University of Central Oklahoma
Centre for Global Competency

STUDY ABROAD POLICY MANUAL
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# Introduction

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|                     | - Purpose of Study Abroad Policy Manual  
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| | - Types of Study Abroad  
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| Participating Partner Universities (Last review 09/10/12) | - List of partner universities, cities and countries of location.  
| Role of Departments | - Academic Advisement  
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| Appendix 1 (Last review 09/10/12) | - Example of a “Degree Evaluation”  
| | - Study Abroad Application Form  
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GENERAL INFORMATION

The Centre for Global Competency (CGC) has prepared this manual in collaboration with Academic Affairs, Student Affairs, and Enrollment Management. Education abroad does not only directly affect the CGC but also other departments and offices across campus. The constant communication among these departments as well as a collaborative mindset are crucial for the success of education abroad and the internationalization mission at the University of Central Oklahoma.

The overall purpose of the manual is to:

- Provide general guidelines to UCO faculty and staff members in regards to education abroad. This manual will help give a better understanding of the different policies and procedures, including application processes, advisement, emergency protocol, risk management, advising students with disabilities, and legal counseling.
- Provide the due-diligence for the UCO community, including administrators, faculty, staff, and students.

Administrators, faculty and staff are encouraged to use the information contained in this manual as guidance for the consistent application of university policies concerning education abroad, and to provide the best service and advisement to UCO students.

WHAT IS THE CENTRE FOR GLOBAL COMPETENCY?

The Centre for Global Competency was established in 2007 in collaboration between Academic Affairs and Student Affairs, in order to meet the need of the university to provide international opportunities to its students, faculty and staff members. The CGC provides the following services:

- Manage the reciprocal exchange agreements with international partner universities.
- Coordinate with different departments involved in the administrative an academic aspect of reciprocal exchange and approved programs.
- Work with faculty members to guarantee the transferability of courses.
- Assist students in the course transferring process from host institutions.
- Assist students in the enrollment of study abroad CRN courses.
- Assist students in complying with Financial Aid guidelines.
- Work with partner universities to secure housing abroad.
- Promote education abroad on campus through study abroad fairs and seminars, classroom visits, and other presentations to campus organizations and departments.
- Recruit students for education abroad opportunities.
- Assist students in visa application process.
- Assist students in identifying and applying for scholarship opportunities. For example: Benjamin Gilman International Scholar and CGC Global Transformative Scholarship (see funding).
- Maintain an information center with education abroad material.
- Manage the CGC 2020 Certification for Global Competency.
- Provide intercultural activities to both international and domestic students.

THE STAFF OF THE CENTRE FOR GLOBAL COMPETENCY:

- Dennis Dunham, Ph.D., Executive Director for International Affairs
Serves as the Executive Director for the Office of International Services. He oversees admissions, immigration, marketing and the Centre for Global Competency. He spearheads the International Enrollment Plan, which incorporates collaborative projects across campus to both bring International Students to UCO and send UCO students abroad. He submits the budgets for International Services to the Vice President of Student Affairs and the budgets for the CGC to the Vice President of Academic Affairs.

- Janette Wetsel, Ph.D., Faculty Liaison
Serves as the chair of the annual CaSTLE (Creating a Student Transitional Learning Experience) Tour for faculty and students. She also assists faculty in planning, implementing, and assessing study tours. Additionally, she works with faculty in connecting themselves and their students with opportunities for cultural studies most suited to specific disciplines.

- Marco Rodriguez, M. Ed., Coordinator
Serves as the study abroad advisor, plans and executes marketing and recruitment, and coordinates the application and course transfer process for outbound students. In addition, he manages the education abroad scholarships, the global certification, and reciprocal exchange agreements.

- Brandon Lehman, Coordinator of International Activities.
Serves as facilitator for the “Glocal” programs (global yet locally accessible), which provides learning experiences to domestic and international students through events, student organizations, and three intercultural programs: (CRISP – Community Responding International Student Program / Ignite / Broncho Buddies / MERGE )

CONTACT INFORMATION
CENTRE FOR GLOBAL COMPETENCY
Nigh University Center - Room 137
Marco Rodriguez
Phone: 405 - 974 - 2447
Email: cgc@uco.edu
DEFINITIONS:
1. **Study Abroad**: the arrangements by which a student is enabled to earn academic credit hours as part of his/her degree, in a long term period of time (one or two semesters) at another university located outside the United States.

   Types of Study Abroad Programs:
   a. **Reciprocal Exchange Agreements**: a written agreement between UCO and a foreign institution, which involves the true exchange of students. The nature of a reciprocal exchange allows UCO students to remain enrolled at UCO while studying at another university. UCO students pay tuition and fees at UCO and they may receive financial aid with UCO acting as “home institution” as long as it is legally permissible under federal and/or state regulations.
   b. **Direct Enrollment**: UCO student attends an international institution for a specific timeframe. Student pays tuition and fees at international institution and credits are transcripted by the international institution. Academic credit is accepted, from an accredited institution, as transfer credit and may or may not be pre-approved for UCO course articulation. Courses not pre-approved may not transfer/apply to UCO degree programs. Academic credits from language institutions are not accepted in UCO.
   c. **Affiliated agreements**: UCO students contract with an affiliated private third party or organization to locate appropriate accredited international institution. Student pays third party and/or international institution for tuition and fees. In order to be eligible for federal financial aid, student must have courses pre-approved and international institution must have a “Contract for Student Financial Aid” active with the receiving international institution. In the event the student is eligible to receive aid, the student will enroll in UCO “place-holding” course(s) and UCO will act as “home institution” for financial aid purposes.

2. **Affiliate Private Third Party (Providers)**: a private third party or organization having an agreement with UCO to provide education abroad experiences or placement at an international academic institution. An affiliated agreement indicates a) a significant number of UCO students have participated with this entity; b) were satisfied with the experience; and c) the credits earned as a result of participation were transferred and applied to UCO degree programs.

3. **Faculty led programs**: academic experiences/programs that are initiated, organized, and carried out by a faculty member. These programs consist of two types:
   a. **Study Tour**: is a credit-bearing course in which the majority of the academic work is accomplished through group study and travel outside the UCO campus. It provides a group of students with an applied,
supervised experience at an off campus location, for a minimum of two or more overnights, and enhances the student’s classroom knowledge of an academic discipline(s) through first hand exposure.

b. Coursework taught by UCO faculty to students in a partner institution.
PARTICIPATING PARTNER UNIVERSITIES

Austria
- University of Applied Sciences Kufstein
  Kufstein, Austria

China
- Xi’an International Studies University
  Xi’an, China

Czech Republic
- University of Ostrava
  Ostrava, Czech Republic

Finland
- Arcada University of Applied Sciences
  Helsinki, Finland

France
- Groupe Sup de Co La Rochelle
  La Rochelle, France
- University of Burgundy
  Dijon, France
- University of Picardie Jules Verne
  Amiens, France
- University of Savoie
  Chamberry, France

Germany
- University of Erfurt
  Erfurt, Germany

Greece
- Aristotle University
  Thessaloniki, Greece

Italy
- Universita Degli Studi di Trieste
  Trieste, Italy

South Korea
- Hoseo University
  Chungnam, South Korea.
- Pukyong National university
  Busan, South Korea.
- Silla University
  Busan, South Korea
- Hanyang University
  Seoul, South Korea

Lithuania
- Vytautas Magnus University
  Kaunas, Lithuania

Mexico
- Universidad Popular Autonoma del Estado de Puebla
  (UPAEP)
  Puebla, Mexico
- Universidad Anahuac
  Huixquilucan, Mexico
- Instituto Tecnologico Latinoamericano – ITLA
  Pachuca, Mexico
Norway
- Vestfold University College
  Tonsberg, Norway

Poland
- University of Adam Mickiewicz
  Poznan, Poland
- University of Lodz
  Lodz, Poland

Spain
- Universidad de Almeria
  Almeria, Spain
- Universidad de Jaen
  Jaen, Spain
- Universidad de Valladolid
  Valladolid, Spain

Switzerland
- University of Applied Sciences Eastern Switzerland
  Chur, Switzerland
- University of Applied Sciences Northwestern Switzerland
  Olten, Switzerland
- Bern University of Applied Sciences
  Bern, Switzerland

Taiwan
- Ching Yun University
  Jhongli City, Taiwan
- National Taichung Institute of Technology (NTIT)
  Taichung, Taiwan

Turkey
- University of Uludag
  Bursa, Turkey
- Canakkale Onsekiz Mart University
  Canakkale, Turkey

Malaysia
- University Sains,
  Penang, Malaysia

Montenegro
- The University of Montenegro
  Podgorica, Montenegro

Netherlands
- Hogeschool van Amsterdam
  University of Applied Sciences
  Amsterdam, The Netherlands
- Inholland University of Applied Sciences
  Haarlem, The Netherlands

Vietnam
- Vietnam National University
  Ho Chi Minh City, Vietnam
ROLE OF DEPARTMENTS:

Academic Advisement: Academic Advisement plays an integral role in the study abroad process for students. Advisors must provide guidance to make sure that students can stay on track for graduation and the courses overseas are appropriate for their academic career. Students are required to meet their respective academic advisors prior to applying to a study abroad program and request a degree evaluation.

Office of Student Financial Services: will determine the student’s financial aid eligibility to help fund education abroad opportunities. The advisor will provide guidelines and information on how to successfully apply for financial aid funds.

Office for Disability Support Services: supports the CGC in advising students with disabilities about the physical conditions and accessibility of infrastructure and facilities at the host institution. In collaboration, both departments can determine the most appropriate study abroad program for students. It can also facilitate additional training and/or provide general information with regard to reasonable accommodations.

Student Counseling Center: supports the CGC in advising students who experience a mental health condition (e.g., mood-disorders, anxiety, disorders, stress, etc.), about how their condition(s) may impact their decision to study abroad, and the destinations/settings they consider in order to maximize the potential for a successful experience abroad.

Office of Student Conduct: supports CGC in determining responsibility of alleged policy violations by students participating in study tours and/or study abroad programs. During pre-departure orientation meetings, the Office of Student Conduct educates and reminds students of the university disciplinary policies, which remain in effect while participating in off campus travel activities, sponsored by the university. Additionally, the Office of Student Conduct encourages students to be positive ambassadors of the University of Central Oklahoma and maintain an awareness of the potential personal, legal, and professional consequences that may ensue due to violations of university policies and/or laws.

Office of Legal Counsel: represents the interests of the university by providing legal consultation, advice, and representation to its administration, employees, and agents who have legal concerns or issues as a result of incidents occurring while he or she acted within the scope of his or her employment. The office also supports the CGC in providing due diligence to ensure the university and the CGC program remain compliant with local, state, and federal laws.
STUDY ABROAD POLICY MANUAL

CENTRE FOR GLOBAL COMPETENCY

STEPS TO THE STUDY ABROAD PROCESS

Pre – departure

1- Gather general information on programs: students are encouraged to visit the CGC and ask specific information on the programs, destinations, costs, housing options, deadlines, and available courses.

2- Visit Academic Advisor: students are required to visit their academic advisor and request information on requirements remaining to complete the degree. See “Appendix 1-0” for example.

3- Apply for a specific program: students must submit the following required documentation to apply for a specific program:
   - UCO Application Form See “Appendix 1-1”
   - Host Institution Application Form
   - Liability Waiver Form See “Appendix 1-2”
   - Statement of Understanding See “Appendix 1-3”
   - Host Institution Housing Application Form
   - Passport Photos

4- Financial Aid: students must visit financial aid office to start the application process and submit the following documents:
   - Study Abroad Cost Worksheet
   - Application Form
   See Student Resources Section, Financial Aid. Page: 15

5- Course Evaluation: with the help of the CGC, students complete the course schedule.
   See Academic Information Section, Course Transfer Protocol. Page: 29

6- Visa: with the help of the CGC, students obtain the immigrant visa prior departing the United States.
   See Student Resources Section, Visa. Page: 26

7- Pre-Departure orientation: it is mandatory that students must attend the pre-departure orientation.
   See Student Resources Section, Pre-Departure Orientation Meeting. Page: 27

In – program

1- Report to CGC: students must report to the CGC upon arrival at the host institution.
2- **Class enrollment at host institution:** students must request the host institution’s advisor to submit the “Enrollment Verification Form” to the CGC. 
*See Academic Information, Course Transfer Protocol, Page 29*

3- **Change in class schedule:** students are required to inform the CGC about any add/changes/drop in their class schedule, and follow the Course Transfer Protocol. 
*See Academic Information, Course Transfer Protocol, Page 29*

4- **In case of extension:** students must inform the CGC any plans to extend their duration of stay at any program.

**Post – arrival to UCO**

1- **Visit the CGC:** students are encouraged to visit the CGC to provide information about the programs.

