Congratulations on your decision to study away!

International Academic Programs (IAP) and the College of Agricultural and Life Sciences (CALS) International Programs are excited to work with you to help make your experience as culturally enriching and academically meaningful as possible. We believe that study away is an integral part of the UW-Madison learning experience. Our staff considers advising a collaborative process, and ultimately, you – the student – are responsible for being an active and educated participant in your study away experience.

This handbook contains important information that will assist you as you study away. When looking for specific information, be sure to utilize the table of contents – it will ease the process of searching for certain topics.

We look forward to working with you throughout your study away experience!
TABLE OF CONTENTS

EXPECTATIONS 5

ACADEMIC OVERVIEW & POLICIES 6

Academic Advisor Meeting..............................................................................................................6
Academic Residency Rules..............................................................................................................6
CALS Graduation Policy..................................................................................................................7
Students in the College of Engineering.........................................................................................7
General Education Requirements (GER).........................................................................................7
Honors Credits..................................................................................................................................7
UW-Madison Registration and Credit Load.......................................................................................8
Course Equivalents..........................................................................................................................8
Course Equivalent Request (CER) Process......................................................................................8
Pass/Fail Guidelines........................................................................................................................9
Auditing a course............................................................................................................................10
Dropping a course..........................................................................................................................10
Grade Scale.....................................................................................................................................10
Grade Processing & Transcripting..................................................................................................10
Graduating Away.............................................................................................................................11

LOGISTICS 12

International Students Who Study Away......................................................................................12
Travel and Arrangements...............................................................................................................12
Packing..........................................................................................................................................13
Power of Attorney..........................................................................................................................13
Personal Property Insurance...........................................................................................................13
Subletting Resources......................................................................................................................13
MyUW Account & Email...............................................................................................................14
Student ID.....................................................................................................................................14

Updated January 2018
FINANCIAL INFORMATION 15

Program Costs .....................................................................................................................15
Program Fee Payments .......................................................................................................15
Financial Aid .......................................................................................................................16
Scholarships ............................................................................................................................17

HEALTH 18

Medical Examination and Immunizations ...........................................................................18
Health and Wellness Information ..........................................................................................18
CISI Health Insurance ...........................................................................................................19

SAFETY 20

Basic Precautions ...................................................................................................................20
Alcohol & Drugs ....................................................................................................................21
Sexual Assault ........................................................................................................................21
In an Emergency ....................................................................................................................22

WHILE YOU ARE AWAY 23

Program Leader .....................................................................................................................23
Telephone ...............................................................................................................................23
Photography ...........................................................................................................................23
Traveling ..................................................................................................................................24
Absentee Voting .....................................................................................................................25
Accessing UW-Madison Libraries .........................................................................................25
Changing The Length Of Program ......................................................................................25
Shortening Your Stay ..............................................................................................................25
WHEN YOU RETURN 26

Those Final Few Weeks.........................................................................................................26
Understanding Cultural ReAdjustment..............................................................................26
Getting Involved After Study Away......................................................................................26

APPENDIX 27

Study Away Policies..............................................................................................................27
Our staff serves as a resource through the entire study away process, from pre-departure to return.

**You can expect staff members to:**
- Encourage you to define your goals (personal, professional, and academic) and provide resources and tools to assist you in identifying a program that meets those goals.
- Be knowledgeable about program options and refer you to colleagues or resources to obtain additional details.
- Discuss openly any questions you have about your program or about studying away in general.
- Prepare you with tools and resources to plan your study away experience into your UW-Madison degree plan and encourage you to discuss your plans with your academic advisor on campus.
- Provide you with information and resources during the entire process (pre-departure, on-site, and after you return) to aid you in having a successful study away experience.

**Our staff expects you to:**
- Take a proactive role in your experience. Learn about your program and area in which you will be studying, and be an active participant in your preparation for study away.
- Review all information provided to you by study away staff and any other university/organization affiliated with your program.
- Ask questions if you are unclear on what is expected of you.
- Inform your parents/ guardians, family members and friends of your decisions. Share any information you think they would find useful, including the program cost sheet, and have them ask questions about the program directly to you.

- Speak with your Resident Director, Program Leader, or on-site staff if you are experiencing difficulties with your classes during your study away program. If you have additional concerns about the academic component of your program, be sure to stay in communication with the staff at UW-Madison as well.

All students that are accepted to a UW-Madison study away program receive a MyStudyAway (MySA) account. Matters concerning acceptance and participation on a study away program will be managed through this account, including:
- access to acceptance forms;
- important program information and updates;
- submitting Course Equivalent Requests (CERS);
- financial details including program cost sheet and scholarship awards;
- travel, and health insurance information; and
- pre-departure information.

Throughout this handbook your MySA account will be referenced as a place to complete certain tasks, obtain relevant information, and in general stay informed about your program.

We will communicate with you through your MySA account. You are required to check this account on a regular basis to keep informed about program details.
You will receive UW-Madison residence credit for all course work completed on an IAP or CALS study away program. UW-Madison departmental course numbers and titles (course equivalents) will be recorded on your official UW-Madison transcript, and grades earned will be calculated in your UW-Madison cumulative grade point average. You will want to work closely with IAP or CALS staff, your Academic Advisor(s), and on-site staff (if applicable for your program) to identify study away courses that will meet your degree requirements. All courses taken away will appear on your UW-Madison transcript.

Academic Residency Rules
As stated earlier, you will receive UW-Madison in-residence credit for course work completed while away. However, each school, college, and some departments have their own residency requirements. For this reason, it is essential that you review your school/college residency credit rules with your Academic Advisor(s) before you go away.

In order to receive a degree, all students must earn a minimum of degree credits (30) in residence at the University of Wisconsin-Madison as they near completion of their degrees. Credit is “in residence” if it is earned for UW-Madison course work, including courses taken on study away programs administered by UW-Madison. Courses that do not count as “in residence” include: UW-Extension and other transfer courses, AP credit, credit by examination, and retroactive credits. All students in L&S must complete a minimum of 15 credits on the UW-Madison campus, at any level, in their major or major department. These credits may

Remember, it is also a good idea to stay in contact with your Academic Advisor especially when you are choosing courses for your next semester while away. If you have not done so already, you are encouraged to officially declare your major prior to leaving for your study away program.
not include retroactive credit or credit earned by department examination. For official L&S rules, refer to the UW-Madison Undergraduate Catalog and consult with your Academic Advisor(s).

CALS Graduation Policy
CALS students are graduated with a bachelor’s degree when they have met all the university, college, degree program, and major requirements; have earned 120 credits; and have a cumulative grade point average of 2.0 or higher on all courses carried for a grade at UW-Madison. In other words, students who complete all of their CALS degree requirements (regardless of whether they have completed their certificates or an additional L&S major) will be graduated.

Rationale: CALS is not auditing a student's certificate or additional L&S major, so if the student has completed his or her CALS degree requirements, the student has earned a degree and is required to graduate. Certificates and additional L&S majors are only awarded if the student has completed all of the certificate or L&S major degree requirements upon completion of their CALS degree requirements. Students are expected to plan their coursework, study away program, experiential learning, research, internships, etc., carefully in order to align with this policy.

