College of Business Travel Checklist

Name: ____________________________________________________________

Contact Information: ______________________________________________

Department: ______________________________________________________

Travel Monitor: __________________________________________________

Dates of Travel: __________________________ to _______________________

Destination: _____________________________________________________

Reason for Travel: _______________________________________________

Sources of Funding: ______________________________________________

Name of UC Faculty/Staff traveling with group CPR/First Aid certified for International trips: _____________________________________________
College of Business Travel Checklist

Please initial and date

☐ I have attended a meeting with Travel Monitor (TM) to discuss trip
☐ I have received travel packet or PDF from TM
☐ Completed Travel Authorization form & approved by supervisor
☐ Received summary for Doctoral Students of policy changes
☐ Completed Siddall form & returned to Doctoral Program Office
☐ If traveling as a group, supplied list of names in that group to TM
☐ Made airline reservation, if needed
☐ Made Hotel Reservations, if needed
☐ All other reservations needed for this trip are complete
☐ I have read & understand student travel policies
☐ I have received & read UC Code of Conduct
☐ I have received & read UC Student Critical Response
☐ Itinerary completed for trip & given to TM
☐ Contacted UC Int’l office if traveling abroad
☐ Viewed travel warning, if applicable. Go to site for updates.
☐ Read UC International Pre-Departure Guide, if applicable
☐ Read UC Int’l policy on CPR/First Aid, if applicable
☐ Read IRS Publication 970 concerning Taxable benefits
☐ Student Permission/release form returned to TM
☐ Supplied TM estimated cost of trip in detail
☐ Reimbursement request MUST be submitted to TM within 14 days of trip conclusion
# Student Travel Authorization Form

*For students traveling individually (non-employees)*

*For use with policy 1.10.2 – Student Travel*

<table>
<thead>
<tr>
<th>Name of Traveler:</th>
<th>M#</th>
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<tbody>
<tr>
<td>Academic Department or Student Organization Name:</td>
<td></td>
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<tr>
<td>Traveler's Phone Number:</td>
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<tr>
<td>Name of Emergency Contact Person:</td>
<td></td>
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<tr>
<td>Emergency Contact Phone Number:</td>
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**Purpose of travel:**

**Itinerary Details (or attach itinerary):**

<table>
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<tr>
<th>Travel is:</th>
<th>Domestic</th>
<th>International</th>
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**Travel Dates:**

*Promptly send a copy of all approved Travel Authorization Forms for international travel to UC International ML0640*  

**For internal use by unit:**

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<th>Destination(s):</th>
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<tr>
<th>Indicate any dates within travel period that are for personal travel:</th>
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Submitted by:

Approved by Sponsoring Department/Organization:

---

**Traveler's Signature**

*When using a personally-owned vehicle for travel, this signature certifies the traveler has a valid U.S. or Canadian driver's license and the required insurance coverage.*

---

**Type/Print Name**

Signature of Approver*

Date
Student Travel
Group Authorization & Contact Form

Please print or type all responses

Travel Monitor Name and Affiliation with Group:

Academic Department or Student Organization Name:

Reason for Travel:

Travel Itinerary

Travel is:  □ Domestic  □ International
Travel Dates:  

                      Destination(s):
                      to
                      to
                      to

Mode(s) of Ground Transportation

Check all that apply

□ UC Transportation van, bus or automobile

□ UC Org Unit Vehicle (provide unit name)

□ Private Automobile(s) (provide license no(s) and owner names)

□ Chartered bus/vehicle (provide company name, address, phone and name of UC employee booking reservation)

□ Other (provide carrier contact information and name of UC employee booking reservation)

Applicable Requested Information

Flight Information (or attach airline itinerary)
(include airline name, flight numbers and dates/times of travel)

Accommodations
(include facility name(s), address(es) and phone number(s))

Will a faculty member or advisor be accompanying the students on the trip?  □ Yes (provide name, email and phone no.)  □ No

Submitted by:

Travel Monitor’s Signature/Date
Submitted to:

Campus Contact Signature/Date
Authorized by:

Sponsoring Department/Organization/Date
Print Name
Attn: All Doctoral Students (and all Faculty members working with doctoral students)

On April 1, 2013, the University is adopting a new travel policy for all students, including doctoral students. It is vitally important that you read, understand, and follow this policy fully. You will not receive reimbursement if you do not follow this policy.

A few highlights:

1. Every student must meet with the assigned Travel Monitor prior to travel. I strongly recommend that you meet with the Travel Monitor prior to making any reservations or spending any money related to your travel plans. The Travel Monitors are:
   - Tricia Burger: Management and OBAIS doctoral students
   - Mary Ann Lorenzen: Finance and Marketing doctoral students
   - Barbara Metzger: Accounting and Economics doctoral students

   In some cases, when only Siddall funding is involved, the original Travel Monitor will direct the student to work with Deborah Schildknecht as the Travel Monitor, but students should start with one of the three listed above as a first step.