2- **Transcripts:** students must contact the CGC to follow up with the course transferring process. 
*See Academic Information, Course Transfer Protocol, Page 29*

3- **Promote the Study Abroad programs:** students are encouraged to promote the programs among UCO students.
Appendix 1

<table>
<thead>
<tr>
<th>Example of a “Degree evaluation” by academic advisement.</th>
<th>1-0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Abroad Application Form</td>
<td>1-1</td>
</tr>
<tr>
<td>Waiver of Liability and Hold Harmless Agreement for Trips</td>
<td>1-2</td>
</tr>
<tr>
<td>Statement of Understanding</td>
<td>1-3</td>
</tr>
<tr>
<td>Checklist</td>
<td>1-4</td>
</tr>
</tbody>
</table>
Program: Mass Communication
Major: Mass Communication - Photographic Arts
Degree: Bachelor of Arts (B.A.)

University Core (Total Listed 42-44)

Specific courses within the University Core are listed on pages 76-77.
- Courses from the major may apply to the areas marked in the University Core.

Written and Oral Communication

Quantitative Reasoning/Scientific Method ........................................ 10-H
Math .......................................................... 16-H
Life Science .................................................. 12-H
Physical Science ............................................. 5-H

Critical Inquiry and Aesthetic Analysis

Critical Inquiry .............................................. 3-H

Elective Skills

Required Health Course ........................................... 3-H
Elective Life Skills .............................................. 5-H

Major Requirements

Mass Communication - Photographic Arts .................................. 42-51

Required Courses .................................................. 32-H

A MCOM 1123 - Basic Photography ........................................ 3-H
MCOM 1151 - Seminar in Mass Media .................................... 2-H
B MCOM 2223 - Basic Darkroom Procedures ......................... 3-H
MCOM 2543 - Electronic Photography ................................ 3-H
MCOM 3133 - Color Photography ........................................ 3-H
A MCOM 3253 - Photographic Lighting ................................. 3-H
MCOM 3343 - News Photography ....................................... 3-H
MCOM 3513 - College Portrait Photography ....................... 3-H
MCOM 4423 - Media Ethics .......................................... 3-H
MCOM 4513 - Advanced Commercial Photography ............ 3-H
MCOM 4563 - Media Law .............................................. 3-H
MCOM 4643 - Photography Portfolio .................................. 3-H
MCOM 4950 - Internship in Mass Communication ................. 3-H

Photographic Arts Elective Courses ......................................... 3-H

Select from the following:

MCOM 2443 - Basic Television Production AND
MCOM 2443L - Basic Television Production Lab
MCOM 3143 - News Editing
ART 3163 - Photo Arts History
MCOM 3313 - History of Journalism
MCOM 3353 - Specialized Publications
MCOM 4563 - Feature Writing
MCOM 4523 - Social Documentation
MCOM 4443 - Tech of Forensic Photography
MCOM 4543 - Portrait and Wedding Photography

Mass Communication Elective Courses

To encourage a convergence of knowledge, skills, and opportunities among Mass Communication majors additional MCOM electives may be selected from the following courses or from the Photographic Arts elective courses listed above.

MCOM 1143 - News Reporting
MCOM 1183 - Introduction to Advertising
MCOM 2053 - Introduction to Human Communications

Electives to bring total to ........................................ 124

Minimum Grade Requirements

1. Average in all college course work and course work at
   UCO .......................................................... 2.00

2. Average in major courses ......................................... 2.50

For other regulations pertaining to graduation, see
pages 61-62 of the 2009-2010 catalog.

Core: 12
Major: 33
Electives: 33 ± 12 @ UD

Total: 79 hrs. required

UD = 40 - 9 = 31 hrs. needed

Major GPA = 64/18 = 3.616
### Personal Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>UCO ID Number:</th>
<th>Email:</th>
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<tbody>
<tr>
<td>Phone Number:</td>
<td>Alt. Phone Number</td>
<td>Gender</td>
</tr>
<tr>
<td>Current Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place of Birth (city, state, country):</td>
<td>Citizenship:</td>
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</table>

### Emergency Contacts

#### Emergency Contact #1

<table>
<thead>
<tr>
<th>Name:</th>
<th>Last Name</th>
<th>Relation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Address:</td>
<td></td>
<td></td>
</tr>
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<td>Email:</td>
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#### Emergency Contact #2

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<th>Relation:</th>
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<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Alt. Phone Number:</td>
<td>Email:</td>
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</table>

### Academic Information

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<th>GPA</th>
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<tbody>
<tr>
<td>Classification:</td>
<td>Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate ☐</td>
<td></td>
</tr>
</tbody>
</table>

### Study Abroad Program Information

<table>
<thead>
<tr>
<th>Name of host institution:</th>
<th>Country:</th>
<th>City:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester of participation:</td>
<td>Spring</td>
<td>Summer</td>
</tr>
<tr>
<td>Type of Program</td>
<td>Exchange ☐ Direct Enrollment ☐ Providers ☐</td>
<td></td>
</tr>
</tbody>
</table>

### Financial Information

Indicate how are you planning to support your Education Abroad Program (check all that apply):

- Personal Savings ☐ Federal Aid ☐ Scholarships ☐ Support from Family ☐ Other ☐

If you have selected "Other"; please explain:

### Student Conduct Information

Are you currently, or have you ever been, charged with or subject to disciplinary action for scholastic (such as plagiarism or cheating) or any other type of behavioral misconduct at any education institution?

- No ☐ Yes ☐, if Yes, please explain on a separate paper and attach it to this application form.

Have you ever been charged with a violation of the law, misdemeanor and/or felony (even if adjudication was withheld), which resulted in, or, if still, pending could result in, probation, community service, restitution, a jail sentence, etc.?

- No ☐ Yes ☐, if Yes, please explain on a separate paper and attach it to this application form.

Have you ever been judged, found guilty or violated UCO Code of Conduct?

- No ☐ Yes ☐, if Yes, please explain on a separate paper and attach it to this application form.
AGREEMENT AND WAIVER TO RELEASE INFORMATION

I understand that the collection, retention, and dissemination of my records and information about me are subject to federal regulations under the Family Rights and Privacy Act of 1974. This means that I am responsible for specifying persons or agents who may have access to my records. By signing this Release I thereby give permission to collect and release information to those entities at the University of Central Oklahoma and at my host institutions as is appropriate to my application for and participation in this designated off-campus study program, including letters of recommendation, transcripts, financial status, report of conduct, and medical/ counseling records all for the purpose of program participation, continuation, or termination. I further agree that the University of Central Oklahoma and my host institution may disclose to one another and to my parents, legal guardian, or spouse, any information that may impact my mental health or physical well being while participating in this program. ("Program participation" extends from the time of placement until the receipt of the official transcript by the University of Central Oklahoma of the work attempted at the host institution.)

________________________  ___________________________  __________________
Student’s signature           Student’s name               Date
WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT
FOR TRIP(S) INCLUDING AN OVERNIGHT STAY

This is a legally binding release executed by __________________________ (participant) and by
_____________________________ (participant's parent or guardian if under 18) and delivered to
the University of Central Oklahoma (UCO).

1. I or we, the undersigned, request that participant be allowed to participate in the following
activity/trip (activity): ____________________________ to be held at
the following location: ____________________________ on the following
date(s): ____________________________, 20___.

2. I agree to abide by all UCO rules and regulations while participating in this trip/activity. I have
attended a student conduct briefing conducted by university officials and understood the
UCO rules and regulations.

3. In consideration of the participant being permitted to participate in the activity/trip, I or we do
release, waive, forever discharge, hold harmless, indemnify, and covenant not to sue together or
individually or severally UCO, the Regional University System of Oklahoma (RUSO) for
Oklahoma Colleges, their officers, agents, employees, and any students acting as employees
(releasees), and the heirs, successors or estates of said releasees, from and against any and all
liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and
expenses of any nature which participant may have or which may hereafter accrue to participant,
arising out of or related to any loss, damage, or injury, including but not limited to suffering and
death, that may be sustained by participant or his or her property, whether caused by the
negligence or carelessness of the releasees, or otherwise, while participant is in, on, upon, or in
transit to or from the premises where the activity, or any adjunct to the activity, occurs or is being
conducted.

4. I or we have signed this release in full recognition and appreciation of the dangers, hazards, and
risks of such activities, which dangers include but are not limited to transportation associated with

3/23/2011
this activity, the hazards of traveling in a foreign country, accidents or illnesses in places without adequate or familiar medical facilities, strikes, war, terrorism, weather, sickness, quarantine, government restrictions or regulations, or loss, damage, delay, or expense arising from the use of any vehicle or services, or from the act or omission of any airline, bus, transportation, sight-seeing, hotel, or any other service or transportation company, firm, individual, or agency, or for any cause whatever in connection with this activity, and which could include serious or even mortal injuries and property damage. I or we further attest that I or we have fully discussed the aforementioned risks and hazards, and participant and participant’s parent/guardian agree that participant has individually assumed the risks involved with this activity as witnessed below.

5. I or we understand and agree that releasees do not have medical training or medical personnel available at the location of the activity or on the UCO campus. I or we understand and agree that releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action shall be subject to the terms of this agreement. I or we understand and agree that releasees assume no responsibility for any injury or damage or expenses which might arise out of or in connection with such authorized emergency medical treatment.

6. It is my or our express intent that this release shall bind the members of participant’s family, spouse, estate, heirs, administrators, personal representatives, and/or assigns. Participant and participant’s parent/guardian agree to save and hold harmless, indemnify, and defend releasees from any claim by anyone arising out of participant’s participation in the activity.

7. In signing this release, participant and participant’s parent/guardian acknowledge and represent that I or we have fully informed ourselves of the content of this release by
reading it before signature, had ample time to seek and confer with legal counsel concerning its contents, and that I or we have reviewed it and understand what it means and that this release is signed as my own free act and deed. No representations, statements, or inducements (oral or written) have been made apart from those in this release. I or we state further that there are no health-related reasons or problems which preclude or restrict the participant’s participation in the activity, and that the participant has adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to the participant.

8. I or we further agree that this release shall be construed in accordance with the laws of the State of Oklahoma. If any term or provision of this release shall be illegal, unenforceable, or in conflict with any law governing this release, the validity of the remaining portions shall not be affected thereby.

9. I or we acknowledge and agree that this is a limited supervised activity and that participants shall have unsupervised time to travel on their own abroad at their own risk and that I or we agree to hold harmless, indemnify, and defend releases from any claim by anyone arising out of participant’s unsupervised activities. Study tours and Study Abroad experiences are divided into in-class and out-of-class time. During in-class time the student’s behavior will be in conformance with the same rules as on-campus activities; during out-of-class time, the student’s behavior will conform with local laws and mores, with the additional factor that the student must at all times behave in a manner that does not embarrass or bring discredit to the University of Central Oklahoma. Violating in-class behavior guidelines described in the code of student conduct, or out-of-class local laws or mores, or bringing discredit or embarrassment to UCO will result in the student being dismissed from the study tour or study abroad. Additionally, UCO reserves the right to
terminate my further participation in the activity if it deems my conduct detrimental or incompatible with the interests, harmony, comfort or welfare of the study tour as a whole.

If my further participation is terminated, I understand that funds paid by me or us in connection with this activity shall not be refunded, and that expenses related to my early departure are entirely borne by me or us.

10. I or we agree that the releasees in charge of this activity reserve the right to make cancellations, changes or substitutions in emergencies or changed conditions in the interest of the study tour group or study abroad student; to alter the cost prior to departure in order to meet unexpected changes in airline fares, lodging rates, transportation rates, international currency valuation, etc., and/or unexpected global events such as political unrest, acts of terrorism, natural disasters, etc. The announced fee, schedule and rates are understood to be based on information available at the time the activity plans are made and are subject to change.

11. If signed by a parent/guardian, said parent/guardian states: I am the participant’s ________

parent ________ guardian (check one), and I am fully competent and have the legal capacity to sign this release, and I execute this release for full, adequate and complete consideration fully intending for myself, for the participant, and for participant’s family, estate, heirs, administrators, personal representatives, and/or assigns to be bound by the same.

IN WITNESS WHEREOF, this release has been executed this ______ day of

________________________________________, 20____

________________________________________
Participant printed name

________________________________________
Signature

3/23/2011
Participant's parent or guardian (if required) Signature

EMERGENCY CONTACTS:
Name: ____________________________ Phone Number: ____________________________

Emergency Contact: ____________________________ Phone Number: ____________________________

STUDENT DOCUMENTS

STATE OF ____________________________
COUNTY OF ____________________________

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that (name) ____________________________, known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that (he) / (she) signed the said instrument as (his) / (her) free and voluntary act for the uses and purposes therein stated.

Given under my hand and seal this _______ day of ____________________________, 20__.