Click here for more information, including the appeal process for extenuating circumstances.

Students in the College of Engineering
If you are a student enrolled in the College of Engineering and plan to take any of your last 24 credits away on an IAP or CALS program, you must request special permission to do so and complete a 24 credit waiver form prior to confirming your participation. With this permission, you can study away your second to last semester, however you cannot graduate away, and must return to UW to complete at least one full time semester before finishing your degree. Approval is granted or denied on a case-by-case basis.

General Education Requirements (GER)
Ethnic Studies (‘e’)
The ethnic studies requirement is intended to increase understanding of the culture and contributions of persistently marginalized racial or ethnic groups in the United States. Few courses taken away will meet this requirement. We cannot guarantee that the few ethnic studies (‘e’ designated) equivalents that you will find in your program's course equivalent list will still be in effect for the term that you plan to take classes away. To verify the status of the ethnic studies designation, please contact your Academic Advisor(s). For a list of currently approved campus ethnic studies courses, please refer to the ‘General Education Requirements’ website.

Communications B
To receive a UW-Madison equivalent with the Communications B (Comm B) designation (‘b’), the course taken away must contain the same literacy proficiency component as Communications B courses offered at UW-Madison. Few courses taken away will meet this requirement. While an intermediate or advanced English writing course might equate to a similar Comm B course taught on campus, very few courses in other disciplines will have the required emphasis on writing and speaking to qualify for acceptance as Comm B. Contact your Academic Advisor(s) if you have questions pertaining to the Comm B designation.

Honors Credits
Students in the Honors in the Liberal Arts Program (HLA) in the College of Letters & Science may have one course (up to 4 credits) per semester taken away counted towards honors requirements. Through a petition process, a course taken away may be counted for automatic honors, honors breadth and/or general honors credits in the HLA requirements. You should plan to apply for the honors credit after you return from your program and your courses are posted on your official UW-Madison transcript. To be eligible to count towards honors requirements, the courses must transfer as L&S credit (C credit), and you must earn a B or better in the class (the Honors Program will not count courses taken pass/fail towards honors requirements). While away, you should be sure to keep copies of your syllabus and coursework for all of your classes in order to complete the petition. Students in the HLA program should meet with an L&S Honors Advisor to learn more about the petition process. For more information, please visit the HLA study away page.
Students completing **Honors in the Major (HM) in the College of Letters & Science** should talk to their Major Academic Advisor about whether any of their away coursework can be counted towards HM requirements.

Students in other schools and colleges at the UW-Madison should contact their Academic Advisor(s) about honors credit.

**UW-Madison Registration and Credit Load**

You will be registered for a “Study Away Course.” This “Study Away Course” acts as a placeholder. This is a temporary registration, which will be converted into graded, UW-Madison credit after the completion of your program.

If you are participating on a program for the fall, spring, academic year or calendar year, you should not enroll for classes on campus. The study away course will account for your entire registration for that term. If you intend to take a UW-Madison on-line course during your time away, you should contact your Enrollment Specialist Advisor who will advise you on the steps to take.

If you are participating on a winter intersession, summer, or spring break program, the study away course registration will account for your registration specific to your program. If you plan to take additional UW-Madison courses for any of those terms, you should follow regular campus registration steps. For instance, if you study away in the summer and if you also plan to take summer courses at UW-Madison, then you will need to follow regular registration steps to enroll for those campus courses. Also, registration for a winter term study away shows on the spring semester so you would follow normal steps for your spring course registration at UW-Madison.

Undergraduate students participating on a study away program for a semester or year in general must carry the equivalent of a minimum of 12 UW-Madison credits each semester and a maximum of 18 UW-Madison credits. All participants are advised to consult the academic information in your program specific handbook or academic notes for the exact credit load requirements for your program and credit conversion scales. You can find these documents in your MySA account.

For degree-seeking UW-Madison students: Because you are still registered at UW-Madison, you will follow the same registration procedures that you would on campus to enroll for future semesters at UW-Madison upon your return.

**Course Equivalents**

Each course you take away must be assigned a UW-Madison “equivalent” course in order for your grades and credits to be recorded on your UW-Madison transcript. You will request one UW-Madison equivalent course for each course taken on your program, these equivalents are the courses that will appear on your UW-Madison transcript for your time away.

To establish UW-Madison course equivalents for your courses, you will submit Course Equivalent Requests (CER) through your MySA account. You have access to submit requests upon your acceptance to your program. All students must establish UW-Madison course equivalents, including Special Students (non-UW-Madison students) who may receive a different set of course equivalents once they transfer their courses to their home institution.

**Course Equivalent Request (CER) Process**

You will have two options to submit a CER in your MySA account.

1. **Submit a CER for a pre-approved UW-Madison equivalent:**

   Some courses already have pre-approved UW-Madison course equivalents. You can view a list of these pre-approved equivalents in this option in your MySA account OR on the program specific webpage under the Academics tab.

   There may be multiple pre-approved equivalents listed for the same course. You should choose the equivalent that is most appropriate for your major and degree requirements. If you have any questions about which equivalent you should choose, consult your UW-Madison Academic Advisor(s).
If you wish to request a different equivalent for a course that is already pre-approved, submit a new CER (process below).

2. Submit a CER requesting a new UW-Madison equivalent course:
If you can’t find your course on the pre-approved list OR do not wish to receive the equivalent already attached to the course, you will need to submit a new CER requesting a UW-Madison course that best matches the course.

Check the UW-Madison Course Guide to find a UW-Madison course that may match the course you are taking away. Your Program Leader, on-site staff, or UW-Madison Academic Advisor(s), or Study Away Advisors may have suggestions. After you have found a UW-Madison course equivalent that you would like to request, enter the new course request in your MySA account. Be careful that you are not requesting a course that you have already taken at UW-Madison as this will be considered a “Refresher Course”.

Because you are requesting a new equivalent, you must include a course description, syllabus, and reading list so that your course can be evaluated for an appropriate UW-Madison equivalent. If your class does not have a syllabus, you will be prompted to enter information and details regarding your course. Without this information, your equivalent process will be delayed.

Final approval of a new equivalent request comes from the respective UW-Madison academic department.

CER Processing Time
Once you submit your CERs, study away staff reviews the requests and forwards them to the relevant UW-Madison academic department for evaluation. Processing time varies by department so you are encouraged to submit your thorough course requests as soon as possible.

Pass/Fail Guidelines
If you wish to declare a course pass/fail, adhere to the pass/fail policies described below as well as any policies established for your study away program. Refer to your program handbook or academic notes for detailed information. The rules governing pass/fail eligibility are complex, so read the information below carefully. These rules apply to all students participating in a study away program:

- Students must be in good academic standing according to their school/college in order to be eligible to request the pass/fail grading option. Undergraduates may carry one course on a pass/fail basis per term and a maximum of 16 credits during their undergrad career. The summer sessions collectively count as a single term. Students contemplating graduate or professional school should take as few pass/fail courses as possible. Pre-med students are advised to take only graded courses.