2. All students will be required to complete all appropriate paperwork (and have it signed by the appropriate authorities), read all associated documents prior to travel, and confirm that these requirements have been met through the checklist kept by the Travel Monitor. Paperwork requirements now include:
   - Travel Authorization form
   - Siddall Reimbursement form
   - Emergency Contact form
   - Student Permission form

   In addition, students must supply the Travel Monitor with:
   - Complete itinerary and contact information for the travel
   - Detailed cost estimate for the travel and funding source

   Please refer to the full Travel Information Packet (available online or from the Travel Monitor) for full details.

3. All reimbursement requests must be submitted to the Travel Monitor within 14 days of the trip’s conclusion.

Again, this is a policy that has been initiated by the University, and we must be in full compliance beginning April 1, 2013. Please let me know if you have any questions.

Note: According to IRS Policy, any reimbursement of travel expenses may be taxable to students whether it is reported by UC. Any taxable portion is self-reported by the student.
Siddall Fund Application

Siddall funds are available to help students advance their research and professional development. All expenses must be approved by both the departmental doctoral program coordinator as well as the college doctoral program director before the student incurs the expense.

Student Information

Name __________________________ Email __________________________
Department __________ Phone __________ M # __________
Year in School ________
Have you previously received Siddall funding this academic year? ________
If so, please list amount: __________
Note: Students may request up to $2500 of Siddall support per academic year, with a maximum of $1000 per conference trip.

Reason for funding request: ____________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Estimated expenses: ________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Note: If requesting funding for travel, please fill out a travel authorization form as well.
www.uc.edu/content/dam/uc/qf/financialpolicies/Docs/forms/travauth.pdf

Student Signature __________________________ Date ______________________

Departmental Doctoral Coordinator Approval:

Faculty name __________________________
Comments: ________________________________________
______________________________________________________________________
______________________________________________________________________

Faculty Signature __________________________ Date ______________________

College Doctoral Program Director Approval:

Amount Approved $ __________________________

Doctoral Program Director __________________________ Date ______________________

Submit this completed form with all receipts to Debbie Schildknecht.
Policy Title: Student Travel

Policy Number: 1.10.2

Effective Date: 10/01/2012

Prior Effective Date: mm/dd/yyyy

Enabling Act(s): International Traffic in Arms Regulations (22 C.F.R. Section 120-125)
Export Administration Regulations (15 C.F.R. Section 730-774)
Homeland Security Act (PL 107-296)
University Rule 10-30-01: Export Controls in Sponsored Research
Internal Revenue Service (IRS)
U.S. Department of Education (USED)
Student Assistance General Revisions (34CFR 668.5, 668.4, 668.21, 668.32, 668.39)

Policy Owner:
Sr. VP for Academic Affairs & Provost
Sr. VP for Administration and Finance
VP for Student Affairs

Responsible Office(s):
UC International
General Counsel
Risk Management and Insurance
Student Activities and Leadership Development

Background

The University of Cincinnati understands the need for enrolled students to travel as a part of their academic and extracurricular activities. Because the university is committed to becoming a more international institution in all of its many activities, including teaching, research, and service, it is understood that such travel will frequently be international to both traditional as well as more remote locations. All travel entails some degree of risk, but travel to some locations may involve more risk than others. This policy establishes guidelines and expectations that students must follow while on university-sanctioned or funded travel and has been adopted to better safeguard UC’s undergraduate, graduate, and professional students with regards to insurance coverage, evacuation, and emergency services, and to avoid personal and institutional liability for noncompliance with applicable law, including export control laws, Title IV, and related laws.

Definitions

Group travel – for purposes of this policy group travel is defined as three or more students.

Registered university student organization – a group of University of Cincinnati students who unite to promote or celebrate a common interest and are registered with the Office of Student Activities and Leadership Development as a UC student organization.

Travel monitor – a faculty or staff member or designated student organization member responsible for obtaining contact and other relevant information for each student traveler, providing the appropriate offices with such information and arranging a pre-travel planning meeting to discuss emergency procedures. Travel monitors are required...
for all student travel beyond 100 miles of the UC campus of departure or overnight group travel as described in this policy. Travel monitor is not required to travel with student(s).

Policy

Students, faculty and staff will have six months from the effective date of this policy to comply with the rules and procedures noted herein.

Scope

This policy applies to all student travel beyond 100 miles of the UC campus of departure or overnight group travel undertaken by enrolled students for academic credit as part of a student's course of study or degree program, as well as to travel with no associated credit but officially sponsored by the university, including the following:
- Sanctioned by a registered university student organization, club sport, or department
- Required team or group travel
- Fully or partially funded by the University of Cincinnati
- Required for a course or class (academic credit issued)

This policy does not cover student travel to athletic and other events as a spectator unless the travel is sponsored by the university, student organization or for academic credit. Nor does this policy apply to NCAA student athletics travel, which is regulated under NCAA rules and regulations.

General Rules and Expectations

Students participating in travel officially sponsored by the university are required to comply with the standards set forth in the University of Cincinnati Student Code of Conduct and with applicable university policies, procedures, rules and regulations.

Travel sponsored by a student organization must be consistent with the organization’s mission and constitution. Travel should be planned so as not to create any interference with academic responsibilities.