__________________________
Notary Public

Commission #: ____________________________
My commission expires: ____________________________

Approved for University-wide use by Legal Counsel 7/21/08
Revised 6/5/09

3/23/2011
Statement of Understanding

Please read each statement carefully and write your initials at the end of each one. By agreeing to these conditions for participating in a Study Abroad Program, you understand fully the UCO academic and administrative regulatory policies to study abroad by an approved program:

1. I understand that I must submit all application forms and supporting documents to the Centre for Global Competencies before the deadline. If my application fails to meet the deadline, it will be considered for the next earliest semester. ____

2. I understand that I must be 18 years old or older to participate in any of UCO’s study abroad programs. ____

3. I understand the Centre for Global Competency may contact my emergency contact (s) listed on the application in the case of an emergency that affects me or my program. ____

4. I understand and agree that I am subject to the following: a) Host country laws, b) Host institution conduct codes, and d) UCO Student Code of Conduct. ____

5. I understand that behavior that is not in accord with these conditions of participation may result in disciplinary actions. ____

6. I am aware of the nature and the cost of the program and will guarantee that all financial obligations will be met. I must be prepared to provide sufficient funds to cover textbooks and supplies, housing and meals costs, personal expenses, and other related Study Abroad costs. ____

7. I understand that any changes to my class schedule or any credit hours discrepancy between the host institution and UCO may incur additional tuition and fees. ____

8. I understand that I will receive a grade of P (Pass) for the U.S. equivalent of grades “A-D” and a grade of F (Fail) for the U.S. equivalent for the grade of “F”. ____

9. I understand that if I do not enroll in the number of pre-approved courses and/or pre-approved course titles during my Study Abroad Program it will result in receiving a grade of W (Withdrawal), on my UCO transcript, for each course that I did not enroll. I will be responsible for all tuitions and fees associated with the withdrawn course(s). ____
10. I understand that the UCO Centre for Global Competency has the right to dismiss the student from the Study Abroad program at any time without cause. I understand I will be responsible for all financial obligations, including the travel expenses to return to the United States.

11. I understand that if I choose to change/add courses during my Study Abroad Program, I need to seek Departmental approval first in order to transfer the classes; and I need to contact the Centre for Global Competency immediately before making any changes/add.

12. I understand that changes (withdraw/add/drop) to my course schedule during my Study Abroad Program might affect graduation clearance.

13. I understand that there is no guarantee of UCO credit hours for any courses completed other than those pre-approved.

14. I understand and have of my own free will signed the 'Liability Release and Assumption of Risk Agreement for Travel'.

15. I understand that the courses taken under a study abroad exchange program will be considered as UCO resident credit hours.

16. I am at least eighteen (18) years of age, or, if not, I have secured below the signature of my parent or guardian, as well as my own.

17. I understand that if I am stranded on a study abroad program, I am responsible for at least $100 per day toward covering additional expenses.

I, ______________________, understand and I will abide by the conditions listed above.

__________________________  ____________
Signature of Participant  Date

__________________________  ____________
Signature of Parent/Guardian  Date

04/01/2011
### Personal Information

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Destination:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td>E-mail:</td>
</tr>
<tr>
<td></td>
<td>UCO ID:</td>
</tr>
</tbody>
</table>

### UCO Application Forms

<table>
<thead>
<tr>
<th>Degree Check</th>
<th>UCO Application Form</th>
<th>Statement of Understanding</th>
<th>Liability Form</th>
<th>Financial Application Form</th>
<th>Cost Worksheet</th>
</tr>
</thead>
</table>

### Documents

<table>
<thead>
<tr>
<th>Copy of Passport</th>
<th>Passport Photos</th>
<th>Insurance Card</th>
<th>Transcripts</th>
</tr>
</thead>
</table>

### Host Institution Application Forms

<table>
<thead>
<tr>
<th>Sent by mail</th>
<th>Sent by email</th>
<th>Sent by Online Application</th>
<th>Submitted on (date):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Forms</td>
<td>Complete Documents</td>
<td>Incomplete Documents</td>
<td></td>
</tr>
<tr>
<td>Sent Incomplete Documents</td>
<td>Submitted on:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Application forms</td>
<td>Submitted</td>
<td>Submitted on (date):</td>
<td></td>
</tr>
<tr>
<td>Student submits all applications</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### Financial Aid

<table>
<thead>
<tr>
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<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form</td>
<td>Cost Worksheet</td>
<td>Enrollment Verification Form</td>
</tr>
<tr>
<td>Submitted on (date):</td>
<td>Submitted on (date):</td>
<td>Submitted on (date):</td>
</tr>
</tbody>
</table>

### Course Credit Transfer

<table>
<thead>
<tr>
<th>Substitution Form</th>
<th>Course Evaluation Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy to Financial Aid</td>
<td>Copy to Advisor</td>
</tr>
<tr>
<td>CRN Number:</td>
<td>Enrollment Verified</td>
</tr>
<tr>
<td>Were there any post-arrival schedule changes</td>
<td>Yes</td>
</tr>
<tr>
<td>Submit updated documents to</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>Transcript and Request sent to Enrollment</td>
<td>Submitted on (date):</td>
</tr>
</tbody>
</table>
| Documents coming from Host Institutions

<table>
<thead>
<tr>
<th>Acceptance Letter</th>
<th>Received by:</th>
<th>Received on (date):</th>
<th>Original to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Verification Letter</td>
<td>Received on (date):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transcript</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Visa

<table>
<thead>
<tr>
<th>Prepared by:</th>
<th>CGC</th>
<th>External Agency</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packet created</td>
<td>Packet given to student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Created on (date):</td>
<td>Given on (date):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# STUDENT RESOURCES

<table>
<thead>
<tr>
<th>Category</th>
<th>Contents</th>
</tr>
</thead>
</table>
| Financial Aid             | - Types of Federal Aid  
                          |  - Guidelines for students to apply for Financial Aid  
                          |  - Contact Info                                                        |
| Appendix 2                | - Financial Aid Forms                                                    |
| Scholarships              | - List of Scholarships Opportunities                                    |
| Appendix 3                | - Scholarship Application Forms                                          |
| Insurance                 | - List of coverage and benefits                                          
                          |  - Guidelines on how to obtain an ISIC premium insurance student card  |
| Appendix 4                | - Insurance Application Form                                            
                          |  - General information about insurance coverage                          |
| Students with Disabilities| - Scope of service  
                          |  - Guidelines to advice students with physical disabilities  
                          |  - Guidance to advise students with mental disabilities / conditions  
                          |  - Contact information                                                  |
| Code of Conduct           | - Guidelines to advise student with misconduct behavior.                |
| Immigrant Visas           | - What is an Immigrant Visa                                             
                          |  - Guidelines to advice students to obtain an immigrant visa            |
| Pre-Departure Orientation | - Topics                                                                  |
| Meeting                   |                                                                          |
FINANCIAL AID
Financial Aid: UCO students who are participating in an approved study abroad program, through the Centre for Global Competency may be entitled to receive financial aid. Financial aid for undergraduate study abroad consists mainly of federal grants and both federal and private loans.

Types of Federal Aid:

- Federal Pell Grant: is a need-based grant. To qualify, you must be a full-time undergraduate student with an Expected Family Contribution (EFC) below the limit determined each year. Speak with your financial aid adviser for current information.

- Federal Supplemental Educational Opportunities Grant (SEOG grant) This need-based grant is awarded to those students demonstrating the greatest financial need. Students typically must qualify for the federal Pell Grant to receive an SEOG Grant. Speak with your financial aid adviser for current information.

- Federal Loans
  - The Stafford Loan is in your name and is available to all students, regardless of financial need. If the loan is subsidized, the government will pay the interest while you are in school. If the loan is unsubsidized, you have the option of capitalizing the interest or of paying the interest quarterly during the in-school period. Payment of the principle itself (for both subsidized and unsubsidized loans) does not begin until six months after graduation, provided you remain enrolled on at least a half-time (six credits) basis.

- Federal Perkins Loan
  The Perkins Loan is a low-interest loan (5 percent) awarded to those students demonstrating the greatest financial need. Speak with your financial aid adviser for current information.

- Parent PLUS Loans for Undergraduate Students
  PLUS loans are available to your parents—if you are a dependent undergraduate student—to help finance your education. Parents may borrow up to the full cost of your education, less the amount of any other financial aid you receive. There is a minimal credit check required for the PLUS loan, so a good credit history is required.

Note: to be eligible for financial aid, students need to enroll in classes that will apply towards their degree at UCO, regardless of the study abroad program. Students must also meet all other eligibility requirements, including but not limited to satisfactory academic progress, financial need, and minimum enrollment.
GUIDELINE FOR STUDENTS TO APPLY FOR FINANCIAL AID:

- Students should complete their FAFSA application within the deadlines and comply with regular policies and regulations established by the Office of Student Financial Services.
- Students, with the assistance of the CGC, must complete the “Cost Worksheet”.
  See Appendix 2 – 2
- Students, with the assistance of the CGC, must complete the “Study Abroad/Financial Aid” application form.
  See Appendix 2 – 1
- Students must arrange an appointment with Mr. Scott DeBoard and present the following documents:
  - Cost Worksheet Form
  - Study Abroad/Financial Aid application form.
  At this visit, the students should be able to know an estimate of how much they will get from financial aid; this will help them to plan their budget efficiently.
- The CGC must provide to Mr. DeBoard the “Course Evaluation Form”, which contains the approval of the courses by academic advisors and faculty members.
  See Appendix 5 – 1
- Once the application has been approved, the Office of Student Financial Services will notify the student with the amount being awarded.
- The students and/or their advisor at the host institution must send to the CGC the “Enrollment Verification Form”.
  See Appendix 5 – 2
- The CGC will provide the “Enrollment Verification Form” to the Office of Student Financial Services. Very important: financial aid will be disbursed the funds to the student’s UCO Bursar account after the students arrive at their destinations.

In case the student would like to extend his/her stay, the same procedure must take place.

CONTACT INFORMATION:
OFFICE OF STUDENT FINANCIAL SERVICES
Mr. Charles Ingram
Study Abroad/Financial Aid Advisor
Nigh University Center – Room 141E
Email: singram3@uco.edu
Phone: 405 – 974 – 2382
Appendix 2

| Study Abroad Aid Application Information          | 2-0  |
| UCO Study Abroad Aid Application                  | 2-1  |
| Study Abroad Aid Application Information          | 2-2  |
Study Abroad Aid Application Information

Students who participate in a study abroad program and who want to utilize federal student aid to assist with their educational expenses must be approved to study abroad by Marco Rodriguez in the Centre for Global Competency.

Students can have the cost of the study abroad program (including airfare, lodging, tuition & fees, etc…) included in the Cost of Attendance used to determine aid eligibility. However, funding will not be provided prior to the beginning of each term. The student is responsible for paying all expenses that are due prior to the beginning of the term.

In order to receive federal financial aid from UCO for any type of study abroad program applicants must meet the following requirements in addition to the standard financial aid eligibility requirements (See applying for aid section on the web (www.uco.edu/finaid) detailing eligibility requirements):

- The student must complete, and UCO must have on file, the results of the current year Free Application for Federal Student Financial Aid (FAFSA). Additionally, the student must provide any required supporting documents requested by the Financial Aid Office.

- All credits earned through a study abroad program must be acceptable toward graduation for the student’s program of study at UCO. The student must complete a Study Abroad Course Evaluation form with the Centre for Global Competency.

- The student must be enrolled in a minimum of 6 hours to be eligible for any federal student loan program. Failure to maintain the enrollment status for which you were funded may result in the student having to repay all or a portion of any federal financial aid funds received.

- If a student withdraws prior to completing 60% of the semester the UCO Financial Aid office is required to recalculate a student’s financial aid eligibility and determine the amount of unearned aid the student must repay. Any unearned aid must be repaid prior to the student being permitted to enroll for any future semester.

- All students must maintain Satisfactory Academic Progress (SAP) for UCO Financial Aid Recipients. These requirements are posted on the UCO Financial Aid website (www.uco.edu/finaid).

- Students enrolled in a study abroad program with a higher cost than that of a standard UCO semester can have those higher costs reflected in the Cost of Attendance on which their aid is based. Please complete and attach the Study Abroad Cost Worksheet Form.

- No more than 25% of a student’s degree program can be earned while studying abroad.

- All financial aid refunds from UCO are issued through the Higher One Broncho Spirit Card. All students must activate their card and choose a refund preference at www.bronchospiritcard.com.
UCO Study Abroad Aid Application

Student Name __________________________ SSN: ________________________________

UCO I.D. * __________________________ Major ________________________________

Please indicate which term or terms you will be enrolled through Study Abroad.

Fall _______ Spring _______ Summer _______
Yr Yr Yr

Please indicate the beginning and ending dates for each term you plan to study abroad.

Fall____________________________________________________

Spring__________________________________________________

Summer_________________________________________________

_____ I certify I have been accepted for enrollment in the Study Abroad Program through the Centre Global Competency and the classes I am enrolled in are required for my Degree Program at UCO. (Attach signed copy of Course Evaluation Form).

_____ I understand my financial aid will not be available to me until after the term begins, and therefore, I am responsible for making arrangements to pay all expenses due prior to the beginning of the term.

_____ I understand my financial aid will not be disbursed to me until the Centre for Global Competency has received proof of my arrival and verification of my enrollment. The Centre for Global Competency will forward verification to the Financial Aid Office.

