



## FACULTY-LED STUDY ABROAD POLICIES

Please read each statement and check the box on your study abroad application in myWings to indicate that you understand these policies. If you have any questions or concerns about these policies, contact International Business at [goglobal@unf.edu](mailto:goglobal@unf.edu) or Honors Hall (Building 10), Suite 2125.

### I. ACADEMICS

- a. In order to participate in the international travel portion of the study abroad program, I **must** be registered for and pay tuition for the corresponding 3-credit hour course.
  - i. If I am unable to register for the study abroad course for any reason (e.g., suspension, not successfully completing the prerequisite, transferring to another school, etc.), I will **not** be permitted to participate in the international travel component of the course.
- b. I must complete all of the course prerequisites with a “C” or higher prior to the term when I enroll in the study abroad course. If I do not, I will **not** earn credit for the study abroad course or be able to participate in the program.
- c. If I am “**in progress**” with the program prerequisite(s) when I apply for the course, I may still apply, but I must successfully complete the course before the semester of my study abroad.
- d. I must be in good standing at the time of application in order to participate in a study abroad.
- e. The federal Family Educational Rights and Privacy Act ([FERPA](#)) affords students certain rights with respect to their educational records. Due to FERPA, Coggin Study Abroad **cannot** share certain information regarding my study abroad program to anyone other than me (e.g., a parent, guardian, spouse, friend, etc.)

### II. TRAVEL

- a. I must travel to **and** from the study abroad destination(s) with the group on the ticket(s) purchased by my faculty leader.
- b. I understand that visa requirements vary by nationality. It is my responsibility to obtain the necessary visa for my study abroad program if required.
- c. It is my responsibility to make sure I have valid versions of any and all required travel documents including, passport, visa, and permanent resident card.

### III. CONDUCT AND PROFESSIONALISM

- a. I understand that as a participant in this UNF study abroad program, I am bound to UNF’s [Student Conduct Code](#), both in the U.S. and abroad.
- b. I acknowledge that while abroad I am seen as a representative of the Coggin College of Business, the University of North Florida, my state, and my country. I am expected to conduct myself professionally during this academic program.
- c. If the University incurs any fees as a result of my behavior abroad (e.g., hotel room damage, missed travel connections, etc.), these fees may be passed on to me and posted as charges to my myWings account.