID=E2A9AA44-5056-BA1F-730C87E2D74C71F9](https://studyabroad.ucf.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=22A78786-A74C-EE57-F0590A60D3229687&Link_ID=E2A9AA44-5056-BA1F-730C87E2D74C71F9).

Procedures for students to apply for faculty-led short-term programs, reciprocal student exchange programs, provider-offered programs, direct enroll programs, research abroad, and experiential activities such as internships and service learning may be found at the following:

[https://studyabroad.ucf.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent\\_ID=237762B7-5056-BA1F-71C9B88D796898BD&Link\\_ID=2463235A-5056-BA1F-71632C0CA928E8CA](https://studyabroad.ucf.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=237762B7-5056-BA1F-71C9B88D796898BD&Link_ID=2463235A-5056-BA1F-71632C0CA928E8CA)

The study abroad workflow process is summarized here:

[https://studyabroad.ucf.edu/customtags/ct\\_FileRetrieve.cfm?File\\_ID=0406727D714F0671760275730E021C04080C0014757803036E07760776727C06027372707A73760577](https://studyabroad.ucf.edu/customtags/ct_FileRetrieve.cfm?File_ID=0406727D714F0671760275730E021C04080C0014757803036E07760776727C06027372707A73760577)

Details about eligibility to participate in a study abroad program may be found here:

[https://studyabroad.ucf.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent\\_ID=237762B7-5056-BA1F-71C9B88D796898BD&Link\\_ID=24160276-5056-BA1F-718B6637BF88609D](https://studyabroad.ucf.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=237762B7-5056-BA1F-71C9B88D796898BD&Link_ID=24160276-5056-BA1F-718B6637BF88609D)

## **RELATED INFORMATION:**

UCF Regulation 2.034 *Educational Sites*

<http://regulations.ucf.edu/docs/notices/2.034EducationalSitesFINALMay14.pdf>

[UCF Policy 2-900 \*International Academic Agreements\*](#)

[UCF Policy 2-901 \*UCF Policy for ALL Foreign Nationals\*](#)


[UCF Policy 2-903 \*Travel to Restricted Destinations\*](#)

4-209 Export Control Policy

**CONTACT**

UCF Abroad  
4356 Scorpius Street, Orlando, FL 32816 [studyabroad@ucf.edu](mailto:studyabroad@ucf.edu) 407-882-2300

**INITIATING AUTHORITY** Provost and Vice President of Academic Affairs

|   |                       |
|---|-----------------------|
| <b>POLICY APPROVAL</b><br><b>(For use by the Office of the President)</b>   |                       |
| Policy Number: 2-902.1  |                       |
| Initiating Authority:                                  | Date: <u>12/18/18</u> |
| University Policies and Procedures Committee Chair:  | Date: <u>12/17/18</u> |
| President or Designee:                               | Date: <u>12/21/18</u> |