_____ I understand a hold will be placed on my records at UCO until my official grades have been posted.

_____ I have completed and attached a copy of the Study Abroad Cost Worksheet Form.

_____ I understand if I withdraw during the 60% point of the semester, I am subject to recalculation of my federal aid and will be required to repay the amount of federal aid I was not entitled to.

__________________________________________   ______________________
Student Printed Name       Date

__________________________________________
Student Signature

Updated 04/28/2009
### Personal Information

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>Name:</th>
<th>UCO ID:</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
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<tbody>
<tr>
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### Program Description

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<tr>
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<th>Exchange</th>
<th>Direct Enrollment</th>
<th>Providers</th>
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<table>
<thead>
<tr>
<th>Country of Destination:</th>
<th>Name of University:</th>
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</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Semester of Participation:</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
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### Pre-Departure Cost

<table>
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<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Fee</td>
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</tr>
<tr>
<td>Airfare (Round Trip)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>$0.00</td>
</tr>
<tr>
<td>Visa</td>
<td>$0.00</td>
</tr>
<tr>
<td>Application Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Transportation to Consulate</td>
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</tr>
<tr>
<td><strong>Total Pre-Departure Cost</strong></td>
<td><strong>$0.00</strong></td>
</tr>
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</table>

### Housing

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Settlement</td>
<td>$0.00</td>
</tr>
<tr>
<td>Miscellaneous (Deposits, Insurance, Unforeseen cost, etc.)</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Cost</th>
<th>No. Of Months</th>
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</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

| **Total Housing** | $0.00 |

### Meals

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<thead>
<tr>
<th>Monthly Cost</th>
<th>No. Of Months</th>
<th>Total semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

| **Total Meals** | $0.00 |

### Personal Expenses

<table>
<thead>
<tr>
<th>Monthly Cost</th>
<th>No. Of Months</th>
<th>Total semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

| **Total Personal Expenses** | $0.00 |

### Estimated Total Cost

Includes Pre-Departure Costs, Housing, Meals, and Personal Expenses. **This total does not include tuition and fees.**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
</table>

---

I understand that this is a cost estimate for my education abroad program. The total amount does not reflect the exact amount I will spend. (_____) Initials

I understand that I will cover the cost of the program and I will guarantee that all the financial obligations will be met. (_____) Initials

I understand if I am stranded on a education abroad program. I am responsible for at least $100 per day towards covering additional expenses. (_____) Initials

______________________________ | ________________________________
Student’s Signature / Date | CGC Advisor’s Signature / Date
SCHOLARSHIPS
The CGC provides assistance to UCO students with the following scholarship opportunities:

- **UCO Global Transformative Learning Scholarship**
  It provides $1,000 for students who are participating in a Study Abroad Program approved by the CGC, and $500 for students who are participating in Study Tours approved by Academic Affairs. Deadlines:
    - Fall Semester: last Friday July
    - Spring Semester: last Friday of November

- **Benjamin A. Gilman International Scholarship**
  The Gilman Scholarship Program offers grants for undergraduate study abroad and was established by the International Academic Opportunity Act of 2000. This scholarship provides awards for U.S. undergraduate students who are receiving Federal Pell Grant funding at a two-year or four-year college or university to enable them to participate in study abroad programs worldwide. Sponsored by the U.S. Department of State Bureau of Educational and Cultural Affairs, this congressionally funded program is administered by the Institute of International Education through its Southern Regional Center in Houston, TX.
  http://www.iie.org/en/Programs/Gilman-Scholarship-Program

- **Boren Awards for International Study**
  Boren Awards for International Study: Boren Scholarships and Fellowships provide unique funding opportunities for U.S. undergraduate and graduate students to add an important international and language component to their educations. They focus on geographic areas, languages, and fields of study that are critical to U.S. interests and underrepresented in study abroad.
  http://www.borenawards.org/

- **Fulbright**
  Fulbright Scholarship: this program is the largest U.S. international exchange program offering opportunities for students, scholars, and professionals to undertake international graduate study, advanced research, university teaching, and teaching in elementary and secondary schools worldwide. It awarded approximately six thousand grants in 2008, at a cost of more than $275.4 million, to U.S. students, teachers, professionals, and scholars to study, teach, lecture, and conduct research in more than 155 countries, and to their foreign counterparts to engage in similar activities in the United States.
  http://us.fulbrightonline.org/home.html
- Freeman-ASIA
  Freeman-ASIA accepts applications from U.S. citizens or permanent residents studying at the undergraduate level at a two-year or four-year college or university who demonstrate financial need to study abroad in East or Southeast Asia. This award provides need-based funding to assist the recipient with the cost of the study abroad program and related expenses, including airfare, basic living costs, local transportation, books, etc.

- The Melton Art Reference Library
  The Melton Art Reference Library is a center for art research located in Oklahoma City, Oklahoma and is a comprehensive resource library, offering information on national & international artists, especially artists that are less well-known to the general public. Our resources are limited by artists who are known only locally, or regionally & those whose output was so small as to be known by only a few. The library has biographies & reproduction files on thousands of artists, as well as auction catalogues, sales results and artist directories
  http://www.marl-okc.org/art_abroad_scholarship.cfm

The CGC will notify students by email and/or promotional campaign about the deadlines, and application procedures. This information is also available at the CGC’s website. www.uco.edu/cgc
Appendix 3

Global Transformative Learning Scholarship Application
PERSONAL INFORMATION
Name: 
UCO ID: 
Email: 

ACADEMIC INFORMATION
Major: 
Year: 
GPA: 

EDUCATION ABROAD INFORMATION
☐ I am planning to participate in a STUDY ABROAD program through the CGC.
Name of Program: 
Country/City: 
Semester: 

☐ I am planning to participate in a STUDY TOUR sponsored by UCO faculty.
Name of Program: 
Country/City: 
Semester: 
Name of Professor: 
Date of Tour: 

PLEASE CHOOSE ONE OPTION ON HOW YOU WILL APPLY FOR THE SCHOLARSHIP
☐ Essay. Please choose an essay topic from the following list:
  1) After your completion of your education abroad program, how would you promote the importance of studying abroad among the UCO community, including faculty and staff. Share with us how you will use that experience to inspire, motive, and encourage other individuals to participate in an education abroad program.
  2) Why do you think students should participate in an education abroad program?
  3) What are your goals and objectives from your education abroad program?

☐ I choose to complete the CGC 2020 Global Certification. (Please visit the Centre for Global Competency to apply for this program) – no essay is required.

SELECTION CRITERIA
1) Applicants will demonstrate academic success with a minimum of 3.0 GPA.
2) The study abroad programs and the study tours must be approved by UCO Academic Affairs.
3) Preference will be given to applicants who pursue the CGC Global Certification and/or applicants who pursue their first study abroad program.

Please return the essay attached to this form to the Centre for Global Competency at the Nigh University Center, Room 137.
Deadlines will vary depending on the date of the study tour and/or study abroad programs.

FOR OFFICIAL USE ONLY
Submitted on (date): 
Submitted by: 
Approved ☐ 
Not Approved ☐ 
Approved by: 
Money disbursed ☐ 
Disbursed by (date): 

INSURANCE
The CGC requires to all students attending education abroad programs, regardless program or destination, to purchase the ISIC Premium International Student Card. This insurance provides the following coverage:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Benefit Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Assistance (Emergency Medical Transportation)</td>
<td>$250,000</td>
</tr>
<tr>
<td>Medical or Dental Expense</td>
<td>$50,000</td>
</tr>
<tr>
<td>Baggage and Personal Effects</td>
<td>$1,000</td>
</tr>
<tr>
<td>Baggage Delay</td>
<td>$200</td>
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<tr>
<td>Travel Delay</td>
<td>$750</td>
</tr>
</tbody>
</table>

Note: See Appendix for more detailed information on coverage and benefits.

HOW TO OBTAIN AN ISIC PREMIUM INSURANCE STUDENT CARD
- Student should obtain the ISIC Premium Insurance Student Card two months before the departure date.
- Students should visit the Office of International Services and present the following documents:
  - Application for the ISIC Premium Insurance Student Card. This form can be found at the front desk. See Appendix 4-0
  - Copy of driver license.
  - Official Transcript.
  - 1 Passport Photo
  - Payment of $90 (Cash or Check)

CONTACT INFORMATION
OFFICE OF INTERNATIONAL SERVICES
Nigh university Center – Room 137
Phone: 405 – 974 – 2390
Email: international@uco.edu
Appendix 4

<table>
<thead>
<tr>
<th>Insurance Premium Card Application Form</th>
<th>4-0</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISIC Insurance Premium Card General Information</td>
<td>4-1</td>
</tr>
</tbody>
</table>
Apply for the ISIC today!

Visit your nearest ISIC (Student), IYTC (Youth) (GO25), or ITIC (Teacher) Issuing Office and purchase your card on the spot. Don't know where to go? Check out your Study Abroad Office.

Applications must be submitted with:
- One 1" x 1" photo (name printed in ink on the back)
- Payment (unless included in program cost)
- Proof of student, faculty, or youth status as described in categories below
- Copy of driver's license, passport, or birth certificate

Terms & Conditions
I hereby certify that the information is true and understand that any false statements on my part may result in forfeiture of all card benefits.

<table>
<thead>
<tr>
<th>Card</th>
<th>Proof Requirements</th>
<th>Date</th>
<th>Cost</th>
<th>Validity Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISIC (Student)</td>
<td>Photocopy of current school ID with academic year validity visible OR</td>
<td></td>
<td></td>
<td>One year from</td>
</tr>
<tr>
<td></td>
<td>photocopy of your transcript/report card for current academic year.</td>
<td></td>
<td>$22</td>
<td>date of issue.</td>
</tr>
<tr>
<td>IYTC (Youth)</td>
<td>Photocopy of valid driver's license, birth certificate, OR passport showing you</td>
<td></td>
<td></td>
<td>One year from</td>
</tr>
<tr>
<td></td>
<td>are under 26 years of age at the time of application.</td>
<td></td>
<td>$22</td>
<td>date of issue.</td>
</tr>
<tr>
<td>ITIC (Teacher)</td>
<td>Photocopy of your faculty ID (showing validity for current academic year) OR</td>
<td></td>
<td></td>
<td>One year from</td>
</tr>
<tr>
<td></td>
<td>letter on school stationary from department chair, school principal, OR other</td>
<td></td>
<td>$22</td>
<td>date of issue.</td>
</tr>
<tr>
<td></td>
<td>school official verifying faculty status or equivalent during the current</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>academic year.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please read the instructions above before filling out your application. Type or print in clear block letters only.

Please indicate which card you are applying for:

- Student (ISIC)
- Youth (IYTC)
- Teacher (ITIC)
- Student ISIC Card Premium Insurance

Personal Information

Name (first, last)

Institution/School Name

Date of Birth (i.e. 09/Jun/82)

Credit Card Information

Name on Card

Billing Address (Street, Apt. #, City, State, Zip)

City State Zip

Card # Expiration Date (MM/YY)

Security Code

Mailing Address (U.S. addresses only)

Street Apt. #

City State Zip

Telephone E-mail Address

School Address Stamp (to be completed by Institution)

University of Central Oklahoma
International Student Office
Edmond, Oklahoma 73034-5209

School Address (to be filled out if not stamped above)

Institution/School Name

Street

City State Zip

OFFICE USE ONLY

Int'l ID Card # Year

Permanent Address (if different from mailing address)

Street Apt. #

City State Zip
Description of Coverage

Plan Code 85GR

CSA® TRAVELPROTECTION®
A Europ Assistance Group Company

This is a brief Description of Coverage, which outlines benefits and amounts of coverage that may be available to you. To view your state-filed form for your specific benefits, please call (866) 464-6002 to obtain your Individual Policy in the following states: IL, IN, KS, LA, OR, OH, VT, WA, and WV or your Group Certificate for all other states. Your Individual Policy or Group Certificate will govern the final interpretation of any provision or claim. State specific limitations may apply.

Important: Keep this document and carry a copy with you when you travel. If you need to cancel your Trip, contact the company you booked with immediately to cancel your reservation.

This plan is administered by CSA Travel Protection and Insurance Services.

For Certificate/Policy Inquiries, Requests or Customer Service Call:
(866) 464-6002

Para Asistencia En Español, Favor De Llamar Al:
(800) 318-0179

For Emergency Assistance 24 Hours a Day During Your Trip Call:
(866) 922-0278
Collect Worldwide:
(202) 974-6480

Schedule of Coverage and Services

Insurance Coverage
(Underwritten by Stonebridge Casualty Insurance Company)

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Maximum Limit Per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip Cancellation</td>
<td>Up to 100% of Trip Cost Insured</td>
</tr>
<tr>
<td>Trip Interruption</td>
<td>Up to 150% of Trip Cost Insured</td>
</tr>
<tr>
<td>Travel Delay ($150 Daily Limit Per Person Applies)</td>
<td>$750</td>
</tr>
<tr>
<td>Baggage and Personal Effects</td>
<td>$1,000</td>
</tr>
<tr>
<td>Baggage Delay</td>
<td>$200</td>
</tr>
<tr>
<td>Medical or Dental Expense</td>
<td>$50,000</td>
</tr>
<tr>
<td>Emergency Assistance (Emergency Medical Transportation)</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

Description of 24-Hour Emergency Assistance Services

(PROVIDED BY CSA'S DESIGNATED PROVIDER)

Available Services
Various 24-Hour Emergency Assistance Services are provided along with the CSA Travel Protection® plans. A description of all 24-Hour Emergency Assistance Services are contained in this document. The 24-Hour Emergency Assistance Services are only available to persons whose primary residence is in the United States. This plan is administered by CSA Travel Protection and Insurance Services.