Each student must complete and submit the Student Travel Authorization Form and obtain all required signatures prior to commencing travel.

Students traveling outside of the United States are required to register with UC International and agree to abide by its rules and regulations, which include reading and understanding all aspects of this policy related to international travel (see below).

To comply with federal regulations university-funded student travel associated with academic credit must be processed as a financial aid award via the E160. The awarding
department may process the E160 as a non-financial aid award only when student travel is not related to course or class work that results in academic credit.

Any university funding provided to a student traveling as an employee must be processed in accordance with the Travel Expenses Policy (2.1.6) and reimbursed through Accounts Payable.

Travel Monitor

All overnight group travel covered by this policy must be monitored by a faculty or staff member of the sponsoring unit or by a student organization representative.

The travel monitor is required to obtain itinerary details and contact information from each student traveler using the Student Travel Group Contact Information Form for domestic travel, or via the forms provided by UC International for international travel. Other forms are permitted if they provide, as a minimum, the same information. The travel monitor is required to leave a copy of the itinerary and contact information with the faculty or staff advisor or with the sponsoring department. The travel monitor is also required to arrange a pre-travel meeting with the student travelers to plan how they will handle emergency situations.

Rules and Expectations for Students Traveling Internationally

Students traveling abroad on university-administered and university-approved programs or for academic credit, and students participating in university-sponsored non-credit international programs, may travel to all locations that are not on the U.S. State Department List of Current Travel Warnings.

Students are required to complete five (5) forms, which must be returned to UC International Programs (see Forms, below):

1. Education Abroad Emergency Information Form
2. Health Insurance Form
3. Student Health/Emergency Treatment Authorization Form
4. International Student ID Card (ISIC) Form (or show evidence of comparable emergency and travel insurance coverage)
5. Education Abroad Program Agreement Form, including the Statement of Responsibility and Authorization to Participate in the University of Cincinnati Education Abroad Program and Assumption of Risk, Waiver and Release of Liability and Indemnification.

Students who plan to travel abroad are expected to consult the U.S. State Department List of Current Travel Warnings and to explore other sources of information in arriving at their own judgment with respect to the level of risk involved with said travel. Students who are travelling to countries which are sanctioned or embargoed by the U.S. Treasury Department Office of Foreign Asset Control must clear their travel plans with the Office
of General Counsel to ensure that any required approvals or licenses are in place prior to departure.

Students who intend to take equipment or software abroad should visit the institution’s Export Controls website (see Related Links) to familiarize themselves with U.S. export control laws and regulations and determine if they are in compliance. Students are also encouraged to contact the Export Control Team at (513) 558-ISEC or via e-mail.

Students who wish to travel to countries that appear on the US State Department List of Current Travel Warnings must request an exemption by appeal to the International Travel Oversight Committee (ITOC) (see Forms). The ITOC decisions are final.

If the ITOC approves an exemption for a student under 18 years of age, then the university may require that student’s parents to sign if the university determines for each such student that, under the totality of the circumstances, the student’s travel could present a threat to the safety or health of that student or others.

If a student chooses to go to a location on the Travel Warning List without an exemption from the policy, they may not participate in a university-sponsored program, receive support from the university, or receive credits (including transfer credits) from the overseas program.

Students may request exemption from the requirement to purchase the International Student ID Card (ISIC) card for supplemental emergency and travel insurance by providing UC International Programs with evidence of comparable coverage.

Emergency Procedures

Students and travel monitors will be familiar with UC’s Student Related Critical Incidents Response Policy (4.1.1), and will follow procedures outlined in that document in case of an emergency while traveling.

UC International will be the first source of information to be consulted in case of a health emergency, natural disaster, or civil unrest in an international location that requires assistance or evacuation.

Noncompliance

A traveler's failure to comply with this policy may jeopardize the university's ability to provide emergency services, could jeopardize the receipt of academic credit or degree, and could result in substantial penalties under applicable law. In addition, a faculty or staff member's failure to comply with this policy could result in disciplinary action up to and including termination. A student's failure to comply with this policy could result in a disciplinary process as outlined in the Student Code of Conduct, regardless of any action by other authorities including city or state police, or local, state, or federal courts.
Procedures and Resources

1. **Travel Authorization Form.** All student travelers must complete a Travel Authorization form (see Forms), as per Policy 2.1.6 if the travel is university sponsored or approved. If students are travelling as a group, a list of all student travelers may be used to complete the form. The individual who approves the Travel Authorization shall forward a copy of any Travel Authorization form that involves international travel to UC International at ML 0540.

2. **Student Travel Decision Tree.** If the Student Travel policy applies to a student's travel, use the Decision Tree to decide which forms and procedures are required.

3. **Travel Advisories and Restrictions.** U.S. State Department travel warnings, Treasury Department travel restrictions and other resource information may be found at the website of UC International. No person shall be required to travel to a location on the list of Current Travel Warnings.

4. **Insurance.** International Student ID Card (ISIC) Form (or show evidence of comparable emergency and travel insurance coverage) (see Forms).