- Only elective work may be taken on a pass/fail basis
  - Student can take coursework in their major or major department on a pass/fail basis if the coursework is not being used to fulfill major requirements. Any coursework taken in the major or major department on a pass/fail basis will not count toward fulfilling any major requirements. Thus, students should consult with the major advisor before declaring pass/fail in the major or major department.

- Courses required for a major but offered by another department (e.g., chemistry for the zoology major) may not be taken on a pass/fail basis.

- You may not take a foreign language course pass/fail until you have completed the BA or BS foreign language requirement.

- Pass/fail courses do not count toward the following requirements:
  - Breadth (humanities, literature, social science, science)
  - Foreign language
  - Ethnic Studies
  - Math
  - General Education (Comm A, Comm B, QR A, QR B)

- Directed Studies courses may not be taken pass/fail.
A maximum of sixteen (16) pass/fail credits may count toward graduation.

Instructors are not informed which students have registered for pass/fail and will assign a regular letter grade to all students in the class.

Pass/fail courses have no effect on probation status.

Pass/fail courses may affect Dean’s List eligibility. You must earn a minimum of 12 graded degree credits in a semester to be eligible for the Dean’s List.

A student may not change, nor request, a pass/fail at any time after the pass/fail deadline.

A study away course taken as pass/fail still requires a UW-Madison course equivalent.

There are no exceptions to these rules.

If your host institution or program provider has a pass/fail deadline, you are to adhere to that deadline. In addition, you must complete the pass/fail request process available in your MySA account by the deadline posted. After submitting a pass/fail request, a pass/fail confirmation will appear in your approved course list in your MySA account.

For classes you declare as pass/fail, if you receive a grade of C or better, the letter grade S (satisfactory) will be posted on your transcript. If you receive a grade of D or F, the letter grade U (unsatisfactory) will be posted on your transcript, resulting in no degree credit for the class.

Summer program considerations: Only one course for the summer term may be taken pass/fail. All summer courses, including those away, on-campus, and online, are part of the same summer term.

Winter Intersession and Spring Break program considerations: Courses taken during the Winter Intersession and Spring Break are recorded as part of your Spring semester. Only one class in the Spring term, comprising of the Spring semester on-campus or online, Winter Intersession, and Spring Break programs, may be taken pass/fail.

Auditing a Course
An auditor is considered a passive learner and may not recite in class or take examinations but is expected to attend classes regularly. Students may audit a course only if the instructor for the course they are taking at their study away site consents. Students must also follow the host institutions procedures and policies for auditing a course. Audited courses will not be posted to your UW-Madison record nor will they count towards the minimum number of credits for participation as a full-time student on the program.

Dropping a Course
Always check with your on-site program staff and notify them if you plan to drop a course. Complete any paperwork that is required to formally drop the course. If you fail to notify the on-site staff that you are dropping a course, or you drop it after the deadline, the course will likely appear on your transcript. If a failing grade is assigned by the host institution, you will receive an F on your UW-Madison transcript for the course. If an “Incomplete” appears on the host institution transcript because you did not officially drop the course, this “Incomplete” will lapse to an F if you are unable to complete the work for the course.

Grade Scale
The grade scale matches that of UW-Madison.

Deans List:
If you earn a GPA that makes you Dean’s List eligible a notation will be added to your UW student record.

Grade Processing & Transcripting
After study away staff have received your transcript from your study away program, your grades can be processed. To do so, all of your course equivalents need to be approved and you need to have completed the online program evaluation.

Study away staff will confirm that you have submitted all required CERs by matching the requests to the courses recorded on your program transcript. If you are missing CER(s), you will be sent a notification requesting that you complete them within 2 weeks. If you fail to submit the CER by the 2 week deadline, a hold will be placed on your UW-Madison account. This hold will prevent you from any subsequent registration for courses at UW-Madison.
Madison. To clear a hold, all CERs from your program must be submitted.

When all required CERs are on your record, you will receive an email asking you to review your Grade Report through your MySA account.

If there are no errors in your grades, credits, or equivalents, confirm the Grade Report in MySA within 14 days following the date of notification. The sooner you confirm, the sooner your grades will be posted to your transcript. After you confirm your Grade Report, please allow 14 days for the grades to be posted on your transcript. Please consult your MyUW to confirm your study away coursework has posted before ordering a transcript.

For academic year participants, your first semester grades will not appear on your UW-Madison transcript until your grades for both semesters have been received.

If you feel there is a discrepancy in your Grade Report, do not confirm your Grade Report. Contact study away staff regarding the problem(s) within 14 days of receipt. If you do not confirm your Grade Report within 14 days of receipt your grade and course equivalent information will be sent to the Office of the Registrar for posting on your UW-Madison transcript. Once posted to your UW-Madison transcript, grades and equivalents cannot be changed.

Study away staff cannot order or forward official UW-Madison transcripts on a student’s behalf. The Office of the Registrar’s website has detailed information about how to obtain a transcript. The typical time for processing a transcript request is 1–3 days. A Student Record (unofficial transcript) is available through MyUW.

For non-UW-Madison students who would like to have UW-Madison send your transcript to your home institution, you will need to make a request to the UW-Madison Office of the Registrar following the steps outlined on their website. Please make sure that your grades have posted before ordering your transcript. You may check your grades through your MyUW account.

Graduating Away

You can find complete details regarding the graduation process, including a tutorial online. Before your departure, UW-Madison participants should request a degree audit (DARS) and meet with your Academic Advisor(s) to ensure you are on track to graduate.

In addition, you must declare your intent to graduate including graduation term and year. Students graduating declare their intent through MyUW and should be able to do so for the current and two future terms. Update your current mailing address in MyUW so that your diploma is sent to the correct address.

Your degree will be final after the following have been completed:

• All of your course equivalents and grades from away have been processed and posted to your UW-Madison transcript.
• The Office of the Registrar confirms that you fulfilled all your degree requirements through your Degree Audit.

You will receive an email from the Office of the Registrar at the beginning of the term you selected for graduation with additional information regarding Degree Audits and deadlines.

Your official graduation date will coincide with the UW-Madison semester in which you completed your degree requirements. However, your official graduation date may not appear on your transcript until a later date, due to the delay in receiving grades from away and processing course equivalents. Please consult your Study Away Advisor if you have concerns regarding the timing of your transcripts.

If you wish to attend a graduation ceremony but cannot be at UW-Madison for the ceremony in the term in which you graduate, you may attend a later ceremony. You should note your preferred graduation ceremony date when you apply to graduate through MyUW. Commencement ceremonies are organized by the Office of the Secretary of the Faculty. Detailed information regarding commencement ceremonies and attire can be found on the commencement website.
Pre-departure Orientation
Pre-departure orientation provides you with valuable information regarding studying away. All students are expected to complete the Preparing to Go Away Online Orientation. All students are also expected to attend an in-person orientation session or workshop. Options to complete the in-person attendance can be found in your MyStudyAway account. Program providers or host universities may also provide information including pre-departure emails, handbooks, newsletters, presentations, etc. Study away staff expect you to be an active participant in preparing yourself for your program.