How to Call the 24-Hour Emergency Hotline
If you need emergency help for an available service, you can call tollfree 24 hours a day to (866) 922-0278 from within the United States, or call collect to (202) 974-6480 from around the world.

When calling, you should have available your Policy/Reference number and Plan Code, your location, a local telephone number, and details of the situation. After your coverage has been verified, the assistance provider will assist you. If you cannot call collect from your location, dial direct and give the assistance provider your telephone number and location and they will call you back.

To call collect from a foreign country you may first need to reach a live operator on the line. In some cases, that operator may not understand how to process collect calls to the United States. To be prepared, please visit www.consumeatt.com/globe/english/away/directservice.html for information on how to reach an English-speaking operator. If you were unable to reach CSA collect and paid for your call, we will ask you for a number to call back so you will pay no further charges.

In the event of a life-threatening emergency, please first call the local emergency authorities to receive immediate assistance and then contact the assistance provider.

There may be times when circumstances beyond the assistance provider's control hinder their endeavors to provide help services, however, they will make all reasonable efforts to provide services and help resolve your problem. The assistance provider cannot be held responsible for failure to provide, or for delay in providing services when such failure or delay is caused by conditions beyond its control, including but not limited to flight conditions, labor disturbance and strike, rebellion, riot, civil commotion, war or uprising, nuclear accidents, natural disasters, acts of God or where rendering service is prohibited by local law or regulations.

The assistance provider's staff will do their best to refer you to the appropriate providers. However, the assistance provider and CSA cannot be held responsible for the quality or results of any services provided by these independent practitioners.

Availability of Services
You are eligible for informational and concierge services at any time after you purchase this plan.

The Emergency Assistance Services become available when you actually start your trip.

Emergency Assistance, Concierge and Informational Services end the earliest of: midnight on the day the program expires; when you reach your return destination; or when you complete your trip.

Informational Services
The assistance provider offers a wide range of informational services before you leave home and during your trip, including Visa, Passport, Inoculation and Immunization Requirements, Cultural Information, Temperature, Weather Conditions, Embassy and Consulate Referrals, Foreign Exchange Rates, and Travel Advisories.

Emergency Assistance Services

Medical Referral
If an emergency occurs during a trip that requires you to visit a doctor, you should call the Emergency Hotline to obtain the names of local qualified doctors who speak your language. If additional medical services are required, the assistance provider is prepared to consult with the attending physician and provide such assistance, as they believe to be in your best interest.
Traveling Companion Assistance

If a Traveling Companion loses previously-made travel arrangements due to your medical emergency, the assistance provider will arrange for your Traveling Companion’s return home.

Emergency Cash Transfer

If your cash or traveler's checks are lost or stolen, or unanticipated emergency expenses are incurred, the assistance provider will help arrange for an emergency cash transfer in currency, traveler's checks, or other forms as deemed acceptable by the assistance provider. The assistance provider will advance up to $500 after satisfactory guarantee of reimbursement from you.

Legal Referral

The assistance provider will locate attorneys available during regular working hours. Assistance will also be provided to advance bail, bond, where permitted by law. You are responsible for contracted legal fees.

Locating Lost or Stolen Items

The assistance provider will assist in locating and replacing lost or stolen luggage, documents and personal possessions.

Replacement of Medication and Eyeglasses

The assistance provider will arrange to fill a prescription that has been lost, stolen or requires a refill, subject to local law, whenever possible. The assistance provider will also arrange for shipment of replacement eyeglasses. Costs for shipping of medication or eyeglasses, or a prescription refill, etc., are your responsibility. The refill may require a visit to a local pharmacy. You should be prepared to furnish the assistance provider with a copy of your original prescription and/or the name and phone number of your regular attending physician.

Embassy and Consular Services

The assistance provider will provide referrals to travelers needing the assistance of U.S. embassies and consulates.

Worldwide Medical Information

The assistance provider can provide necessary inoculation and vaccination information, and detailed general health and medical descriptions of destinations around the world.

Interpretation/Translation

The assistance provider will assist with telephone interpretation in all major languages or will refer you to an interpretation or translation service for written documents.

Emergency Message Relay

Emergency messages can be relayed to and from friends, relatives, personal physicians and employers.

Pet Return

The assistance provider will arrange for the return of your pet to your home if your pet is traveling with you and you are unable to take care of your pet due to a medical emergency.

Vehicle Return

The assistance provider will make arrangements to have a designated person or provider return your vehicle to your home (or your rental vehicle to the closest rental agency) if you experience a medical emergency or mechanical problems, which prevent you from driving the vehicle.

Concierge Services

City profiles: provide travelers access to information on over 1,000 destinations worldwide, including a complete report on local entertainment, social customs, and health advisories.

Epicurean needs: arranges the delivery of specialized foods and beverages to your home or office, including gourmet meals and fine wine.

Event ticketing: provides tickets to virtually any sporting, theater or concert event worldwide.

Flowers and gift baskets: include the purchase and shipment of flowers and gift baskets to friends, family members, and business associates.

Golf outings and tee times: provide referrals and tee times at golf courses around the world.

Hotel accommodations: offers research and recommendations on hotels worldwide and book reservations if requested by you.

Meet-and-greet services: include the pick-up of friends, family members or business associates at airports or other common carrier destinations by limousine personnel.

Personalized retail shopping assistance: includes purchasing selected retail items at your request.

Pre-trip assistance: provides information on travel destinations, city profiles, weather special events, ATM locations, currency exchange rates, immigration and passport requirements, and related services.

Procurement of hard-to-find items: ensures our associates will use every means possible to obtain an obscure or exotic item at your request.

Restaurant reviews and reservations: provides you with information on restaurants worldwide and the ability to book reservations from anywhere, anytime.

Rental car reservations: provide worldwide reservations through most major rental car agencies.

Airline reservations: provide full-service air travel accommodations to destinations worldwide.

Pet Services Locator: helps travelers find pet-related services such as veterinarians and pet sitters.

Insurance Coverage

(Underwritten by Stonebridge Casualty Insurance Company)

Coverage is provided to you the policyholder. This plan is available to U.S. residents. It is also available to non-U.S. residents for travel to the U.S. (if the plan is purchased through a U.S. travel supplier). There is no coverage unless your loss was caused by unforeseeable covered events that may occur while coverage is in effect.

Ten Day Free Look

If you are not satisfied for any reason, you may cancel your coverage within 10 days of your application date or receipt of this document, whichever is later. A letter indicating your desire to cancel should be sent to us or our authorized agent. If there has been no incurred covered expense and you haven’t already left on your Trip, you will receive a full refund of your plan cost. After this 10-day free look period, the payment for this plan is non-refundable.

Effective Dates of Insurance

Trip Cancellation and Trip Interruption Effective Dates of Coverage

Trip Cancellation coverage will take effect at 12:01 A.M. Standard Time on the day after the date your premium is received by us or our authorized agent. Trip Interruption coverage will take effect on the Scheduled Departure Date of the Trip.

Coverage for Travel Delay, Baggage and Personal Effects, Baggage Delay, Medical or Dental Expense, and Emergency Assistance will take effect on the later of:
1. the date the premium has been received by us or our authorized agent;
2. the date and time you start your Covered Trip; or
3. 12:01 A.M. Standard Time on the Scheduled Departure Date of your Trip.

All coverages automatically end on the earlier of:
1. the date the Covered Trip is completed; or
2. the Scheduled Return Date of the Trip; or
3. your arrival at the return destination on a roundtrip, or the destination on a one-way trip; or
4. cancellation of the Covered Trip.

All coverages under the plan will be extended if your entire Covered Trip is covered by the plan and your return is delayed by unavoidable circumstances beyond your control.

If coverage is extended for the above reasons, coverage will end on the earlier of the date you reach your originally scheduled return destination or seven (7) days after the scheduled Return Date.
Coverages and Benefits

This plan covers you for certain unforeseeable events that occur while your coverage is in effect. They include:

Pre-Departure Trip Cancellation Benefits
If you are prevented from taking your Trip for one of the covered reasons below, we will reimburse you, up to the amount in the Schedule, for the amount of prepaid, forfeited, non-refundable payments or deposits that you paid for your Trip.

Post-Departure Trip Interruption Benefits
If you are delayed beyond the Scheduled Departure Date or are unable to continue your Trip for one of the covered reasons below, we will reimburse you, up to the amount in the schedule, less any refund paid or payable, for unused land or water travel arrangements, plus one of the following additional transportation expenses:

1. trip interruption due to sickness, injury, or death of you, your family member, or a traveling companion, and must occur while coverage is in effect:
   a. claims for sickness, injury, or death of you or your family member, or a traveling companion, that occurs before departure on your trip.
   b. claims for sickness, injury, or death of you or your family member, or a traveling companion, that occurs during travel to your trip.

The following reasons apply to you, a Family Member, or a Traveling Companion and must occur while coverage is in effect:

1. common carrier delays resulting from inclement weather, mechanical breakdown of the aircraft, ship or boat, or motor coach on which you are scheduled to travel, or organized labor strikes that affect public transportation;
2. arrangements canceled by an airline, cruise line, motor coach company, or tour operator, resulting from inclement weather, mechanical breakdown of the aircraft, ship or boat, or motor coach on which the insured is scheduled to travel, or organized labor strikes that affect public transportation;
3. mandatory evacuation or public official evacuation advisements where there is no mandatory evacuation issued by local government authorities at your destination due to adverse weather or natural disaster.
4. being directly involved in a documented traffic accident while en route to departure;
5. being called into active military service in the event of a national disaster;
6. being hijacked, quarantined, required to serve on a jury, or required by a court order to appear as a witness in a legal action, provided you, a Family Member traveling with you or a Traveling Companion is not a) a party to the legal action, or b) appearing as a law enforcement officer;
7. your primary residence is made uninhabitable by fire, flood, volcano, earthquake or natural disaster.
8. a documented traffic accident while you are en route to departure;
9. an accident involving a car or vehicle owned by you while you are traveling, provided you are not a passenger.

Baggage and Personal Effects Benefits
We will reimburse you, less any amount paid or payable from any other valid and collectible insurance or indemnity, up to the amount shown in the Schedule, for direct loss, theft, damage or destruction of your Baggage, passports or visas during your Covered Trip. We will also pay for loss due to unauthorized use of your credit cards, if you have complied with all of the credit card conditions imposed by the credit card companies.

Valuation and Payment of Loss
Payment of loss under the Baggage and Personal Effects Benefit will be calculated based upon an Actual Cash Value basis. For items without receipts, payment of loss will be calculated based upon 75% of the Actual Cash Value at the time of loss. At our option, we may elect to repair or replace your Baggage. We will notify you within 30 days after we receive your Proof of Loss.

We may take all or part of damaged Baggage as a condition for payment of loss. In the event of a loss to a pair or set of items, we will: 1) repair or replace any part to restore the pair or set to its value before the loss; or 2) pay the difference between the value of the property before and after the loss.

Continuation of Coverage
If the covered Baggage, passports or visas are in the custody of a Common Carrier, and delivery is delayed, this coverage will continue until the property is delivered to you. This continuation of coverage does not include loss caused by or resulting from the delay.

Items Not Covered
We will not pay for damage or loss of:

- animal or pet;
- property used in trade or business or for the production of income, household furniture, musical instruments, braille or fragile articles, or sporting equipment if the loss results from the use thereof; or
- boats, motors, motorcycles, motor vehicles, aircraft, and other conveyances or equipment, or parts for such conveyances; or
- artificial limbs or other prosthetic devices, artificial teeth, dental bridges, dentures, dental braces, retainers or other orthodontic devices, hearing aids, any type of eyeglasses, sunglasses or contact lenses; or
- documents or tickets, except for administrative fees required to reissue tickets; or
- money, stamps, stocks and bonds, postal or money orders, securities, accounts, bills, deeds, food stamps or credit cards, except as noted above; or

7. property shipped as freight or shipped prior to the Scheduled Departure Date; or
8. contraband.

**Losses Not Covered**
We will not pay for loss arising from:

1. defective materials or craftsmanship; or
2. normal wear and tear, gradual deterioration, inherent vice; or
3. rodents, animals, insects or vermin; or
4. mysterious disappearance; or
5. electrical current, including electric arcing that damages or destroys electrical devices or appliances.