5. **Export Control Regulations.** Student travelers who intend to take equipment or software abroad must check with the UC Information Security website regarding Export Controls (see Related Links) to ensure that they are in compliance with Federal export control regulations.

6. **Financial Aid Forms.** Appropriate financial aid forms must be completed.

7. **Travel Monitor Guide.**

*Organizational units may institute policies more, but not less, restrictive than this policy (1.10.2) if desired.*

Related links:

- Centers for Disease Control Travelers' Health
- Emergency Contact Information Card Template (Sample)
- Financial Aid
- OFAC Sanctions Programs
- Student Code of Conduct
- Student Related Critical Incidents Response Policy
- Student Travel Decision Tree
- Student Travel Resources and FAQ (in development)
- Travel Expenses Policy
- UC Export Controls
- UC International
- U.S. Department of Education

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U.S. Internal Revenue Service
U.S. State Department List of Current Travel Warnings

Forms (for travel associated with academic credit):

Student Travel Authorization Form (individual travelers)
Student Travel Group Authorization & Contact Form
Student Travel Group Budget Form
Student Travel Monitor Guide
UC International Orientation Guide & Forms contains forms:
- Education Abroad Emergency Information Form
- Education Abroad Program Agreement: Assumption of Risk, Waiver and Release of Liability, and Indemnification Form
- Health Insurance Form
- International Student ID Card (ISIC) Form
- Statement of Responsibility and Authorization to Participate in the University of Cincinnati Education Abroad Program
- Student Health/Emergency Treatment Authorization Form
- Time Away Form
UC International Travel Exemption Form (link forthcoming)

Forms (for non-academic credit travel):

Student Travel Authorization Form (individual travelers)
Student Travel Group Authorization & Contact Form
Student Travel Monitor Guide
UC International Orientation Guide & Forms contains forms:
- Education Abroad Emergency Information Form
- Education Abroad Program Agreement: Assumption of Risk, Waiver and Release of Liability, and Indemnification Form
- Health Insurance Form
- International Student ID Card (ISIC) Form
- Statement of Responsibility and Authorization to Participate in the University of Cincinnati Education Abroad Program
- Student Health/Emergency Treatment Authorization Form
- Time Away Form
UC International Travel Exemption Form (link forthcoming)

Phone Contacts:

Department of Student Life 556-5250
Export Control Team 558-4732
Financial Aid 556-1000
Office of General Counsel 556-3483
Office of Risk Management and Insurance 584-5042
Sponsored Research Services 556-1470

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Student Travel Policy. Page 6 of 7
Student Activities and Leadership Development 556-6115
UC International 556-4278
Organizational/academic unit
Effective March 1, 2010, Accounts Payable does not use a funds reservation to make payments directly to a vendor for common carrier transportation or registration fees.

The following options are available to prepay travel expenses associated with common carrier transportation and registration fees.

- **Common Carrier Transportation** *(e.g., airfare) and Registration Fees* *(e.g., conference/seminar/workshop)*
  
  - P-card *(preferred method)*
  
  - Personal funds payment with reimbursement **prior** to the trip. Submit an A113 *(Travel Expense Report) and original receipts for the airfare and/or registration fees to AP along with an approved travel authorization if the travel is overnight. In addition, the reimbursement(s) prior to the trip must be reflected as a prepayment on the A113 submitted **following** the travel. **Note:** if a traveler does not submit an A113 for reimbursement of airfare and/or registration fees prior to the trip, those expenses can be reimbursed following the travel on the final A113.

  - Direct payment to the vendor by Accounts Payable for **registration fees**. Submit an A114 and completed registration materials to AP along with an approved travel authorization if the associated travel is overnight.

Note that organizational units may still use a funds reservation number as part of a budget account string on the A113/A114, however, **there is no need to submit a copy of the funds reservation to AP.**
Per Diem Rates

Rates are set by fiscal year, effective October 1. Find current rates in the continental United States (CONUS Rates) by searching below with city and state (or ZIP code), or by clicking on the map. Find previous rates by selecting year in the pullown and clicking on the map.

SEARCH BY CITY, STATE OR ZIP CODE (current fiscal year)

Enter your city: __________________________ Enter your ZIP Code: __________________________ Find Per Diem Rates

SEARCH BY STATE

Find Rates for: Fiscal Year 2013 (Current Year)

The Department of Defense sets rates for:

The State Department sets Foreign rates, Visit State Dept Site>

QUESTIONS:

For all travel policy questions, e-mail travelpolicy@gsa.gov

The shortcut for this page is www.gsa.gov/perdiem.
Conduct, rights and responsibilities: student code of conduct.

(A) Introduction

(1) Preamble

(a) The Student Code of Conduct ("SCOC") is intended to provide broad guidance in identifying and discouraging behavior that conflicts with the building of a strong and just community that respects and protects the diverse interests and goals of all students, all student organizations, and the university of Cincinnati's mission "to provide the highest-quality learning environment, world-renowned scholarship, innovation and community service, and to serve as a place where freedom of intellectual interchange flourishes."

