



# 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.

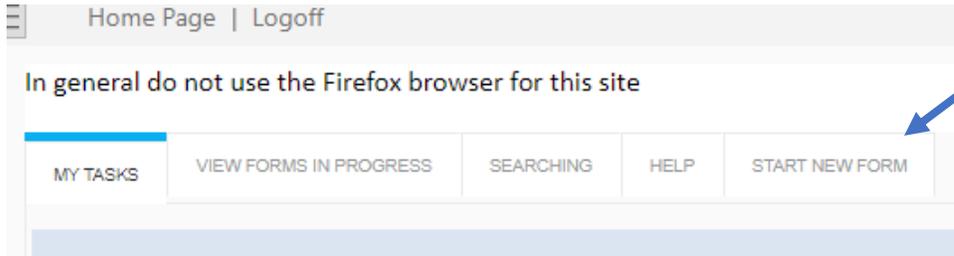
The study away activities conducted by UW System institutions are a strategy for students to have experiences that open their minds to difference and allows them to experience that difference domestically. As universities seek to be more responsive to diversity and to increase the diversity of their 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.

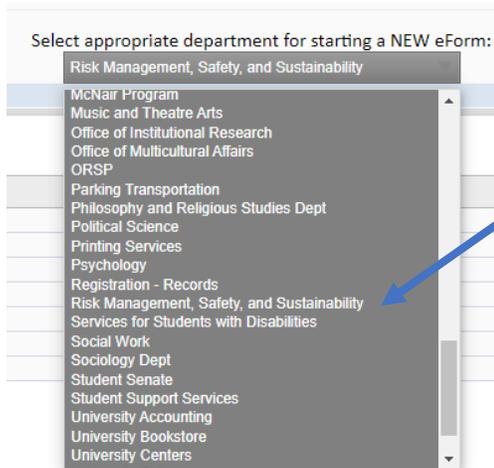
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- **In order to comply with this revised UW-System policy and fulfill the policy requirements, UWEC has created a Study Away eForm process.**
  - **The following pages are instructions on how to complete the Study Away eForm process.**
  - **Please 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>).

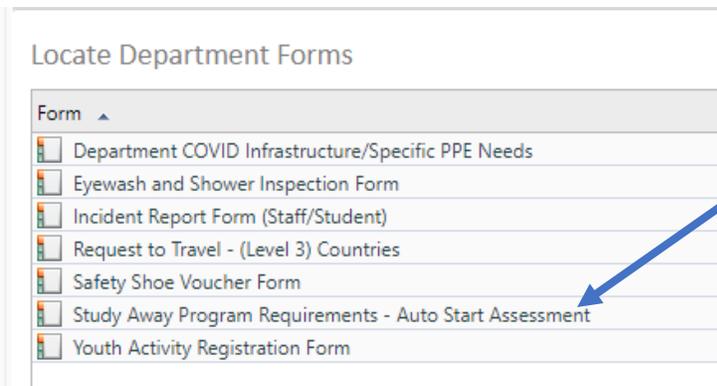
- Click the tab labeled “Start New Form”



- 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.



Study Away Program Requirements (Auto Start)  
Ask Center

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General Information (Completed by Program Supervisor)

<b>Title of Program:</b>	
<b>Program Supervisor:</b>	<b>Drollinger, Brian Kimball</b>
<b>Email:</b>	<b>DROLLIBK@uwec.edu</b>
<b>Start Date of Program:</b>	<input type="text" value=""/> <input type="text" value=""/>
<b>End Date of Program:</b>	<input type="text" value=""/> <input type="text" value=""/>

**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.

Safety and Welcome of Participant

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1.  Program supervisor is monitoring and disclosing to participants: (enter comments below)

1. US State Department Consular Information Sheets
2. Public Announcements
3. Travel Warnings
4. Either attach documents or complete the Supervisor Notes Below