**Your Duties in the Event of a Loss**
In case of loss, theft or damage to Baggage and Personal Effects, you should: 1) immediately report the incident to the hotel manager, tour guide or representative, transportation official, local police or other local authorities and obtain their written report of your loss; and 2) take reasonable steps to protect your Baggage from further damage, and make necessary, reasonable and temporary repairs. We will reimburse you for these expenses. We will not pay for further damage if you fail to protect your Baggage.

**Baggage Delay Benefit**
We will reimburse you, up to the amount shown in the Schedule for the cost of reasonable additional clothing and personal articles purchased by you, if your Baggage is delayed for 24 hours or more during your Covered Trip. We will also reimburse you up to $25 for expenses incurred during your Covered Trip to expedite the return of your delayed baggage. This coverage terminates upon your arrival at the return destination of your Covered Trip.

**Medical or Dental Expense Benefits**
We will pay this benefit, up to the amount on the Schedule, for the following Covered Expenses incurred by you, subject to the following: 1) Covered Expenses will only be payable at the Usual and Customary level of payment; 2) benefits will be payable only for Covered Expenses resulting from a Sickness that first manifests itself or an Injury that occurs while on a Covered Trip; 3) benefits payable as a result of incurred Covered Expenses will only be paid after benefits have been paid under any Other Valid and Collectible Group Insurance in effect for you. We will pay that portion of Covered Expenses, which exceeds the amount of benefits payable for such expenses under your Other Valid and Collectible Group Insurance.

Please refer to the Definitions, for an explanation of Pre-Existing Conditions, which are excluded under the Medical or Dental Expense Benefits.

**Covered Expenses:**
1. expenses for the following Physician-ordered medical services: services of legally qualified Physicians and graduate nurses, changes for Hospital confinement and services, local ambulance services, prescription drugs, and medicines, and therapeutic services, incurred by you within one year from the date of your Sickness or Injury during a Covered Trip;

2. expenses for emergency dental treatment incurred by you during a Covered Trip.

Your duties in the event of a Medical or Dental Expense:
1. You must provide us with all bills and reports for medical and/or dental expenses claimed.

2. You must provide all requested information, including but not limited to, an explanation of benefits from any other applicable insurance.

3. You must sign a patient authorization to release any information required by us, to investigate your claim.

**Emergency Assistance Benefits**
We will pay this benefit, up to the amount on the Schedule, for the following Covered Expenses incurred by you, subject to the following: 1) Covered Expenses will only be payable at the Usual and Customary level of payment; 2) benefits will be payable only for Covered Expenses resulting from a Sickness that first manifests itself or an Injury that occurs while on a Covered Trip; 3) benefits payable as a result of incurred Covered Expenses will only be paid after benefits have been paid under any Other Valid and Collectible Group Insurance in effect for you. We will pay that portion of Covered Expenses, which exceeds the amount of benefits payable for such expenses under your Other Valid and Collectible Group Insurance.

Please refer to the Definitions, for an explanation of Pre-Existing Conditions, which are excluded under the Emergency Assistance Benefits.

**Covered Expenses:**
1. expenses incurred by you for Physician-ordered emergency medical evacuation, including medically appropriate transportation and necessary medical care on route, to the nearest suitable Hospital, when you are critically ill or injured and no suitable local care is available, subject to the Program Medical Advisor's prior approval;

2. expenses incurred for non-emergency medical evacuation, including medically appropriate transportation and medical care on route, to a Hospital or to your place of residence in the United States of America, when deemed medically necessary by the attending physician, subject to the Program Medical Advisor's prior approval;

3. expenses for transportation not to exceed the cost of one roundtrip economy-class air fare, to the place of hospitalization for one person chosen by you, provided that you are traveling alone and are hospitalized for more than 7 days;

4. expenses for transportation, not to exceed the cost of one-way economy-class air fare, to your place of residence in the United States of America, including escort expenses, if you are 18 years of age or younger and left unattended due to the death or hospitalization of an accompanying adult(s), subject to the Program Medical Advisor's prior approval;

5. expenses for one-way economy-class air fare (or first class, if your original tickets were first class) to your place of residence in the United States of America, from a medical facility to which you were previously evacuated, less any refunds paid or payable from your unused transportation tickets, if these expenses are not covered elsewhere in the plan;

6. repatriation expenses for preparation and air transportation of your remains to your place of residence in the United States of America, or up to an equivalent amount for a local burial in the country where death occurred, if you die while outside the United States of America.

**General Plan Exclusions**
The following exclusion applies to all coverages except Baggage Delay and Baggage and Personal Effects:
We will not pay for loss or expense caused by or incurred resulting from a Pre-Existing Condition, including death that results therefrom. This Exclusion does not apply to benefits under Covered Expenses item 1, 2 or 6 of the Emergency Assistance Benefits coverage.

The following exclusions apply to all coverages:
We will not pay for any loss under the plan caused by, or resulting from:

1. you, your Traveling Companion's, or Family Member's suicide, attempted suicide, or intentionally self-inflicted injury, while sane or insane (while sane in CO & MO);

2. mental, nervous, or psychological disorders;

3. being under the influence of drugs or intoxicants, unless prescribed by a Physician (does not apply to WA or SD residents);

4. normal pregnancy or resulting childbirth or elective abortion;

5. participation as a professional in athletics;

6. participation in organized amateur and interscholastic athletic or sports competition or events;

7. riding or driving in any motor competition (does not apply to WA residents);

8. declared or undeclared war, or any act of war;

9. civil disorder (does not apply to Travel Delay);

10. service in the armed forces of any country (does not apply to 7 of Reasons for Cancellation and Interruption);

11. nuclear reaction, radiation or radioactive contamination (except for involuntary exposure for NC) (does not apply to WA or KS residents);

12. operating or learning to operate any aircraft, as pilot or crew;
13. mountain climbing, bungee cord jumping, skydiving, parachuting, hang gliding, parasailing or travel on any air supported device, other than on a regularly scheduled airline or air charter company (does not apply to WA residents);

14. any unlawful acts, committed by you, a Traveling Companion or Family Member traveling with you (whether insured or not);

15. any amount paid or payable under any Worker’s Compensation, disability benefit or similar law;

16. a loss or damage caused by detention, confiscation or destruction by customs;

17. Elective Treatment and Procedures;

18. medical treatment during or arising from a Trip undertaken for the purpose or intent of securing medical treatment;

19. Financial insolvency of the person, organization or firm from whom you directly purchased or paid for your Covered Trip; Financial insolvency which occurred, or for which a petition for bankruptcy was filed by a travel supplier;

20. business, contractual or educational obligations of you, a Family Member or a Traveling Companion (does not apply to §11.1 Reasons for Cancellation and interruption);

21. failure of any tour operator, Common Carrier, or other travel supplier, person or agency to provide the bagged-for-travel arrangements;

22. a loss that results from an illness, disease, or other condition, event or circumstance which occurs at a time when the plan is not in effect for you.

Pre-Existing Condition Exclusion Waiver

The Pre-Existing Condition exclusion will be waived provided you meet all of the following:

1. the payment for this plan is received with or before the final payment for your Covered Trip;

2. you are not disabled from travel at the time you make your plan payments;

3. you insure 100% of all prepaid Covered Trip costs that are subject to cancellation penalties or restrictions.

Definitions

In the Certificate, “you”, “your” and “yours” refer to the Insured. “We”, “us” and “our” refer to the company providing this coverage. In addition, certain words and phrases are defined as follows:

ACCIDENT: means a sudden, unexpected, unintended and external event, which causes injury.

ACCOMMODATION: means any establishment used for the purpose of temporary, overnight lodging for which a fee is paid and reservations are required.

ACTUAL CASH VALUE: means purchase price less depreciation (for KS residents: current replacement cost for items of like kind and quality less depreciation).

BAGGAGE: means luggage, personal possessions and travel documents taken by you on the Covered Trip.

COMMON CARRIER: means any land, water or air conveyance operated under a license for the transportation of passengers for hire, not including taxicabs or rented, leased or privately owned motor vehicles.

COVERED TRIP (or TRIP): A period of roundtrip travel away from home to a destination outside your city of residence; the purpose of the trip is business or pleasure and is not to obtain health care or treatment of any kind; the trip lasts less than 30 departure and return dates specified when the insured enrols; and the trip does not exceed 365 days; or

2. A period of one-way travel that starts in the U.S. (except U.S. citizens may begin their trip outside the U.S., if returning to the U.S.); the purpose of the trip is business or pleasure and is not to obtain health care or treatment of any kind; the trip has defined departure and arrival dates and defined departure and arrival places specified when the insured enrols; and the trip does not exceed 31 days in length.

DOMESTIC PARTNER: means a person who is at least eighteen years of age and you can show: 1) evidence of financial interdependence, such as joint bank accounts or credit cards, jointly owned property, and mutual life insurance or pension beneficiary designations; 2) evidence of cohabitation for at least the previous 6 months; and 3) an affidavit of domestic partnership if recognized by the jurisdiction within which they reside.

ELECTIVE TREATMENT AND PROCEDURES: means any medical treatment or surgical procedure that is not medically necessary including any abortion, elective childbirth, cosmetic surgery or any elective treatment or surgical procedure that is not recognized as a generally accepted medical practice.

FAMILY MEMBER: includes your or your Traveling Companion’s, and your spouse, child, spouse’s child, son/daughter-in-law, parent(s), sibling(s), grandparent(s), grandchild, step-brother/sister, step-parent(s), parent(s)-in-law, brother/sister-in-law, aunt, uncle, niece, nephew, guardian, domestic partner, foster child, or ward.

FINANCIAL INSOLVENCY: means the total cessation or complete suspension of operations due to insolvency, with or without the filing of a bankruptcy petition, whether voluntary or involuntary, by a tour operator; cruise line, airline, rental car company, hotel, condominium, railroad, motor coach company, or other supplier of travel services which is duly licensed in the state(s) of operation other than the entity or the person, organization, agency or firm from whom you directly purchased or paid for your Covered Trip. There is no coverage for the total cessation or complete suspension of operations for losses caused by fraud or negligent misrepresentation by the supplier of travel services.

HOME: means your primary or secondary residence.

HOSPITAL: means an institution which meets all of the following requirements:

1. it must be operated according to law;

2. it must give 24-hour medical care, diagnosis and treatment to the sick or injured on an inpatient basis;

3. it must provide diagnostic and surgical facilities supervised by Physicians;

4. registered nurses must be on 24-hour call or duty; and

5. the care must be given either on the hospital’s premises or in facilities available to the hospital on a prearranged basis.

A Hospital is not: a rest, convalescent, extended care, rehabilitation or other nursing facility; a facility which primarily reaps mental illness, alcoholism, or drug addiction (or any ward, wing or other section of the hospital used for such purposes); or a facility which provides hospice care (or wing, ward or other section of the hospital used for such purposes).

INJURY: means bodily harm caused by an Accident which: 1) occurs while your coverage is in effect under the plan; and 2) requires examination and treatment by a Physician. The injury must be the direct cause of loss and must be independent of all other causes and must not be caused by, or result from, Sickness.

INSURED: means an eligible person who arranges a Covered Trip, and pays any required plan payment.

INSURER: means Stonebridge Casualty Insurance Company.

OTHER VALID AND COLLECTIBLE GROUP INSURANCE: means any group policy or contract which provides for payment of medical expenses incurred because of Physician, nurse, dental or Hospital care or treatment; or the performance of surgery or administration of anesthesia. The policy or contract providing such benefits includes group or blanket insurance policies; service plan contracts; employee benefit plans; or any plan arranged through an employer, labor union, employee benefit association or trustee or any group plan created or administered by the federal or a state or local government or its agencies. In the event any other group plan provides for benefits in the form of services in lieu of monetary payment, the usual and customary value of each service rendered will be considered a Covered Expense.

PHYSICIAN: means a person licensed as a medical doctor by the jurisdiction in which he/she is resident to practice the healing arts. He/she must be practicing within the scope of his/her license for the service or treatment given and may not be you, a Traveling Companion, or a Family Member.

PRE-EXISTING CONDITION: means an illness, disease, or other condition during the 180-day period immediately prior to your effective date for which you or your Traveling Companion or Family Member who is scheduled or booked to travel with you: 1) received, or received a recommendation for, a diagnostic test, examination or medical treatment; or 2) took or received prescription drugs or medicine.

Item 2 of this definition does not apply to a condition which is treated or controlled solely through the taking of prescription drugs or medicine and remains treated or controlled without any adjustment or change in the required prescription through the 180-day period before coverage is in effect under the Policy.

SCHEDULED DEPARTURE DATE: means the date on which you are originally scheduled to leave on your Covered Trip.

SCHEDULED RETURN DATE: means the date on which you are originally scheduled to return to the point where the Covered Trip started or to a different final destination.
SCHEDULED TRIP DEPARTURE CITY: means the city where
the scheduled trip on which you are to participate originates.

SICKNESS: means an illness or disease of the body, which 
requires examination and treatment by a Physician.