(b) The SCOC is administered consistently with the university's policy entitled "Conduct, rights and responsibilities: Statement of student conduct, policies and procedures," rule 3361:40-5-03 of the Administrative Code. Paragraph (A)(1)(b) of that rule states: "In a university, the paramount value involved in student conduct should be self-governance with each student bearing the responsibility for his/her own behavior. Although it is thus assumed that students are mature and responsible individuals and that the university does not occupy a parental role, formal disciplinary sanctions nonetheless may be imposed whenever student conduct interferes with the university's duty to afford its members an opportunity to attain educational and other stated institutional objectives. In pursuance of the goals of the university, disciplinary policies, procedures, and standards should be primarily educational rather than punitive in nature and should be consistent with both the customs of a free society and the nature and function of an institution of higher learning."

(c) The authority for the SCOC is contained in rule 3361:40-5-04 of the Administrative Code and section 3345.21 of the Revised Code. The university may proceed through the
disciplinary process as outlined in the SCOC, regardless of any action by other authorities including city or state police, or local, state, or federal courts.

(d) Ten representatives of the administration, faculty and students constituting a SCOC review committee provide a democratic mechanism for the review of student conduct standards, as required by rule 3361:40-5-03 of the Administrative Code.

(e) It is each student’s responsibility to know and comply with the university’s SCOC and other rules and policies of the university of Cincinnati. The provisions of the SCOC are not to be regarded as a contract between the university and the student. The university reserves the right to change the SCOC at any time during the student’s term of enrollment, but no ex post facto rule of misconduct will be applied.

(f) It is the university’s responsibility to make reasonable efforts to make the SCOC available for students. Toward that end, the division of student affairs and services will regularly circulate the SCOC along with other rules, regulations, and policies, which directly affect students at the university of Cincinnati. The SCOC will be available for review in the following locations: the office of the university ombuds, the university judicial affairs office, and the university web page.

(2) Charter of student rights and responsibilities

(a) Application of the SCOC shall be consistent with rule 3361:40-5-01 of the Administrative Code. Paragraph (A) of that rule states: “Students are members of society as well as members of the academic community. As members of society, students have the same responsibilities as other members of society and enjoy the same freedom of speech and peaceful assembly, and the right of petition that other members of society enjoy. As members of the academic community, they shall have the rights and be subject to the responsibilities which accrue to them by virtue of this membership. Institutional authority shall not be employed
to inhibit such intellectual and personal development of
students as is often promoted by the exercise of their rights
and responsibilities both on and off the campus.”

(b) Paragraph (D) of rule 3361:40-5-01 states: “Students shall
be free from unreasonable searches and seizures by
university personnel.”

(c) The first sentence of paragraph (E) of rule 3361:40-5-01
states: “Students shall be responsible for maintaining
established standards of scholarship and conduct essential
to the educational mission and community life of the
university.”

(3) Jurisdiction

The university of Cincinnati reserves the right to take reasonable
action to engage conduct that undermines, interferes with, or
obstructs the safety and security of the university community or
that adversely affects the integrity or interests of the educational
mission or functions of the university.

(a) Students

(i) Undergraduate and graduate students who violate
the SCOC shall be subject to appropriate
disciplinary sanctions. Law and medical students
are only subject to their respective honor codes for
conduct covered under such codes. Conduct not
covered under such codes shall be subject to the
SCOC. All other colleges with licensure or
professional codes governing conduct shall adhere
to the procedural requirements of this SCOC.

(ii) By admission to or attendance at the university, a
student accepts the responsibility to comply with
the SCOC and the rules and policies of the
university of Cincinnati. The term “student” as
used in the SCOC means an individual who has
been accepted for admission to the university,
registered for classes, enrolled at the university, or
otherwise entered into any other relationship with the university to take or audit instruction and is pursuing undergraduate, graduate, or professional studies either on a full- or part-time basis. Student status lasts until an individual graduates, withdraws from the university, is dismissed, or is not in attendance for two complete quarters.

(b) On and off campus behavior

(i) The SCOC applies to student conduct that occurs on campus or on university owned, leased, or controlled premises. University campuses include university of Cincinnati uptown campus, college of engineering and applied science, Raymond Walters college, Clermont college and UC East – UC Clermont college.

(ii) The SCOC applies to off-campus conduct under the following circumstances:

(a) when the student is on academic assignment, attending a university event or an event of a registered student group, or acting as a representative of the university at an off-campus event; or,

(b) when the university is notified by an arresting or prosecuting authority of misconduct within 2600 feet of any university campus resulting in a police report being filed, an arrest being made, summons being issued, or an indictment being returned against the student including but not limited to: a crime of violence as defined by division (A)(9) of section 2901.01 of the Revised Code; for corrupting another with drugs as defined by section 2925.02 of the Revised Code; for trafficking in drugs or aggravated trafficking in drugs as defined by section 2925.03 of the Revised
Code; for underage persons offenses concerning as defined by section 4301.69 of the Revised Code; for opened container of beer or intoxicating liquor prohibited at certain premises as defined by section 4301.62 of the Revised Code; for purchase of beer or intoxicating liquor by persons under twenty-one as defined by section 4301.63 of the Revised Code; for prohibition against consumption of beer or intoxicating liquor in motor vehicle as defined by section 4301.64 of the Revised Code; for disorderly conduct as defined by section 2917.11 of the Revised Code; for resisting arrest as defined by section 2921.33 of the Revised Code; for possession of controlled substances as defined by section 2925.11 of the Revised Code; or, for violating substantially equivalent laws of other jurisdictions.

