STUDY AWAY PROGRAM
(EFORM INSTRUCTIONS)
UW System Administrative Policy 145 *(formerly ACIS 7.1)*

**Development and Operation of Off-Campus International and Study Away Educational Programs for University of Wisconsin System Students**

UW-System revised a policy to establish requirements and guidelines for the development and operation of international and **study away** educational programs.

The study away activities conducted by UW System institutions are a strategy for students to have experiences that open their minds to difference and allows them to experience that difference domestically. As universities seek to be more responsive to diversity and to increase the diversity of their student bodies, increasing domestic program options with study away programs can be beneficial. Study away provides students with opportunities to live in different social and living environments, to explore new geographic locations, to have access to internships, or to get hands-on experience in a potential career field.

The University of Wisconsin System supports off-campus study away or international educational programs as valid, desired, and increasingly important parts of undergraduate and graduate education. The UW System encourages its constituent institutions to provide domestic study away and study abroad opportunities that meet the legitimate academic needs of their students. The UW System recognizes that such programs may take a variety of forms, including traditional semester and academic-year experiences, internships, service learning, and shorter-term international programs. All programs, either domestic study away or study abroad, operated, sponsored or approved for academic credit by any UW System institution are expected to maintain standards of quality in the delivery of instruction, support services, and administration which are consistent with the educational excellence that every student is entitled to receive.

- In order to comply with this revised UW-System policy and fulfill the policy requirements, UWEC has created a Study Away eForm process.

- The following pages are instructions on how to complete the Study Away eForm process.

- Please complete this process as soon as possible, or at least 2 weeks prior to program start date.
Step 1: Program Supervisor will initiate the eForm process. Located in the UW-Eau Claire eForm system (https://eform1.uwec.edu).

- Click the tab labeled “Start New Form”
- Click Risk Management, Safety, and Sustainability
- Click Study Away Program Requirements
Step 2: Program Supervisor will complete this section. Include the title of the program and the dates the program will run.

Step 3: Program Supervisor will complete this section. Supervisor will be required to check each of the three (3) boxes and include any detail available. Notes can be entered into the comment boxes and/or documents can be attached.
Step 4: **Program Supervisor** will complete this section. Names of all participants should be listed in this section. Supervisor has two options on how to input program participants; 1) via an excel spreadsheet or 2) by adding each participant manually.

Adding participants via excel spreadsheet – Create a excel spreadsheet that includes the USERNAMES of all participants in Column A. Save spreadsheet on computer. Then click “Add Excel with Participants” button, browse for the spreadsheet, and add by clicking “OK” button. Then click the “Fill Array from Excel” button.
Adding participants manually – Click on the “Add Individual Participant” button. Search and click on participant. Add additional participants by clicking on the button again.

Step 5: Program Supervisor clicks “Submit”. The form will then be directed to each of the participants.
Step 6: Each participant will receive the following email.

Step 7: Participants should click on the link provided within the body of the email.

Step 8: Participants should then click on the item in the “My Tasks” tab.
Participants will see the entire eForm, including sections the Program Supervisor completed.

<table>
<thead>
<tr>
<th>Instructions</th>
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</thead>
<tbody>
<tr>
<td>UW System recognizes that such programs may take a variety of forms, including traditional semester and academic year experiences, internships, and service learning. UW institutions will exercise due diligence regarding programs they operate, sponsor or recommend ensuring that they are:</td>
</tr>
<tr>
<td>1) Appropriately to institution’s mission</td>
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<tr>
<td>2) Integrated into the undergraduate and graduate curriculum</td>
</tr>
<tr>
<td>3) Subject to regular periodic evaluation and assessment</td>
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<tr>
<td>4) Comply with all applicable federal and state laws and regulations</td>
</tr>
<tr>
<td>Program activities that are not required to complete this eForm include:</td>
</tr>
<tr>
<td>- Travel is less than 100 miles away from campus</td>
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<tr>
<td>- Purpose is not for classroom credit or curriculum</td>
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</tbody>
</table>

### General Information (Program Supervisor to complete this section)

<table>
<thead>
<tr>
<th>Title of Program</th>
<th>Test: 11.12.21 @ 9:30am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Supervisor</td>
<td>Drilling, Brian Kimball</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:DRILLBK@uwec.edu">DRILLBK@uwec.edu</a></td>
</tr>
<tr>
<td>Start Date of Program</td>
<td>10/15/2021</td>
</tr>
<tr>
<td>End Date of Program</td>
<td>11/29/2021</td>
</tr>
<tr>
<td>Participant</td>
<td>Drilling, Brian Kimball</td>
</tr>
</tbody>
</table>

### Safety and Welfare of Participant (Completed by Program Supervisor)

1. Program supervisor is monitoring and disclosing to participants: (enter comments below)
   1. US State Department Consular Information Sheets
   2. Public firearm laws
   3. Travel warnings

   **Supervisor Notes**

2. Program supervisor is advising participants essential health and safety considerations: (enter comments below)
   (Including CDC Travel Information, Health Recommendations, and WI Dept. of Health Services)

   **Supervisor Notes**

3. Regarding Admission, Orientation, and Participation, the Program will:
   1. Select students for participation based on criteria appropriate to its academic objectives
   2. Provide reasonable access to programs for students with disabilities
   3. Provide predeparture and/or online orientation for all participants, including emergency contact information
   4. Communicate the applicable codes of student conduct and consequences of non-compliance

   **Supervisor Notes**
Step 9: **Participants** will then need to complete the bottom portion of the eForm. The first section includes a general risk and liability waiver.

The second section requests the participant to either request or decline “optional” travel insurance coverage.

- Please note: If the optional insurance is requested,
  - Needs to be completed at least 2 weeks prior to program start
  - Cost to the participant is $46.50/mo (as of October 2021)
    - Payment to be made to UWEC and be directed through Program Supervisor
  - Program Supervisor will need to complete a template and email it to Cultural Insurance (see Step 11 below)

Step 10: **Participant** clicks “Submit to Program Supervisor” button
Program Supervisor will get a notification email, verifying the eForm has been completed.

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**Study Away Program Requirements**

This is an automated notice from the eForm server.

The Study Away Program Requirements form has been completed.

Participant: Drollinger, Brian Kimbell

Program: Test - 11.12.21 @ 9:39am

Program Supervisor: Drollinger, Brian Kimbell

Dates: 11/15/2021-11/22/2021

Insurance Decision: By selecting this radial button, you are acknowledging items below and REQUEST insurance coverage.

If insurance is requested, Program Supervisor should complete template and email to enrollments@culturalinsurance.com

Form: Study Away Program Requirements Form Submitted On 11/15/2021 9:40 AM Test - 11.12.21 @ 9:39am

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**Step 11:** Program Supervisor will need to verify if each participant wants to "REQUEST" or "DECLINE" the optional service.

- If the participant requests the insurance, Program Supervisor will need to:
  1. Open the attachment with the email notification
  2. Click on the “ImportTemplate_UWEC_StudyAway” link, near the bottom of the attachment
  3. Open the excel template
  4. Enter participants information on the template
  5. Email completed template to enrollments@culturalinsurance.com
  6. Collect $46.50 from participant

- If the participant declines the insurance:
  1. No other action is needed

**Step 12:** Program Supervisor should verify that each participant completed a Study Away Program Requirements eForm prior (preferably 2 weeks prior) to the program start date.

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**Final Step:** Enjoy the program! Safe Travels!