TERRORIST ACT means an act of violence, other than 
civil disorder or riot, (that is not an act of war, declared or 
undeclared) that results in loss of life or major damage to 
property, by any person acting on behalf of or in connection 
with any organization which is generally recognized as 
having the intent to overthrow or influence the control of any 
government.

TRAVELING COMPANION: means a person whose name(s) 
appears(s) with you on the same Covered Trip arrangement 
and who, during the Covered Trip, will accompany you.

UNINHABITABLE: means the dwelling is not suitable for 
human occupancy in accordance with local public safety 
guidelines.

USUAL AND CUSTOMARY CHARGE: means those charges 
for necessary treatment and services that are reasonable for 
the treatment of cases of comparable severity and nature. 
This will be derived from the mean charge based on the 
experience in a related area of the service delivered and the 
MSDR (Medical Data Research) schedule of fees valued at the 
100th percentile and the Anesthesia Relative Value Guide.

Where to Present a Claim

All claims should be presented to the Program Administrator:
CSA Travel Protection
P.O. Box 939057
San Diego, CA 92193-9057
(800) 541-3522 (Toll-Free)

Claims and General Provisions

The following provisions are a sample of the provisions in 
your Individual Policy or Certificate and are described 
on a general basis only. To view your state-filed form for your 
specific benefits, please call (866) 464-6002 to obtain your 
Individual Policy in the following states: IL, IN, KS, LA, OR, 
OH, VT, WA, and WY or your Group Certificate for all other 
states. Your Individual Policy or Certificate will govern the 
final interpretation of any provision or claim.

General Provisions

Concealment or Fraud: We do not provide coverage if you 
have intentionally concealed or misrepresented any material 
fact or circumstance relating to the coverage plan.

Conformity to Law Any provision of the plan that is in conflict 
with the laws of the state in which it is issued is amended to 
conform with the laws of that state.

Duplication of Coverage: You may only purchase one 
certificate from us for each Covered Trip. If you do purchase 
more than one certificate for a specific Covered Trip, the 
Maximum Limit of Coverage payable will be as specified 
in the certificate with the highest level of benefits. We will 
refund plan payments received from you under any other 
certificate.

Entire Contract; Changes: The plan may be changed 
at any time by written agreement between us. Only our 
President, Vice President or Secretary may change or waive 
the provisions of the plan. No agent or other person may 
change the plan or waive any of its terms. The change will be 
notified on this plan.

Examination Under Oath: As often as we may reasonably 
require, you or any person making a claim under the plan 
must submit to examination under oath.

Maximum Limit of Coverage: The maximum benefit amount 
for each claim is listed in the Schedule, subject to the 
individual benefit amount and the Company's Maximum Limit 
of Liability. The total limit of our liability for any one covered 
event, in which two or more persons submit a claim, is 
subject to the individual benefit amount and the Company's 
Maximum Limit of Liability, in the event of multiple claims by 
you for one event, the available funds will be distributed in 
order of notice of claim by each insured subject to the above 
limitations.

Maximum Limit of Liability: All limits are applied per Covered 
Trip. We will pay no more than $1,000,000 per occurrence 
for or on account of any person insured under the policy. Our 
Maximum Limit of Liability for all claims resulting from the 
same occurrence will be $10,000,000 collectively under the 
TAHC series of policies.

Our Right to Recover From Others: We have the right to 
recover any payments we have made from anyone who may 
be responsible for the loss. You and anyone else we insure 
must sign any papers and do whatever is necessary to 
transfer this right to us. You and anyone else we insure will 
do nothing after the loss to affect our rights.

Claims Provisions

Notice of Claim: We must be given written notice of claim 
within 90 days after a covered loss occurs. If notice cannot 
be given within that time, it must be given as soon as 
reasonably possible. Notice may be given to us or to our 
authorized agent. Notice should include the claimant's name 
and enough information to identify him or her.

Proof of Loss: Written Proof of Loss must be sent to us within 
90 days after the date the loss occurs. We will not reduce or 
deny a claim if it was not reasonably possible to give us 
written Proof of Loss within the time allowed. In any event, 
you must give us written Proof of Loss within twelve (12) 
months after the date the loss occurs unless you are legally 
incapacitated.

Physical Examination and Autopsy: At our expense, we have 
the right to have you examined as often as necessary while a 
claim is pending. At our expense, we may require an autopsy 
unless the law of your religion forbids it.

Legal Actions: No legal action may be brought to recover on 
the plan within 60 days after written Proof of Loss has 
been given. No such action shall be brought after three years 
from the time written Proof of Loss is required to be given. 
If a time limit of the plan is less than allowed by the laws of 
the state where you live, the limit is extended to meet the 
minimum time allowed by such law.

Payment of Claims: Benefits for loss of life will be paid to 
your estate, or if no estate, to your beneficiary. All other 
benefits are paid directly to you, unless otherwise directed. 
Any accrued benefits unpaid at your death will be paid to 
your estate, or if no estate, to your beneficiary. If you have 
assigned your benefits, we will honor the assignment if a 
signed copy has been filed with us. We are not responsible 
for the validity of any assignment.

Travel Insurance is Underwritten By

Stonebridge Casualty Insurance Company, A Transamerica 
company, Columbus, Ohio; NAIC #10692 (all states except 
as otherwise noted) under Policy/Certificate Form series 
TAHC8000. In CA, CT, HI, NE, NH, PA, TN and TX Policy/
Certificate Form series TAHC5100 and TAHC5200. In IL, IN, 
KS, LA, OR, OH, VT, WA and WY Policy Form #S TAHC5100PS 
and TAHC5200PS. Certain coverages are under series 
TAH6000 and TAHC7000.

25701053
STUDENTS WITH DISABILITIES

Scope of service:
The United States provides protection in the area of equal access for persons with disabilities. Many other countries are becoming more aware of the needs of the disability community but may not have the same level of access within their infrastructure. The CGC and/or UCO cannot alter systems, architecture, transportation, or laws in other countries, nor duplicate UCO’s campus in order to provide accommodations for students with disabilities.

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 mandates equal access to university-sponsored programs and services to students with disabilities; however, when international sites are involved, providing access by US standards poses a unique challenge. The university is not required by law to provide accommodations for UCO students who are participating in education abroad programs. However, the CGC, following the principles to provide reasonable accommodations, will attempt to meet a certain level of due-diligence for the students to protect their rights, provide safety conditions, and comply with relevant regulations.

GUIDELINES TO ADVISE STUDENTS WITH PHYSICAL DISABILITIES
In order to protect student safety, comply with regulations and protocols, and determine what programs are recommended for students with disabilities, the Office of Disability Support Services (DSS), the CGC, and students with disabilities need to work in collaboration.

The following guidelines will be executed to provide services to students with disabilities:
- The CGC provides information about the accessibility conditions of the program, infrastructure, city, and support services at the host institution.
- The CGC advisors will encourage students to seek the assistance of Disability Support Services regarding any complications that might arise due to the functional limitations imposed by their disability while studying abroad.
- At this point, the students, decides whether or not to involve both members of DSS and CGC to help them determine if a program and destination are suitable for them given their disability related needs.
- If permissible by the students, advisors from DSS and CGC meet with students with disabilities to provide the most accurate description of the programs and accessibility conditions. This ensures that students will have the best information necessary to make an informed decision.
- Students considering a non-accessible program; If students insist on participating in programs that provide minimal accommodations, both the CGC and DSS will endeavor to provide a realistic idea of the risks that they are assuming, while strongly encouraging students to take
advantage of other programs that are more accessible and where accommodations can be made in advance.

GUIDELINES TO ADVISE STUDENTS WITH MENTAL DISABILITIES / CONDITIONS
In order to protect student safety, comply with regulations and protocols, and determine what programs are recommended for disabled students, the Office of Student Counseling Center (SCC), the CGC, and the students need to work in collaboration. The following guidelines should be executed to provide services to students with disabilities:

- Provide information to all prospective study abroad students: the CGC provides conditions of a program, characteristics of a city/country and support services at the host institution.
- The CGC encourages the students to consult and share any mental disabilities/conditions or concerns with SCC staff members so that students can properly prepare for the stresses of studying in a foreign country.
- If permissible by the student, advisors from SCC and CGC meet with the student to provide the most accurate description of the programs and conditions. This ensures that the student will have the best information necessary to make a decision.
- If after joint meetings, a student persists in considering a non-recommended program, that provides minimal accommodations, both the CGC and SCC will endeavor to provide a realistic idea of the risks that they are assuming, while strongly encourage students to take advantage of other programs that are more suitable and where accommodations can be made in advance.
GUIDELINES TO ADVISE STUDENTS WITH CONDUCT
The CGC, in collaboration with the Office of Student Conduct (OSC), will provide information and educate students of the university disciplinary policies, which remain in effect while participating in off campus travel activities, sponsored by the university. Both departments will encourage students to be positive ambassadors of the University of Central Oklahoma and maintain an awareness of the potential personal, legal, and professional consequences that may ensue due to violations of university policies and/or laws. If it comes to the attention of the CGC that a particular student has violated any policies or laws the following steps must be followed:

- The CGC will immediately contact the Office of Student Conduct to report the incident. The following information must be submitted in writing:
  - Name and contact information of student(s) involved
  - Role(s) of student(s) involved, i.e. “accused”, “victim”, “witness”
  - UCO student ID number(s)
  - Name of Program, city and country
  - Name and contact information of the advisor at the host institution
  - Brief description of the incident

- If the OSC determines that it is necessary to contact the student and/or the advisor at the host institution in order to investigate the incident, the CGC will assist in providing the communication tools, for example; Skype and/or international calls from a UCO phone.

- Depending on the degree of violation(s) the “Study Abroad Conduct Committee” can withdraw the student from the program and require the immediate return to the United States. The committee shall be represented by:
  - Executive Director of International Affairs
    Dr. Dennis Dunham
  - Director of Student Conduct
    Mr. Chris Snoddy
  - CGC Faculty Liaison
    Dr. Jan Wetsel
  - CGC Coordinator
    Mr. Marco Rodriguez

- When the withdrawn student(s) returns to the United States, he/she must report to the OSC and the CGC, within the first forty-eight (48) university business hours of their arrival.
VISAS
One of the services provided by the CGC is to guide students to obtain their visas. A Visa is a passport stamp or document that authorizes the passport holder to enter a country for specific purposes for a particular period. The CGC has no relationship with embassy or consulates. The visa procedure is strictly between students and these institutions.

GUIDELINES TO ASSIST STUDENTS TO OBTAIN VISAS
- Do research: different countries have different immigration laws and regulations. The CGC will take the responsibility to contact embassies or consulates of all the respective countries to seek information on procedures, required documents, and deadlines.
- Gather documents: the CGC will ask students to bring the required documents to complete the visa application packet. Students should begin to provide the documents within three (3) months before the departure day.
- Apply for Visa: the CGC will notify students when to apply for the visa. Also it will determine whether or not physical presence at the embassy is required (based on requirements from each countries). The application should begin within two (2) months prior the departure day.
PRE-DEPARTURE ORIENTATION MEETING
The purpose of this meeting is to inform and educate all students who are going abroad to better adapt to new environments, positively represent the University of Central Oklahoma, and provide the tools for a better education abroad experience. **This orientation meeting is mandatory.** Students are encouraged to bring their family members and friends to participate and ask questions.

The pre-departure orientation meeting should be held one during the following time:
- For Fall semester: Mid July
- For Spring Semester: Mid November

Topics to be discussed:
- Financial Aid.
  Guest speaker: Mr. Charles Ingram, Counselor, Student Financial Services.
- Code of Conduct.
  Guest speaker: Mr. Chris Snoddy, Director, Office of Student Conduct.
- Enrollment process.
- Scholarships.
- Airport Safety.
- Adapting to a new environment.
- Passports
## ACADEMIC INFORMATION

| Course Transfer Protocol (Last review 07/28/11) | - Pre – Departure  
- Course approval and evaluation  
- Enrollment in “Holding Course Block”  
- Post arrival at host institution  
- Add/drop/change courses  
- Enrollment in CRN numbers  
- Creation of CRN numbers  
- Creation of “holding Course Block”  
- Grades |
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<tbody>
<tr>
<td>Appendix 5</td>
<td>- Forms</td>
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</tbody>
</table>
COURSE TRANSFER PROTOCOL

Pre-Departure

1- **Request a degree evaluation**: students should visit their academic advisor and request information on requirements remaining to complete the degree. It is helpful for the CGC to know how many language courses and electives are available.

2- **Course Selection**: with the assistance of the CGC, students are encouraged to select the classes that are needed to complete their UCO degree program.

3- **Request approval**: with the selected courses, and appropriate descriptions, the CGC contacts the respective department chairs. The chair will complete the “Substitution Form”, also known as “the blue form” **See Appendix 5 - 0**. In accordance with UCO standard procedures, the chair will indicate whether a course equates to a UCO course or can be substituted for a UCO course. If a course is not equivalent to a UCO course, the chair will indicate the prefix (discipline) and the level of the course, i.e., 1000, 2000, 3000, 4000. A copy of the form is kept by the CGC, while the original reaches its final destination in Enrollment Management.