(iii) The university also reserves the right to take disciplinary action for conduct that occurs beyond the 2600 feet boundary only when the student, in the university’s sole judgment, poses an obvious threat of serious harm to any member of the university community.

(c) Riotous behavior

(i) Section 3333.38 of the Revised Code focuses on the riotous behavior of students on and around university campuses. The law has two separate penalty provisions—denial of financial aid and expulsion.

(ii) Regarding financial aid, division (B) of section 3333.38 of the Revised Code generally provides that an individual who is convicted of, pleads guilty to, or is adjudicated a delinquent child for committing aggravated riot, riot, failure to disperse,
or misconduct at an emergency, shall be ineligible to receive any student financial assistance supported by state funds for two calendar years from the time the individual applies for financial assistance.

(iii) Regarding expulsion, division (C) of section 3333.38 of the Revised Code generally provides that a student who is convicted of, pleads guilty to, or is adjudicated a delinquent child for committing aggravated riot or riot, shall immediately be dismissed from the university. Moreover, no Ohio public university or college shall admit an individual who has been convicted of either aggravated riot or riot for one academic year after the individual applies for admission.

(iv) Action taken as a result of section 3333.38 of the Revised Code does not limit or affect the university of Cincinnati’s ability to otherwise discipline students under the SCOC.

(d) Division of student affairs and services

(i) If it is not self-evident whether an alleged violation constitutes academic or nonacademic misconduct, the dean of the student’s home college or designee and the dean of students/AVP for student life or designee shall confer to determine whether the matter shall be handled as academic or nonacademic misconduct, and shall notify the appropriate administrator and all parties.

(ii) Without unnecessary delay from the date of discovery of the alleged offense, all nonacademic misconduct shall be reported to the office of university judicial affairs (“OUJA”) and all instances of academic misconduct shall be reported to the college conduct administrator as well as to the OUJA.

(iii) At the start of each academic year, the vice
president for student affairs and services will appoint a university appeals administrator ("UAA").

(iv) When a student organization is charged with a violation of the SCOC, the director of student activities and leadership development or the appropriate administrators at Raymond Walters college, Clermont college, UC East – UC Clermont college or the college of engineering and applied science will consult with the appropriate student organizations and activities governing board to determine whether the case should be referred to the appropriate governing body or handled administratively and whether specific individuals should be referred for disciplinary action under the SCOC.

(e) Academic divisions: baccalaureate & graduate education and health affairs

(i) Each college dean shall appoint a college conduct administrator ("CCA") who shall be responsible for the administration of undergraduate academic misconduct procedures. The head of each graduate program or CCA will oversee the administration of academic misconduct procedures for graduate students in that graduate program. Undergraduate program directors may have departmental responsibility for advising instructors and students with misconduct issues.

(ii) Any case involving academic misconduct shall originate with the instructor in whose course the alleged misconduct occurred. The instructor will report sanctions for academic misconduct to the CCA who will report that misconduct to the CCA of the student’s home college and to the OUJA. College hearing panels (each a "CHP") make disciplinary recommendations to the college dean, except in cases of dismissal from the university which must be approved by the senior vice president.
for academic affairs and provost.

(4) Procedural overview

(a) Timelines

All listed timelines (i.e., fifteen days, forty-eight hours) exclude weekends, holidays, and term breaks when the university is not in session.

(b) Notification

All written notices to students shall be considered received upon delivery to a student’s current local or permanent address on record with the university, by United States or campus mail, by bearcat on-line electronic messaging with delivery notification, or to the student in person. Such notice shall be deemed adequate unless the student shows just cause why the receipt of notice substantially impaired his or her ability to prepare for any hearing. It is the responsibility of the student to have his or her current local address on record with the university.

(c) Standard of proof

The standard of proof used to determine whether a student has violated the SCOC shall be based on a preponderance of evidence.

(d) Diminished capacity

Being under the influence of drugs or alcohol will not diminish or excuse a violation of the SCOC.

(e) Sanctions for violations

A student found to have violated the SCOC will be subject to sanctions ranging from university disciplinary academic action to university disciplinary dismissal. More than one sanction may be imposed for a single violation. A single act may constitute a violation of more than one regulation.
(f) Disciplinary records file

All disciplinary records and files, including those resulting in a finding of "responsible," are maintained in the OUJA for a period of six years from the date of resolution. Records relating to a disciplinary action for academic misconduct are maintained by the director of the OUJA and CCAs as educational records separate from a student's academic record and are subject to the protections and release provisions by the Family Educational Rights and Privacy Act (FERPA) of 1974 as it may be amended from time to time.

(g) Home college

The home college is the college in which the student is matriculated at the time of the alleged misconduct.

(h) Withdrawal

If a student withdraws from the university before a disciplinary process has been completed, the process may proceed in the absence of the student and a block may be placed on the student's future registration requiring that the disciplinary action would have to be completed before the student would be allowed to register again.

