Suggested Study Abroad Program Checklist for Implementation of ACIS 7.1

Name of Program:__________________________________________________________

Dates of Program:________________________________________________________

Program Director:________________________________________________________

I. Program Design

_____ program is appropriate to the mission of the institution
_____ program is integrated into the curricula of the home institution
_____ program coursework has been approved for academic credit
_____ academic advising is provided
_____ pre-departure and/or on-site orientation is provided
_____ participants are told to register with U.S. embassy or consulate
_____ procedures to develop a suitable emergency evacuation plan are in place
_____ a program evaluation/assessment procedure has been established
_____ a plan for periodic evaluation and assessment is established

II. Information Provided to Participants

_____ relevant U.S. State Department information and advisories
_____ relevant health and safety considerations
_____ UW System Uniform Statement of Responsibility (then signed and returned to appropriate office)
_____ information about medical, evacuation and repatriation insurance and student’s requirement and responsibility to obtain
_____ program requirements, participant responsibilities and code of conduct
_____ estimated program costs and services provided
_____ disclosure of any financial benefits to UW employees (available upon request)
_____ when and where sponsor’s responsibility ends (as per ACIS 7.1 A. 7)

III. Financial Issues

_____ financial management consistent with Financial Policy and Procedure Paper 45
_____ reserve/contingency funds available
_____ compliance with state purchasing requirements