Supervisor Notes

2.  Program supervisor is advising to participants essential health and safety considerations. (enter comments below)

(Including CDC Travel Information, Health Recommendations, and WI Dept of Health Services)

1. Either attach documents or complete the Supervisor Notes Below

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 pre-departure and/or on-site orientation for all participants, including emergency contact information
4. Communicate the applicable codes of student conduct and consequences of non-compliance
5. Either attach documents or complete the Supervisor Notes Below

Supervisor Notes

\*\* Optional insurance will be offered to participants. If insurance is requested, you as the Program Supervisor, will need to complete an application template and email to [enrollments@culturalinsurance.com](mailto:enrollments@culturalinsurance.com)

Are you attaching documents?  Yes  No

**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.

Participants

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**Adding Participants Preference:**

- Upload an excel with participants's USERNAMES in Column A and select "Fill Array from Excel"

OR

- Add Participants individually

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**Participants**

**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.

Participants

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**Adding Participants Preference:**

- Upload an excel with participants's USERNAMES in Column A and select "Fill Array from Excel"

OR

- Add Participants individually

Attach document 

Participants

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**Adding Participants Preference:**

- Upload an excel with participants's USERNAMES in Column A and select "Fill Ar

OR

- Add Participants individually

**Adding participants manually** – Click on the “Add Individual Participant” button. Search and click on participant. Add additional participants by clicking on the button again.

Participants

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**Adding Participants Preference:**

- Upload an excel with participants's USERNAMES in Col

OR

- Add Participants individually

Add Excel with Participants    Fill Array from Excel

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**Participants**

Add Individual Participant

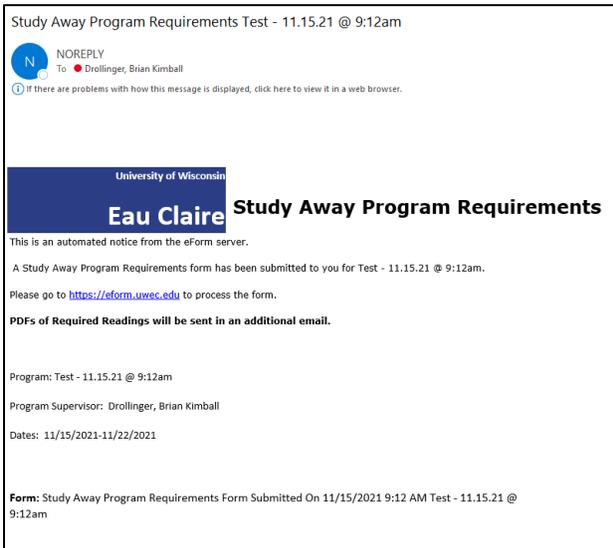
Participants

1. Search for user

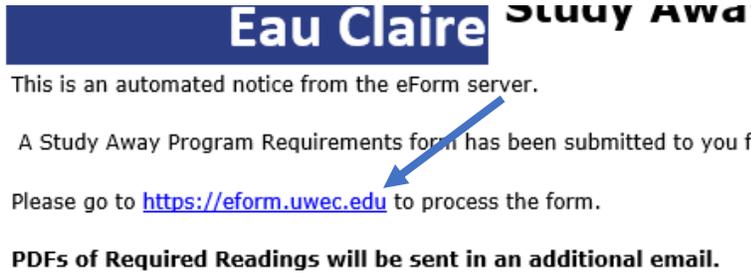
Add Individual Participant

**Step 5:** Program Supervisor clicks “Submit”. The form will then be directed to each of the participants.

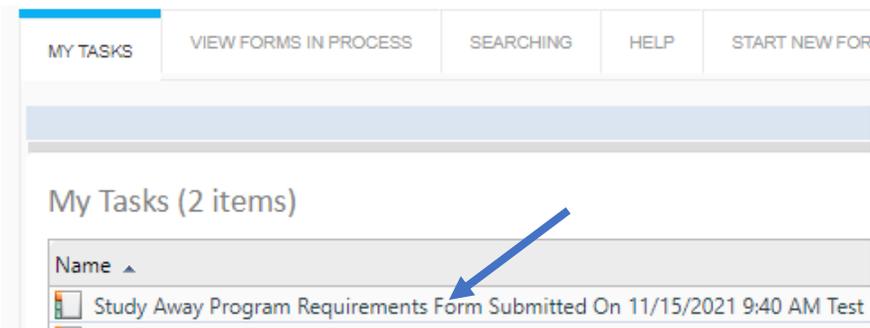
**Step 6:** Each participant will receive the following email.