(i) Refund

In the event of a suspension or dismissal from the residence halls or university, the regular refund schedule outlined in university publications will apply.

(j) Policy on amnesty

The university community encourages the reporting of conduct code violations and crimes by victims, especially sexual misconduct. Sometimes, victims are hesitant to report such conduct to university officials because they fear that they themselves may be accused of policy violations,
such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report code violations to university officials. To encourage reporting, the university of Cincinnati does not charge victims with non-violent violations, such as unauthorized use of alcoholic beverages or drugs or narcotics, related to the incident. The university may impose educational responses rather than sanctions, in such cases, at the discretion of the department of student life.

(B) Academic misconduct

(1) Academic integrity and honor pledge

(a) In pursuit of its teaching, learning and research goals, the university of Cincinnati aspires for its students, faculty and administrators to attain the highest ethical standards defined by the center for academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility.” (www.academicintegrity.org/). Although not all students are subject to a college honor code or pledge, every student is bound by the academic misconduct provisions of this code which are enforced, in part, to assure academic integrity. When dishonest students cheat to gain unfair competitive advantage over other students, they cheat themselves out of a decent education.

(b) Some faculty members and academic units may require students before taking tests or when submitting assignments to sign a pledge. The pledge may contain language such as: “On my honor I pledge that this work of mine does not violate the University of Cincinnati Student Code of Conduct provisions on cheating and plagiarism.” Honor pledges serve primarily as a teaching tool; unless a college has a mandatory honor code, pledges are used at the discretion of the instructor without imposition of a disciplinary sanction for students who honestly do passing work but object to a signed affirmation. Alternative pledges
as well as information about the academic integrity campaign can be obtained from the OUJA and online at http://www.uc.edu/conduct.

(2) Academic misconduct definitions

(a) Aiding and abetting academic misconduct

Knowingly helping, procuring or encouraging another person to engage in academic misconduct.

(b) Cheating

Any dishonesty or deception in fulfilling an academic requirement such as:

(i) Use or possession of unauthorized material or technological devices during an examination, an "examination" meaning any written or oral work submitted for evaluation or grade.

(ii) Obtaining assistance with or answers to examination questions from another person with or without that person’s knowledge.

(iii) Furnishing assistance with or answers to examination questions to another person.

(iv) Possessing, using, distributing or selling unauthorized copies of an examination or computer program.

(v) Representing as one’s own an examination taken by another person.

(vi) Taking an examination in place of another person.

(vii) Obtaining unauthorized access to the computer files of another person or agency or altering or destroying those files.
(c) Fabrication

The falsification of any information, research statistics, lab data, or citation in an academic exercise.

(d) Plagiarism

(i) Submitting another’s published or unpublished work in whole, in part or in paraphrase, as one’s own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographic references.

(ii) Submitting as one’s own original work material obtained from an individual, agency, or the internet without reference to the person, agency or webpage as the source of the material.

(iii) Submitting as one’s own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

(3) Procedures for academic misconduct

Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue in the course without prejudice pending completion of the disciplinary process.

(a) Faculty-student resolution

(i) Allegation

(a) The original jurisdiction of any case involving academic misconduct shall be with the instructor in whose course the alleged misconduct occurred. An instructor who suspects a student of academic misconduct or receives a complaint alleging misconduct that raises suspicion may
consult the CCA to learn whether there is any record of prior academic misconduct. The instructor will inform the student verbally or in writing within ten days of discovering the misconduct and give the student five days to respond. If needed, the instructor may arrange a review meeting with the student, and both the student and the instructor may have an adviser at that meeting.

(b) If the student fails to respond within five days of notification, the instructor may impose a final academic sanction with a formal notice of action to the CCA and to the student. If the instructor takes no action within five days, the allegations shall be considered dismissed.

(ii) Notice

(a) Within three days of the student’s response or a meeting the instructor will notify the student in writing of the sanctions and the college hearing options. Failure on the assignment may be reported to the CCA at the discretion of the instructor and may not be disputed if the student admits responsibility. Failure for the course must be reported to the CCA.

(b) If the student fails to respond to the sanction notice within three days after responding or meeting with the instructor, the academic sanction is final.

(iii) Response to notice

(a) No later than three days from the time of the notice, the accused student shall notify the instructor in writing whether the student:
(i) Accepts responsibility to the violations and agrees to accept the sanctions;

(ii) Accepts responsibility but challenges a sanction; or

(iii) Denies responsibility and requests resolution by the College Hearing Panel ("CHP").

(b) If the student denies responsibility or challenges the sanction, the instructor will ask the CCA of the college in which the misconduct occurred to convene a CHP.

(c) If the student accepts responsibility and the sanction the instructor will notify the CCA of the college in which the misconduct occurred of how the matter was resolved and the action taken. The CCA will record that resolution and provide a copy to the director of the OUJA and to the CCA of the student's home college.