**Note 1**: Students may be allowed to participate in a study abroad program even though the courses will not meet UCO degree requirements.

**Note 2**: Due to the differences of the credit transfer systems of non-U.S. institutions, most of the courses will be accepted as “substitutions” rather than “articulations”.

4- **Complete Course Evaluation**: upon approval of the courses, the CGC will complete the “Course Evaluation Form” **See Appendix 5 - 1**. This form contains information on how the courses from host institutions will transfer to UCO. This form must include the following information:
   - a- Name of the courses (At host institution and UCO)
   - b- Number of credit hours
   - c- Level of the courses (1000, 2000, 3000, 4000)
   - d- Total amount of credit hours that will transfer to UCO.

Students as well as the respective academic advisor are required to sign and date the form. The academic advisor indicates whether the courses are needed to complete the UCO degree. A copy of the form should be kept by the advisor, student, financial aid, and the CGC.

5- **Enroll in “Holding Course Block”**: students will enroll in a special “holding course block” which will have a designated CRN. This CRN will contain the total amount of credit hours that are being transferred to UCO. (See Creation of “Holding Course Block”)

Post arrival at host institution.
1- **Complete enrollment:** Upon arrival at the host institution, students are required to submit the “Enrollment Verification Form” to the CGC. Host institutions must complete this form. **See Appendix 5 - 2**

2- **In case of Add/Change in class schedule:** If students would like to ADD/CHANGE courses it is mandatory for students to send the “Add/Drop Course Form” immediately to the CGC. This form should be accompanied by the new course descriptions. After the CGC obtains this information, steps 3 and 4 from the section “Pre-departure” will be executed. **See Appendix 5 - 3**

**Note:** students must finalized their class schedule within 30 days of arriving at the host institution.

3- **In case of class drop:** If student would like to DROP courses: no major changes are applied. The student will receive a grade of “W” – Withdrawal.

4- **Enroll in CRN:** Enrollment management (Mr. Dallas Caldwell) will replace the “holding course block” for specific CRN numbers for each course taken abroad. (see creation of CRN numbers)

---

**Return to UCO**

1- Once the CGC receives the official transcript from the host institution, the CGC will submit the “Request to post credits on UCO transcripts from a Study Abroad Program” to Ms. Jill Langston. This form must be accompanied by the official transcript from the host institution. **See appendix 5.4**

**Note:** There are occasions when students will take additional classes offered by the host institutions at no charge. However, the following guidelines should be considered:

- Although these courses might be included on the host institution’s official transcript, these courses may/may not be transcripted to the UCO transcript.
- Students may request that these additional courses be transcripted to their UCO transcript. If approved, students will be charged UCO tuitions and fees. Charges will be placed on their bursar account.

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**CONTACT INFORMATION**

**ENROLLMENT SERVICES**

Jill Langston
Nigh University Center – Room 118C
Phone: 405 – 974 - 2340
Email: jlangston@uco.edu
CREATION OF “HOLDING COURSE BLOCK”: 
The purpose of the “holding course block” is to maintain the student’s enrollment at UCO, use of Uconnect account, charge the appropriate UCO tuition and fees, and receive financial aid, if eligible.

1- The CGC will present a list of study abroad participants to Academic Affairs (Ms. Sue Ryan). This list contains:
   a- Name of the student.
   b- UCO ID Number.
   c- Country and Name of the Program.
   d- Total credit hours per semester.

2- One “holding course block” will correspond to one particular student. The “holding course block” contains a block of the amount of credit hours that student will be taking for the semester. For example: a particular student is taking 12 credit hours of business and language courses in France, he/she will enroll in his/her classes at UCO by using the specified CRN containing 12 credit hours.

CONTACT INFORMATION
ACADEMIC SUPPORT ADMINISTRATION
Sue Ryan
Administration Building – Room 228
Phone: 405 – 974 – 2542
Email: sryan@uco.edu
**CREATION OF CRN NUMBER:**
After students have finalized their class schedule, the CGC will provide Enrollment Management (Mr. Dallas Caldwell) a “Course Confirmation List” to create and assign the respective CRNs for each class. This list should contain:

- Names and UCO ID numbers of students
- List of UCO courses and their respective substitution (s) and/or articulation (s)

Note: courses from host institutions will transfer as UCO credit hours. The CGC is responsible for identifying courses in the UCO catalog to match the courses from the host institution, for example: an upper level division French elective will transfer to UCO as FRCH 3990 Advanced Topics.

If a class from the host institution is only 2 credit hours and it has been accepted at UCO for a 3 credit hour course, it will be transcripted as a UCO prefix and course number of an advanced topics class.

For example:

<table>
<thead>
<tr>
<th>Course in France</th>
<th># of Credit Hours</th>
<th>Approved at UCO as:</th>
<th># of Credit Hours</th>
<th>Course transcripted as:</th>
<th># of Credit Hours transcripted</th>
</tr>
</thead>
<tbody>
<tr>
<td>L’Europe des langues et de culture</td>
<td>2</td>
<td>FRCH 3113 Modern Culture</td>
<td>3</td>
<td>FRCH 3990 Advanced Topics / Modern Culture</td>
<td>2</td>
</tr>
</tbody>
</table>

**Deadlines to submit “Confirmation List:”**

- Fall Semester: first week of November.
- Spring Semester: first week of March.

**GRADES**
Students will receive a grade of P (Pass) for the U.S. equivalent of grades “A-D” and a grade of F (fail) for the U.S. equivalent for the grade of (F). Students who do not enroll in the number of pre-approved courses and/or pre-approved course title, will receive a grade of W (withdrawal) on the UCO transcript.
Appendix 5

<table>
<thead>
<tr>
<th>Section Title</th>
<th>Page</th>
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<tbody>
<tr>
<td>Example of the “Substitution Form”</td>
<td>5-0</td>
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<tr>
<td>Study Abroad Course Evaluation</td>
<td>5-1</td>
</tr>
<tr>
<td>Enrollment Verification Form</td>
<td>5-2</td>
</tr>
<tr>
<td>Add/Change/Drop Course Form</td>
<td>5-3</td>
</tr>
<tr>
<td>Example of “Request to post credits on UCO transcript from a Study Abroad Program”</td>
<td>5-4</td>
</tr>
</tbody>
</table>
# Undergraduate Articulation and Exception Form

**Student Name:** [Redacted]  
**UCO ID:** [Redacted]  
**Major:** INTL BUS  
**Minor/Certificate:** [Redacted]

## I. Articulation/Transfer Course Equivalency

(Note: Courses listed in this section will be given the exact equivalent in content of a UCO course. Unless otherwise specified or mandated by policy, the credit value of the transfer course will satisfy UCO requirements. This articulation will apply to any UCO student.)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Transfer Course Information</th>
<th>UCO Course</th>
<th>OR</th>
<th>Elective Course (Check One)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prefix Course #</td>
<td>Course Title</td>
<td>Prefix Course #</td>
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<th>Transfer Course Information</th>
<th>UCO Course</th>
<th>OR</th>
<th>Elective Course (Check One)</th>
</tr>
</thead>
<tbody>
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<td>Course Title</td>
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</table>

## II. Individual Student Exception

(Note: Courses listed in this section will apply solely to the record of the student above. Unless otherwise specified or mandated by policy, the credit value of the course will satisfy UCO requirements.)

### A. Substitution:

**Institution**  
**Substitute this course**  
**(prefix, course, title)**

| CYU-Taiwan International Business Management  
| Economic Globalization and Asia  
| Marketing Channel Management  
| CYU Supply Chain Management |

**for this course or requirement.**  
**(prefix, course, title)**

| MGMT 4253 Int'l Bus Management  
| ECON 4403 Int'l Economics  
| MGMT 4413 Int'l Marketing  
| ISOM 3313 Operation Management |

**Term Course was/will be taken**  
**Fall 11**

### B. Waive the following: (Unless otherwise specified, the credit value of this course or requirement will also be waived.)

**UCO required course(s) or requirement to be waived:** (include course prefix and number)

Students will be required to meet UCO's minimum credit hour requirements for graduation regardless of any articulations, exceptions, or waivers.

**Comments:**

---

**Undergraduate Approval Signatures**

1. [Signature]  
   **Department Chairperson/School Director**  
   **Date:** 7-11-11

2. [Signature]  
   **Dean of the College (required for exceptions only)**  
   **Date:**

Return this completed form to the Degree Audit Office (Box 149) for bachelor's degree programs. Make copies of completed forms as needed for your records.

For Office Use Only:  
**Student Catalog Year:**  
**Graduation Priority:**  
**CAPP:**  
**ARTICULATED:**  
**Rev. 09/04**
Study Abroad Course Evaluation Form

Name: ___________________________  UCO ID: * ___________________  Major: ___________________________

Host Name Institution: _______________________________  UCO Academic Advisor: _______________________________

Step 1. - In section 1A, list the courses that you intend to take during your study abroad program.  

Institution Number: ____________________________

Step 2. - Schedule an appointment with your Academic Advisor to complete the form by calling (405) 974 - 2342

Step 3 - Return completed form to the Centre for Global Competency. (Nigh University Center, Room 137)

<table>
<thead>
<tr>
<th>1.A Host Institution</th>
<th>UCO Courses (for academic advisors only)</th>
</tr>
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<tbody>
<tr>
<td>Course Prefix</td>
<td>Course #</td>
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Advisor Signature ___________________________  Student Signature ___________________________

Date: _______________  Date: _______________

If you change your course workload during your study abroad experience you need to contact the Centre for Global Competency immediately. Failure to contact the office may result in delays to your degree program and extra charges.

06/09/11
Enrollment Verification Form

*University of Central Oklahoma*

The purpose of this form is to verify the enrollment status of the UCO student in your institution. Please fill this form and send it (by email) to the Centre for Global Competency at the University of Central Oklahoma

**Advisor Information at host institution.**
Name: Last Name:  
Job title/job position:  
Phone number:  
Email:  

I (your name) verify that (student’s name) is enrolled in (name of institution) , and he/she is in good academic standing for the term (Sp, Su, Fall) 20 .

**Student Information**
Name: Last Name:  
Year of participation: Spring Summer Fall  
Number of credit hours- US or ECTS:

Enrolled Classes courses on host institution:

<table>
<thead>
<tr>
<th>Number</th>
<th>Code</th>
<th>Title</th>
<th>Credit hours (US)</th>
<th>Credit hours (ECTS)</th>
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</table>

Signature: ___________________ Date:_________________
Submit this Add/Drop Course Notification form if you are changing any courses from your Study Abroad Program at your host institution. You need to immediately send this form to the Centre for Global Competency.

First Name: ___________________________ Last Name: ___________________________ UCO ID: ___________________________

Date: ___________________________ Host Institution: ___________________________ Host Country: ___________________________

Enrollment Period: ___________________________ UCO Major: ___________________________

### I have dropped the following Study Abroad Courses:

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Title</th>
<th>Hrs</th>
<th>UCO Courses</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### I have added the following Study Abroad Courses:

<table>
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<th>Course Prefix</th>
<th>Title</th>
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</tbody>
</table>

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Undergraduate Advisor Signature ___________________________ Date: ___________________________

Student Signature ___________________________ Date: ___________________________

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For Students:
Please initial each statement after you have read each:

1- I understand that I need to immediately notify the Center for Global Competency regarding any changes in my pre-approved courses. 

2- I understand that I will be charged for the extra credit hours that I am transferring to UCO from my Study Abroad Program. I shall pay the remaining balance for the tuition and fees related to those particular Credit Hour(s). 

3- I understand that eligibility for UCO credit hours will depend on UCO faculty's decision, after providing the new course descriptions. 

4- I understand that changes in my course schedule might affect any Financial Aid or Scholarship funds that I am receiving. 

5- I understand that changes to my schedule may affect graduation clearance. 

6- I have read and understood, and I will abide by the conditions listed below. 

Date: ___________________________ Student Signature ___________________________

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☐ Undergraduate Articulation and exception form (Blue Form) is attached to this document and signed by the respective faculty, and/or Chairperson.
Request to post credits as UCO courses from a Study Abroad Program

Date: 07/11/12

Re: Study Abroad Participant /

The above mentioned student has successfully completed their participation in a Study Abroad Program in: ____________. The student was enrolled as follows:

UNIV 4980 Study Abroad, ____________, ______ – 12 U.S. Credit Hours
Term date: ______

The official transcript attached is from this student’s host university and is evidence of their participation. Please post the credits on their UCO Transcript as follow:

<table>
<thead>
<tr>
<th>Host Course</th>
<th>Host Course Title</th>
<th>Credit hours</th>
<th>UCO Course</th>
<th>Level</th>
<th>Credit hours</th>
<th>Grade</th>
</tr>
</thead>
</table>

A=Articulation
S=Substitution

Total Enrolled Semester Hour: Credit Hours

Attachments:
Official Transcript □