**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.

**Study Away**  
ASK Center

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**Instructions**

*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:*

- 1) *Appropriate to institution's mission*
- 2) *Integrated into the undergraduate and graduate curricula*
- 3) *Subject to regular, periodic evaluation and assessment*
- 4) *Comply with all applicable federal and state laws and regulations*

*Programs/trips/events that are not required to complete this eForm include:*

- *Travel is less than 100 miles away from Campus*
- *Purpose is not for classroom credit or curriculum*

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

<b>Title of Program:</b>	Test - 11.12.21 @ 9:39am
<b>Program Supervisor:</b>	Drollinger, Brian Kimball
<b>Email:</b>	DROLLIBK@uwec.edu
<b>Start Date of Program:</b>	11/15/2021
<b>End Date of Program:</b>	11/22/2021
<b>Participant:</b>	Drollinger, Brian Kimball*

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**Safety and Welcome 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 Announcements
  3. Travel Warnings

**Supervisor Notes**
  
2.  Program supervisor is advising to 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 pre-departure and/or on-site 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.

Participant Agreement (Completed by Participant)

1.  By checking this box,

1. I acknowledge that my decision to participate is entirely voluntary and I assume full legal and financial responsibility.
2. I understand that certain risks are inherent in any travel experience. Without reservation or limitation, I assume all risks.
3. I grant the University, its employees, agents and representatives the authority to act in any attempt to safeguard my health and safety.
4. I understand that the University reserves the right to make changes to the program at any time and for any reason.
5. I understand that if I withdraw from the program after payments have been made in my expense, I am financially responsible for the cost of the program.
6. I agree to conform to all applicable policies, rules, regulations, and standards of conduct as established by the University.
7. I agree to follow all state and federal laws while participating in the program.
8. I agree voluntarily and without reservation to indemnify and hold harmless the University, Board of Regents or any officer, employee, and agent of the University and/or Board of Regents while participating in the program from any negligent acts or omission of an officer, employee, and agent of the University and/or Board of Regents while participating in the program.

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

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

\*\* Optional insurance will be offered to participants.  
Rates as of October 2021 = \$46.50/mo -- Payment for insurance coverage should be directed to UWEC, through your program supervisor.

By selecting this radial button, you are acknowledging items below and are DECLINING insurance coverage.

1. I acknowledge and realize that optional accident and health insurance is available to me. If I should decide to accept the insurance, the cost of such insurance will be \$46.50 per month.
2. I acknowledge and realize that optional medical evacuation and repatriation insurance is available to me. If I should decide to accept the insurance, the cost of such insurance will be \$46.50 per month.

- 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

Controls

Save and Close for Later	Convert to PDF	Print
Save		Delete Form
Submit to Program Supervisor	Close	

Program Supervisor will get a notification email, verifying the eForm has been completed.

 If there are problems with how this message is displayed, click here to view it in a web browser.



University of Wisconsin  
**Eau Claire** ASK Center

## Study Away Program Requirements

This is an automated notice from the eForm server.

The Study Away Program Requirements form has been completed.

Attached is a PDF of the form.

Participant: **Drollinger, Brian Kimball**

Program: **Test - 11.12.21 @ 9:39am**

Program Supervisor: **Drollinger, Brian Kimball**

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](mailto:enrollments@culturalinsurance.com)*

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

**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](mailto: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.

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