International Students Who Study Away
International students should:

1) Contact International Student Services (ISS) at UW-Madison (or the office at their home institution which works with international students) regarding your study away program. Begin working with ISS soon after acceptance to make sure all visa stipulations will be met and to complete appropriate paperwork.

2) Email SHIP and let them know you will be studying away. Make sure you include your full name and program dates in the email.

Travel and Arrangements
Check your MySA account for departure dates for your study away program. For most study away programs, students are responsible for making their own travel arrangements, which allows flexibility to find the lowest fare or method of travel (bus, train, car, plane) and plan your travel itinerary. After making travel arrangements, complete the travel itinerary form in your MySA account.

If you will be flying, you can search individual airline websites for flight information or use a travel agent to make your flight arrangements. When booking a flight, it is important to know the stipulations placed on the ticket. Consider the following:

• Can the ticket be purchased for the time period you desire? Return dates for airline tickets cannot be purchased if the return date is over a certain number of days in the future. Passengers must purchase a round-trip ticket with an earlier return date and then change the return date or purchase 2 one-way tickets.

• Can you change the ticket?

• What costs will be incurred if you make changes to the ticket?

Flight security has become more stringent and regulations about what can and cannot be carried on to an aircraft continually change. The Transportation Security Administration (TSA) provides up to date information regarding air travel. Knowledge of travel regulations will prepare you for the increased security checks at the airport, so check this website regularly. Questions about luggage regulations or airport security can be addressed to your specific airline carrier.

All electronic devices are screened by security officers. During the security examination, officers may also ask that you power up some devices, including cell phones. Powerless devices will not be permitted onboard the
aircraft. The traveler may also undergo additional screening.

**Packing**
Packing sensibly and lightly is important for all study away students. In addition to the essential items (clothing, toiletries, etc.), it is important to remember the following:

- Airlines restrict the amount and weight of luggage that passengers are allowed to bring with them. Consult your airline to determine what the limits are for your flights and what fees will be charged for baggage.
- Important documents (passport, emergency contact information, insurance card, housing information, program details, money, etc.) should be in your carry-on luggage.
- Take enough prescription medication to last the duration of the program. Keep prescription medication in its original packaging and carry a letter/prescription from your doctor explaining your condition and use of medication. Prescriptions should be packed in your carry-on luggage.
- Take an extra pair of eyeglasses and/or contact lenses, along with a copy of your eye prescription.
- Valuable items, expensive jewelry, and items that cannot be replaced should be left at home.

**Power of Attorney**
Assigning power of attorney is a legal process that involves the drafting of a document which assigns another person to act as your legal representative in specific situations. For more information about Power of Attorney in the state of Wisconsin, please visit the [web site](http://www.health.wisconsin.gov) of the Department of Health Services. If you reside outside of Wisconsin, simply search the Internet for the necessary policies and forms in your state.

**Personal Property Insurance**
Study away staff recommends that you have insurance to cover damage or theft to your personal property away. Insurance company policies vary widely on the circumstances and amount of coverage. In some instances, your parents’ homeowners’ policy or your own renter’s insurance policy is enough to provide limited coverage. In other cases, a special policy must be purchased. Check with your insurance company or contact any insurance company that provides home or renter’s insurance to learn more about the extent of coverage possible for personal property that you take with you away.

**Subletting Resources**
When planning to study away, securing a lease arrangement for housing that closely matches your time in Madison is ideal. To explore on-campus housing options, contact University Housing ([http://www.housing.wisc.edu](http://www.housing.wisc.edu)). You can also search the Campus Area Housing website ([http://www.campusareahousing.wisc.edu](http://www.campusareahousing.wisc.edu)) for semester and/or other shorter-term lease options near campus.

If you are unable to secure a shorter-term arrangement, subletting can be a helpful alternative to consider. Subletting is an arrangement between a current tenant, a “substitute” tenant (sublessee), and the property owner. The arrangement permits the sublessee to reside in a tenant's apartment, assuming the tenant's share of or all of the rent. Things to consider include:

- Before signing a lease, find out whether or not the property owner/manager permits subletting. For those who do, ask about and follow their subletting process.
- If you have roommates, be sure you have their support. Your roommates should feel comfortable with the new sublessee; they can also be one of your best marketing strategies.
- Advertise your rental early and often and make sure it is competitively priced. Please note that there are more sublets available in the downtown/campus area than there are interested renters and only about half of advertised sublets are filled. Remember that taking on a small ‘loss’ each month may be better than paying 100% of your rent when you’re away.
- Ways to promote a sublet:
  - Advertise with Campus Area Housing ([http://www.campusareahousing.wisc.edu](http://www.campusareahousing.wisc.edu)) at a cost of $15 for up to 5 months.
  - Spread the word via social networking, other advertising websites, and/or e-mail
  - Post flyers on/near campus (be sure to ask for approval when using bulletin boards in campus buildings)
  - Be on alert for scams when advertising your vacancy,
especially with social networking and advertising websites. For more information, view the Sublet Scam Alert on the Campus Area Housing website.

- If you find a sublessee, you and any co-signors on the original lease may still be responsible for timely rent payments and any damages. Damages incurred by a sublessee can be taken from your original security deposit.
- As the current tenant, you may ask for and hold a deposit from your sublessee. Please note that you are required to return their deposit in a timely manner at the conclusion of their stay.
- Complete a written sublet agreement with your sublessee. If your property owner does not provide one, an example can be found on the Tenant Resource Center’s website (http://www.tenantresourcecenter.org).

**MyUW Account & Email**

Update your contact information on your MyUW account before you go away. Our staff and UW-Madison will continue to communicate with you through your UW-Madison email account and your MySA account.

**Student ID**

UW-Madison Wisc ID cards have an expiration date- 5 years from the issue date. You will be sent a reminder if your card will expire at least 60 days before the actual date, but that could happen while you’re away. Check your card now and make sure it is valid for the entire time period you will be away. If it will expire, be sure to get a new card before you go.
Program Costs
Students studying away are exempt from paying UW-Madison tuition and academic fees. Instead, you are assessed a program fee which recovers the actual costs of the program. Within the Financial tab of MySA, you will find your program cost sheet which includes program cost details, payment schedule information, and financial policies.

On the program cost sheet, you will notice that the program fee and the estimated additional expenses comprise the total cost of attendance for the program. Be sure you understand what the program fee covers and does not cover. International airfare, housing, and meals are sometimes included; sometimes they are not. Expenses not included in your program fee are listed as estimated additional expenses on your program cost sheet and are based on information from past participants, on-site staff, and/or partner organizations and universities. These estimated expenses are to help you plan and prepare for the program. Student expenditures in-country depends greatly on personal spending habits, post-or during-program travel, and available funds. These amounts are also subject to change depending on international economic factors.

Upon acceptance, you paid an Acceptance Deposit to confirm your participation on your program. The Acceptance Deposit will be credited to the total program fee. Additional fees which need to be paid directly to a partner or institution on behalf of your program are also listed on your program cost sheet.

