



### Winthrop University Faculty-Led Study Abroad Participant Policy

Study abroad programs are, first and foremost, academic experiences. As such, they should be designed with the educational and personal best interests of Winthrop students in mind. To preserve the academic integrity of Winthrop faculty-led programs, to align with best practices in the field of international education, and to minimize risk for students and liability for the University, participation should be limited to faculty leaders, Winthrop employees serving in an official capacity, and enrolled students. Student participants must complete a program application; be in good academic, disciplinary, and financial standing with the University; meet any academic prerequisites of the course; and have the consent of the instructor to enroll in any program. Participants are expected to attend all course meetings before and after the program, as well as to fully participate in all activities during the period abroad.

Some study abroad courses- particularly Maymester and summer courses- may be open to students enrolled at other institutions. This can be a great way to expand enrollment. If there is a non-Winthrop student who wishes to participate, he or she must be admitted to WU as a non-degree student, apply and be selected for the study abroad program, enroll in the course, pay requisite tuition and fees, and participate fully in all course activities and assignments. If you have a prospective participant from another institution who wishes to pursue the admission and enrollment process, please contact the International Center for guidance as early as possible.

If additional faculty or staff are accompanying the course, their official duties related to the course (e.g. co-leader, logistical support, delivering lectures, training to lead future courses, etc.) should be documented on a Travel Authorization filed with Accounts Payable with a copy forwarded to the International Center. In certain instances and at the discretion of the faculty leader, other Winthrop employees may be allowed to participate at their own expense, provided their participation does not limit the number of student participants.

In the rare instance that a non-Winthrop-affiliated individual's participation is requested, in order to ensure the safety of our faculty, staff, and students, these participants must undergo a background check at their expense before their participation can be confirmed. The cost of the background check is \$100. Recent alumni (graduated within the last year) and immediate family members of Winthrop faculty and staff will be exempted from the background check requirement, but still need to complete course-related paperwork and agree to behavioral and participation guidelines before their participation can be confirmed. Again, participation of these individuals must not limit the number of student participants. Please contact the International Center for assistance with the process of involving non-Winthrop travelers as early as possible.