Review your program cost sheet carefully and share this information with the person(s) responsible for your program payments. If you have any questions about your program cost sheet, contact your Financial Specialist.

Program Fee Payments
The UW-Madison Bursar’s Office will send you an electronic eBill for each term you are studying away to your wisc.edu email account. If you want another individual to receive your eBill, you can set them up as an “Authorized Payer” in MyUW.

Your eBill will be sent approximately four weeks in advance of the target due date listed on your program cost sheet. Typically, summer term eBills are due mid-May, fall term eBills are due mid-August, and spring term eBills are due mid-January or mid-March. The eBill shows the program fee and any payments or credits (deposits, scholarship credits, etc.) at the time the eBill was generated. You may incur additional charges during or after your study away program (i.e.: single room charge, additional course fee) for which you will be billed. At any time, you can view your current
account balance and financial aid awards in your MyUW. Payments must be paid by the due date on your eBill. Payments received after the due date listed on your eBill will be charged a $100 late fee. IAP reserves the right to cancel a student's participation and/or to place a hold on the student's UW record for failure to pay.

Due to the unique processes associated with study away, the study away office needs to bill students earlier than the normal campus process. Depending on when you receive the eBill, your anticipated aid may or may not be on the eBill. Anticipated aid can be any form of scholarships, grants, or loans awarded or approved by the Office of Student Financial Aid (OSFA) as stated in your award letter or alternative loan approval.

eBills are not reduced by the amount of your anticipated financial aid, but are automatically deferred by the amount of anticipated aid. If the amount of anticipated aid is less than the amount due, you need only pay the difference that financial aid does not cover by the due date. If the amount of anticipated aid is equal to or more than the amount due, you do not need to make a payment. As eBills are run multiple times during a term, students with anticipated aid may receive consecutive bills before their financial aid has paid balances.

If you have a scholarship that is not listed in your anticipated aid, even though it may show on your Award Report in MyUW, contact your Financial Specialist to receive a deferment for the amount of the scholarship and prevent late fees.

If you are due a refund, you can either sign up for eRefunds or receive a check with the Bursar’s Office.

Information on payment methods and delivery, late fees, and financial aid disbursement and refunds can be found on the Bursar's Office website.

Financial Aid

UW-Madison student may be able to utilize financial aid on UW-Madison study away programs. Guidelines on the usage can be found on the Office of Student Financial Aid (OSFA) webpage.

If you have not received aid in the past, you may still be eligible for financial aid to help with your study away expenses. Students interested in receiving financial aid (loans, grants, scholarships) should complete the Free Application for Federal Student Aid (FAFSA). It is possible to apply for aid anytime during the academic year. However, it can often take in excess of 4 weeks to complete the processing of your application with OSFA; therefore, it is best to apply as early as possible.

If you already receive aid, you may qualify for additional funding to offset the extra costs sometimes associated with study away. Additional aid often comes in the form of loans, although there are some need-based study away grants available annually through OSFA. Likewise, if anticipated study away costs are less than on-campus costs; aid packages can be reduced. The study away office provides OSFA with program cost information for each of our study away participants.

According to OSFA, if you accept your financial aid award before you leave the U.S. and complete and return promissory notes for loans (if appropriate), financial aid funds will be credited to your UW account no sooner than 10 days prior to the start date on campus for the applicable fall or spring semester (5 days prior for summer away programs.) If your program start date is after the start date on campus, financial aid funds will be disbursed 10 days prior to the later start date. OSFA cannot legally disburse funds sooner than that. Therefore, it is important that you apply for financial aid long before you leave on your program (at least by March 1 for a summer program; by June 1 for an academic year or fall program; and by October 1 for a winter intersession or spring away program).

Your financial aid funds will be credited to your program fee. If you have more than enough aid to cover the program cost(s), you will receive a refund (either electronically or paper check by mail depending on what you have set-up with the Bursar’s Office).

A funding information session is available online.
Questions about financial aid and funding your study away program should be addressed to:

Heidi Johnson  
OSFA Financial Aid Advisor  
University of Wisconsin-Madison  
Tel: 608-262-3060  
heidi.johnson@finaid.wisc.edu  
www.finaid.wisc.edu

Scholarships
As a study away participant, you are encouraged to apply for scholarships and grants. Visit the study away office's Scholarship Information website that has detailed information regarding study away scholarships, creative fundraising ideas, and other helpful financial tips.

Private scholarships received from agencies or companies outside the university may or may not allow students to use the scholarship for off-campus study away programs. Students should consult with the scholarship grantor if this is not clarified in the scholarship award letter.

If you are a recipient of any of the following scholarships, inform your Financial Specialist so that they may assist you with this award:

- Chancellors Scholar
- Powers Knapp
- UW Athletic scholarships
Medical Examination and Immunizations

It is strongly recommended that you have a medical examination before you leave especially if you are taking prescription medication or are in regular treatment for a pre-existing condition. Regardless of where you are going, below are some recommended steps to help prepare you for travel:

1. Consult with your personal medical and/or mental health provider for pre-travel planning, especially if you have any ongoing conditions. Work with your provider to develop plans in the event any conditions worsen. Make arrangements for any prescription medications, medical supplies, and medical care you will need.

2. Have an eye and dental check-up and address any potential problems.

It is your responsibility to ensure that your routine immunizations are up-to-date.

Health and Wellness Information

You are required to submit your Health and Wellness Information within your MySA account. Sharing this information is designed to:

1) provide you with information about steps you can take to prepare for travel, and

2) help our staff be of maximum assistance during an emergency situation.

Mild physical or psychological conditions may become more serious under the stresses of life while away. It is important to disclose any pre-existing conditions, past or current treatment or medications, in your Health and Wellness Information. The ability of your staff and UW-Madison to assist you in case of an emergency may be compromised if you do not report a medical or mental health condition during the planning process.

Your Health & Wellness information is considered confidential information, will be shared only with appropriate persons, and does not affect your admission into a study away program.

Whether you are currently being treated for mental health concerns or if you see them as something in your past, you should know that preparing for and participating in this new experience can bring about a return or increase in symptoms. Disclosing mental health information helps you plan with others so that the necessary support will be in place while you are away.

If you have any ongoing health conditions, you should consult with your personal health care provider prior
to departure regarding your health. University Health Services is a resource for students who would like to discuss any health issues and planned travel as well.

If you are in recovery or think you may have a problem, discuss your plans to study away with your sponsor or healthcare provider before you leave. Disclose any helpful information on your Health and Wellness Information. Alcoholic Anonymous meetings are held in many cities away. Information about Alcoholics Anonymous international services can be found online.

If you have any concerns about the specific health and safety risks you may encounter while away, contact your Study Away Advisor as soon as possible. Your Study Away Advisor will direct you to more specific sources of information about which local support services you can reasonably expect to find while out of the country. Some study away sites may not be able to accommodate all reported individual needs or circumstances. While it is important the program is aware of any medical or emotional conditions, past or current, which might affect you during your travel, the University is not responsible for assuring your medical well-being and safety while away. It is ultimately your responsibility to meet your medical needs during your travels away.

CISI Health Insurance
Study away health insurance is included in your program fee and is provided by Cultural Insurance Services International (CISI). Detailed coverage information and policy descriptions defining the coverage terms is available online and in your MySA. Your CISI coverage will be in effect for the duration of your program.

Your CISI coverage includes, at no additional cost, a comprehensive on-line Portal of tools and information as well as access to 24/7 medical, personal, travel and security support. Through this customized site, you can:

• View/print/email your ID card, coverage brochure, consulate letter and claim form
• Purchase an extra month of insurance for a period of personal travel
• View/update your online account profile information
• Obtain contact information for emergencies and benefit/claim questions
• Search for hospitals and clinics in your host city

Once you are officially enrolled in your CISI coverage, you will receive an email from CISI with a link and login instructions. Print out your ID card and carry it with you at all times when you are away. As part of your CISI coverage, you will have a worldwide, 24-hour emergency telephone assistance service.

You should check with your current health insurance provider to see if you are covered as well while you are away. You are encouraged to arrange for continuation of your regular health insurance coverage while you are studying away. If you need a full-time enrollment letter in order to maintain your current health insurance coverage, contact your Study Away Advisor.

You may need to pay up front for medical expenses and send a CISI insurance claim form along with the original receipt to CISI for reimbursement. CISI insurance claim forms can be found in the CISI coverage details online and in MySA.
SAFETY

Because the health and safety of study away participants is one of the top priorities, the following information has been developed to provide useful practical guidance to study away participants. Although no set of guidelines can guarantee the safety needs of each individual involved in a study away program, these guidelines address issues that merit attention and thoughtful judgment. Read and carefully consider all materials issued for your program that relate to health, legal, environmental, political, cultural, and religious conditions. At any time, feel free to direct questions to your Study Away Advisor.

Basic Precautions
Make yourself familiar with the safety conditions of your host city and any other cities you plan to visit. Most large cities as well as remote areas, in the U.S. and away, suffer from common crimes. Students should use the same precautions away that they would in any large metropolitan area. The Travel Safety Information for Students Away prepared by the U.S. Department of State has resources which you might also find useful.

General tips for all study away students include:

1. If you choose to use alcohol, use it responsibly and know your limits. Being under the influence of alcohol impairs judgment and increases your chances of being the victim of crime.
2. Do not leave your bags or belongings unattended at any time.
3. Avoid traveling in poorly maintained vehicles. When taking a taxi, sit in the back.
4. Leave expensive or expensive-looking jewelry and other valuables at home. Avoid flaunting wallets, purses, cell phones, or cameras. Be discrete in displaying your passport.
5. Never keep all your documents and money in one place or one bag/suitcase.
6. Do not travel alone. Do not walk alone at night. Do not take a taxi alone and especially not at night. Stick to well-traveled streets and walk in groups at night. Exercise good judgment about what places to frequent during the day and at night, and avoid being on the street at late hours more than necessary.
7. If you find yourself in uncomfortable surroundings, try to act like you know what you are doing and where you are going.
8. Let your on-site staff, your host family, or your roommates know of any traveling that you plan to do.
9. Have sufficient funds or a credit card on hand to purchase emergency items such as an airline ticket. Keep track of your credit limits on your credit card.
10. Be aware of your surroundings and the people with whom you have contact. Be cautious when you meet new people, and do not give out your address or phone number. Be careful with information about other students or group events. Report any unusual people or activities to on-site staff immediately.
11. Obey the local laws of the country you are visiting. An arrest or accident while away can result in a difficult legal situation. Your U.S. citizenship does not make you exempt from full prosecution under another country’s criminal justice system, and the U.S. government cannot bail you out. Many countries
impose harsh penalties for violations that would be considered minor in the U.S., and unlike the U.S., you may be considered guilty until proven innocent.

12. Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.

13. Examine your housing accommodations for safety measures (e.g., locks on doors, safe lighting, access to exits, fire hazards and safety preventions).

Alcohol & Drugs

While away, you are responsible for obeying local laws and the UW-Madison Code of Conduct. Illegal, irresponsible drinking and/or misbehaving while drinking are violations of the University’s policy. You are held to the expectations outlined in UW’s Chapter 17 which states that you need to be the legal drinking age in the US, 21 years old, to consume alcohol. This applies to your time away.

UW-Madison has a no tolerance approach to drug use while away. Students using drugs away may immediately be removed from the program at their own cost. It is also important to remember the following:

• If You Choose to Consume, Do in Moderation
  Avoid underage and excessive alcohol consumption. Overindulging in alcohol can lead to blackouts, injury, assault, abuse, reckless behavior, impaired judgment and decision-making, long-term health consequences, and death. Your consumption of alcohol or another drug, and/or your behavior while under the influence, may be considered criminal activities by local authorities as well as violate University conduct policies.

• Don’t Let Your Drink Out of Your Sight
  Drinks/food can be spiked with a knock-out agent, often called a date rape drug, like scopolamine. The date rape drug is commonly used to assist in sexual assaults. It works quickly and causes you to become weak and confused. Always keep your drink/food within your sight.

Drinking alcohol can seem deceptively harmless, nevertheless, excessive alcohol consumption impairs your judgment and can lead to disruptive behavior and risk of harm to yourself and to others, in addition to poor academic performance. You should never feel pressured to drink if you do not want to or feel embarrassed to order non-alcoholic beverages.

You are representing yourself but also your program and the University of Wisconsin-Madison. Your actions will reflect either positively or negatively on many people. Talk with your Study Away Advisor if you have any questions. In addition, review the Dean of Students information for Students on Alcohol Use at UW-Madison and the UHS Alcohol and Other Drugs site.

Sexual Assault

UW-Madison supports healthy, mutually respectful relationships free from violence, including sexual assault, intimate partner violence, and stalking.

Sexual assault is any sexual contact made without consent. Consent must be freely given with overt words or actions that clearly communicate an individual’s desire to engage in sexual activities. Consent is a clear yes, not the absence of a no. Consent cannot legally be obtained if an individual is incapacitated due to alcohol or other drugs, is unconscious or asleep, or has limited mental capacity. Though sexual assault can be perpetrated by a stranger, it is more commonly committed by someone the victim knows, such as a friend, boyfriend, girlfriend, partner, or acquaintance.

Sexual assault is always the fault of the perpetrator and not the fault of the victim. Whether or not the victim has been drinking is irrelevant. The victim’s previous sexual activities, behaviors, actions, and/or dress is irrelevant. No one deserves to be the victim of sexual assault.

In the event you, or someone you care about, experience relationship or sexual harassment/violence while away, you are strongly encouraged to seek the support of resources in your host city. Seek safety first; then talk to your on-site staff and/or your Study Away Advisor. Study away staff and UW-Madison are available to assist you. University Health Services has a variety of online resources and a brochure.

UW-Madison takes sexual harassment and sexual
assault very seriously. If you experience behavior that feels threatening or uncomfortable, notify on-site staff and/or study away staff immediately. If you are the victim of sexual harassment or sexual assault, seek safety first and tell on-site staff and/or study away staff so we can help you understand your options and support available. Study away staff and UW-Madison are available to assist you. University Health Services has a variety of online resources.

UW-Madison study away staff and Program Leaders are not confidential resources. In compliance with State and Federal law, UW-Madison study away staff and Program Leaders notified of sexual assault or harassment incidents will work with UW-Madison’s Title IX Coordinator to ensure appropriate resources and information is provided.

**Bystander Intervention**

Bystander Intervention is the idea that we all have a role to play in the prevention of violence in our community. A bystander is someone who witnesses a dangerous or harmful event and has the ability to help. Through training and practice, students can become empowered to interrupt and challenge harmful behaviors and attitudes that may lead to sexual and relationship violence. Sexual assault on college campuses is a community issue. As a member of this community, we all have a responsibility to step up and intervene. Not only do Badgers get consent, but Badgers take care of one another. What happens to one of us affects all of us. Here is additional information on Bystander Intervention.

**In An Emergency**

An emergency card is available for you in your MySA. This emergency card contains study away office and program specific emergency contact information. Print the card and carry with you throughout the duration of your program.

If you find yourself in an emergency while away, you are instructed to contact appropriate on-site staff immediately. As they are nearest to you and know the local resources, these individuals are best equipped to assist you in a timely manner. All on-site staff have IAP’s contact information and will follow-up appropriately.

For emergency assistance:
- During business hours (8:00- 4:30, Central Time), call the Study Abroad Resource Center at +1-608-265-6329.
- During non-business hours, call the emergency phone at +1-608-516-9440. This phone is for emergencies only and will be answered by a study abroad staff member who can assist you.

We are committed to providing prompt, appropriate, and thorough care to students. When you make contact, provide as much of the following information as possible:
- Your name
- Country and program name
- Date, time, and description of occurrence/condition
- Action taken thus far
- Return contact information

If there is a tragic event or catastrophe in your host city while you are away, contact someone at UW-Madison as soon as possible. In such circumstances, the study away office will be in close contact with you, the on-site staff and/or U.S. program contact for the study away program. Typically, on-site staff will seek advice from local authorities. Assistance will be managed in coordination with CISI (our medical and security insurance provider). Parents, friends, and family are asked to communicate directly with IAP to allow on-site staff to focus on working with students and local officials.
WHILE YOU ARE AWAY

Program Leader
In some cases, study away programs will have a Program Leader (PL). The PL serves as the liaison between the study away office and the host institution or program provider, and is responsible for all academic and administrative matters concerning program participants. The PL attends classes, field trips, and excursions, and is available to help students find appropriate solutions to personal, health, and academic problems during the program. The PL often teaches a course for the program and may be responsible for the actual grading of student coursework in the host country.

Establish good communication with your PL. If you are experiencing difficulties with the program or with your adjustment to the location, your PL is a good person to seek out for assistance and support. Be sure to keep your PL informed of your travel plans when you are away from the program.

If your program does not have a PL, these responsibilities will be assumed by an employee of the host institution or program provider. It is important that you establish good communication with the on-site staff and that you contact them if you encounter any difficulties and/or problems.

Telephone
All students who travel away are asked to have a working cellular phone. Your cell phone number and your on-site housing address should be entered into MyStudyAway.

Photography
Photography is a useful tool to communicate with images that intend to capture an experience or record memories. With the potential of digital cameras and smartphones, and the social media experience in sharing photos, it becomes important to recognize the power photos can have and to learn how to create and share photographs ethically.

While there is not one ethical standard for taking photographs, there are numerous resources on the subject. As studying away comes with opportunities to be in community with the host city, an important aspect is to be considerate when photographing sites, experiences, and people, taking into account specific cultural considerations. When you are away you will become informational ambassadors of UW-Madison, and the study away offices, and your actions will often be interpreted in this framework. It is your responsibility, to evaluate your images for cultural appropriateness and sensitivity so as to avoid images that:
WHILE YOU ARE AWAY

- stereotype
- exploit
- disrespect
- make false generalizations
- lead to inaccuracy or misrepresentations of the host city, people, or setting.

Take some time to define your own code of ethics when taking photographs away. As general rules you should:

- be aware of locations where photography is not permitted and be respectful of the rule.
- ask permission before photographing people. By default, this can be a great way to meet people.

We welcome the submission of photographs by study away students, alumni, and UW-Madison faculty and staff willing to share their photos. Photos used shall strive to be an honest representation of the education away experiences and the culture in which a program takes place. The study away office will be thoughtful and purposeful about the photos we use in order to reach students, but will attempt to maintain awareness for cultural considerations as well.

RESOURCES:

- Point and Shoot: Ethical Photography Abroad
- Ethics and Photography in Developing Countries
- National Press Photographers Association Code of Ethics
- BBC News: Taking Photographs of People

Traveling

Depending on your program, you may have opportunities to travel in the region you will be studying. Make yourself the most informed traveler possible by doing research before you travel. Search the internet, talk to past participants, consult travel books and on-site staff about their travel experiences.

Whether traveling on a study away program or independently, you need to take personal responsibility for your own health and safety. Study away participants are to maintain the following travel expectations:

- Travel plans should not interfere with the timely completion of coursework, assignments, and exams for your academic program.
- You are expected to remain at the program site for the duration of the academic term and to attend the classes in which you are registered.
- The PL/on-site staff should be informed of your travel plans away from your local city, including emergency contact information.
- If you are unavoidably delayed in returning to the program site, call the on-site staff.
- Keep your family back home updated on your travel plans as they may need to reach you on short notice. Inform them of how they can reach you easily or arrange a system for contacting them at regular intervals.

If you consider using Airbnb, Vacation Rentals by Owner (VRBO), couchsurfing.com or any similar commercial or social applications to find lodging while away, do so only with the highest caution for your safety and security. Although rare, there have been incidents of violent crime associated with their use. The fact that you may be in an unfamiliar city and culture can put you at greater risk. When searching for temporary lodging options, please follow these guidelines:

- Before you meet a host identified through Airbnb or another application, look carefully at their posted reviews and references. We recommend that you do NOT stay at a place that has fewer than about ten recent positive reviews.
- Once you are given an address, take a close look at the neighborhood and surrounding community on the internet. Ask others in the community about the area; call a tourist bureau or similar agency; and seek any further resources for the same information. If you have doubts about the location or concerns about the host's reliability, trust your instincts and look for another alternative.
- Let others know exactly where you'll be staying—including the address and the host's name and contact information. Tell someone that you'll check in with them about an hour after the scheduled meeting time to report that you're safe and satisfied with circumstances.
- Make sure if you agree to meet the host or whenever
WHILE YOU ARE AWAY

you go to the apartment or lodging, that you have a charged cell phone and know or have programmed in your phone the emergency telephone number for local law enforcement response.

- If you schedule a meeting with the host, agree only to do so in a public place during daylight and if possible, take a friend with you to the initial meeting.
- Never arrive at the lodging initially late at night.
- Once you have arrived at the apartment or lodging, take a look around with safety and security in mind. Look in the closets and adjoining rooms. Make a quick mental note of how you might exit if there is a need. Be sure there is an internal lock on your bedroom door that cannot be opened with a key from the outside (e.g., it has a chain or bolt lock).
- If you are not satisfied with the circumstances you find or something just doesn’t feel right—leave right away and find other lodging. Any extra money spent is worth in the investment in your safety!
- If you have a poor experience, post a review to help others.
- Monitor your credit card bill for any unexpected/unapproved charges. Make sure to get a receipt for any services—especially if paying in cash.

In relation to ride sharing companies, use only the most recognized rideshare companies in a specific region—many nations are making attempts to regulate rideshare services for users’ safety and security. You are highly recommended to avoid using ridesharing or taxi services when alone.

Absenteen Voting
Elections may happen while you are away. You are still able to vote while you are away through absentee ballot. You can go to https://vote.wisc.edu to learn how to do so in Wisconsin, as well as get links to information for absentee voting in your home state. Please note all deadlines so that you can get your absentee ballot submitted in time.

Accessing UW-Madison Libraries
Distance Library Services are offered to members of the UW-Madison community living outside Dane County (including study away students). To use these services, go to the Distance Library Services website.

The libraries provide internet access to library catalogs, journal databases, encyclopedias, e-books, e-journals, and subject guides. You will need your UW-Madison NetID (or 11-digit UW-Madison identification number) and internet access. To locate books, search MadCat (the library’s catalog) or WorldCat (a worldwide library catalog) on the library’s website. You can also search the journal databases to locate articles, many of which are available online. The libraries will also deliver articles and book chapters electronically to you directly via the internet, which is called Interlibrary Loan.

If you have questions regarding distance library access, e-mail the library directly.

Changing The Length Of Program

Shortening Your Stay

Financial
By having accepted a place in the program, you are committed to a schedule of payments, and our office has made monetary commitments to others on your behalf. You will continue to be responsible for these payments even if you choose to withdraw from the program. If you shorten your stay away, only recoverable living costs may be refunded. This process will take time and we cannot always immediately inform you how much money, if any, you will receive. Contact the Financial Specialist and/or the OFSA for further assistance in relation to finances.

Academic
If you shorten your stay, you may or may not receive credit for work that you have completed up to that point. The structure of the local program will determine if partial credit is possible. If you extended your stay to travel or dropped out for a term on the UW campus, it might be necessary for you to re-apply for admission to the university. Contact your Study Away Advisor to assist you with any questions you may have about academic implications.

Travel
Consult your travel agent or airline for rules regarding your purchased flight. Most airfares carry a penalty for change of travel date. Some fares are valid only on the dates for which you originally purchased the ticket, which could mean that you have to purchase a new ticket.
Those Final Few Weeks
You left for your study away program with a suitcase full of possessions and now you’re preparing to return, carrying with you your experiences and memories. In the final few weeks before you depart your study away program, think back to the goals you set for yourself. Did you accomplish any of them? Did you rewrite or create new goals? Think of things that you said you would do; see if you can fit in a few more things before you depart. Don’t forget the daily life experiences! Photograph or write about your walk to class, your housing or homestay experience, your favorite stops along your daily walks, and of course, your friends. The monuments, cities, and landscapes stand out in postcards and photos, but it’s most-likely your day-to-day experiences that you’ll remember and talk about the most.

A Process of Reflection and Articulation
With the capabilities of today’s communication and social media, it’s likely that you’ve shared a lot of your experience thus far online through blogs, status updates, tweets, snapchats, and photos. Your cool, crazy, happy, sad, frustrating, and memorable moments have been summed up, perhaps in fewer than 140 characters, but what do they mean to you now?

Conveying your study away experience to family, friends, and future employers can be a struggle. However, on your end you can’t talk about it if you haven’t thought about it. It’s important to take time to reflect upon the way you want to convey your study away experience. This helps maximize the impact so you can pull out the connections you’ve made between countries, cultures, and cross-cultural skills. Knowing what made your experience unique will set a foundation for sharing your stories.

Getting Involved After Study Away
Don’t let what happened away stay away. Continue on the journey you started and build upon your study away experience to help catapult you to your next adventure. Whether that’s back to university, on to a job prospect, or even studying away, your future experiences are now shaped by your past. Your study away program has ended, but don’t let your experiences fade -- use them! The challenges you overcame, the goals you accomplished, and the people and places you encountered along the way all have relevance to your future study, career, and life experiences. Consider how you can use what you learned away in your academic studies or career.

Your study away experience is just a new beginning. Where will it take you next?

Visit IAP’s website for more detailed information on further enriching your study away experience by getting involved after study away.
Policies set forth by the UW-System Administration, UW-Madison, and International Academic Programs (IAP) guide the administration, planning, and program development of all our study away programs. These policies and guidelines were established primarily for the protection and safety of study away participants. For these reasons, it is expected that you read, understand, and adhere to these policies and those for your study away program.

Student Rights and Responsibilities

A student’s rights and responsibilities begin when s/he enrolls in a UW System school and continue throughout his/her academic career; some of the conduct rules apply even during school vacations and off-campus or away from Madison. Study away students are expected to abide by the student conduct rules of the University as found in three chapters of the University of Wisconsin System Administrative Code commonly referred to as UWS 14 (academic conduct), UWS 17 (non-academic conduct) and UWS 18 (conduct on university lands).

All students need to continue to meet the eligibility criteria for their programs prior to departure. This includes remaining in good academic and disciplinary standing. If you are placed on probation, or do not meet other eligibility criteria you may be canceled from the program. Talk with your Enrollment Specialist Advisor if you have concerns about your eligibility.

Policy Limitations on the Safety and Welfare of Participants

Study away staff will provide extensive information for program participants; participants are expected to read all program information provided to them. However, International Academic Programs (IAP) and CALS International Programs:

- Cannot guarantee or assure the safety of participants or eliminate all risks from the study away environment.
- Cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants.
- Cannot assure that U.S. standards of due process apply in overseas legal proceedings, or provide or pay for legal representation for participants.
- Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor for events that are not part of the program or that are beyond the control of the sponsor, or for situations that may arise due to the failure of a participant to disclose pertinent information.
- Cannot assure that home country cultural values and norms will apply in the host country.

Financial Policies

Your program cost sheet, found within your MySA account, contains detailed information regarding the financial policies related to studying away on your program. Specifically, the Cancellation & Refund Policy can be found on this document, as well as any program specific financial policies of which you should be aware. Your payment schedule and details can also be found on this document. Read this document carefully and share with the person(s) responsible for your program payments. If you have any questions about these policies and guidelines, please contact your Financial Specialist.

Statement of Responsibility, Release of Liability, Authorization and Acknowledgement of Risks to participate in Study Away and Exchange Programs

You electronically sign a Statement of Responsibility, Release of Liability, Authorization and Acknowledgement of Risks to participate in Study Away and Exchange Programs. A copy of this signed waiver can be found in your MySA account.