(b) College hearing panel resolution

(i) College hearing panel members

(a) When a faculty-student resolution is not possible, the CCA, without unnecessary delay, shall convene a CHP of the college in which the alleged misconduct occurred. The charge to this CHP shall be to investigate the alleged misconduct and to recommend appropriate sanctions.

(b) The CHP shall consist of: the hearing chair, one representative selected by the college faculty and one representative selected
either by the college tribunal or student government for undergraduates, or by the graduate college tribunals or graduate student governance association for graduate students. The hearing chair shall be the CCA. The hearing chair shall vote only in the event of a tie.

(c) Either the student charged or the instructor alleging misconduct may challenge participation of any panel member on the grounds of conflict of interest. Challenges must be submitted in writing to the hearing chair within three days after the parties have been notified of the panel composition. The challenge must specify reasons that would prevent the individual from being unbiased with respect to the hearing proceedings. The hearing chair shall decide whether the challenge has merit. If the challenge is granted, a substitute will be appointed and the same option to challenge shall exist. If the hearing chair is challenged, the dean of the college or his or her designee shall determine the validity of the challenge and either replace or retain the hearing chair.

(ii) Hearing participants

(a) Presence at hearings shall be restricted to those individuals involved except as otherwise noted.

(b) The student may elect to have an adviser present who may counsel, but not actively participate as a spokesperson or vocal advocate in the hearing. Students are required to notify the hearing chair 24 hours prior to the hearing if the adviser is an attorney. A student should select an advisor whose schedule allows attendance at the
scheduled date and time for the CHP resolution because delays will not normally be allowed due to the scheduling conflicts of an advisor.

(c) The university ombuds may be present as an observer.

(d) Witnesses are strongly encouraged to be present for hearings. However, if they are unable to attend, notarized statements may be submitted.

(e) If the student, faculty or staff member chooses not to attend the hearing, his or her written statements shall be reviewed at that time and evaluated based on the information available. No adviser may be present for any party who does not attend the hearing.

(iii) Hearing procedures

(a) The hearing chair and the CHP shall have the right to determine the acceptability of testimony and other evidence during the hearing and may place time limitations on testimony and on closing comments.

(b) When more than one student is involved in an allegation of misconduct, any involved student may request a separate hearing. Such requests shall be made to the hearing chair at least two days (48 hours) prior to the scheduled hearing.

(c) CHP hearings but not deliberations shall be recorded by the university. Any record of the hearing shall remain the property of the university. Either party may have post-hearing access to the recorded hearing. However, to maintain confidentiality,
students are not permitted an audio copy of the recorded hearing.

(d) The CHP may alter or recommend to the dean sanctions of a disciplinary reprimand, probation, suspension or dismissal.

(iv) Post-hearing procedures

(a) Within three days after the conclusion of the hearing, the hearing chair shall send the panel’s recommendation to the college dean and to the student. When students outside their home college are involved in an academic misconduct case, the hearing chair shall also forward a copy of the panel’s recommendation to each student’s home college dean or university dean within ten days after the hearing.

(b) Within five days after receipt of the panel’s recommendation, the dean of the college or his or her designee shall concur with, modify, or reject the panel’s recommendation and shall notify all parties in writing. Notification to the student shall include information about the appeal process and the name and address of the university appeals administrator. If the student does not file an appeal within five days, the decision of the dean shall be final.

(c) Records relating to a disciplinary action are maintained by the director of the OUIA and the appropriate college office as educational records separate from a student’s academic record and are subject to the protections and release provisions by the FERPA.

(4) Disciplinary sanctions for academic misconduct
Sanctions shall be imposed according to the severity of the misconduct. Multiple sanctions may be imposed should the behavior call for the imposition of a more severe penalty. In all cases, the university reserves the right to require counseling or testing of students as deemed appropriate. Definitions of disciplinary sanctions include the following:

(a) Academic action

Includes altering a grade or assigning a failing grade for the assignment, examination, or course.

(b) Disciplinary report reprimand

Notifies the student in writing that the misconduct and sanction will be recorded in a disciplinary file and if misconduct recurs may be taken into consideration in determining further sanctions.

(c) Probation

Imposes specific restrictions or places extra requirements on the student for a specified period. These may vary with each case and may include action not academically restrictive in nature, such as restriction from participation in college activities or other requirements. Disciplinary action should be consistent with the philosophy of providing constructive learning experiences as a part of the probation. A student may be required to meet periodically with designated persons. Any further misconduct on the student’s part during the period of probation may result in disciplinary suspension or dismissal.

(d) College or university suspension

Prohibits the student from attending the college or university. University suspension prohibits the student from being present on specified university owned, leased, or controlled property without permission of the sanctioning administrator or his or her designee for a specified period of time. The sanctioning administrator
shall determine the effective beginning and ending date of the suspension. Students placed on university disciplinary suspension must comply with all suspension requirements. A student seeking to attend the university after the conclusion of his or her suspension shall first request permission to re-enroll from the OUJA and then apply for readmission to his or her college.

(e) College or university dismissal

Permanently prohibits the student from attending classes in that college or permanently prohibits the student from re-enrolling at the university.

(f) Other disciplinary educational sanctions

Sanction designed to develop the student’s behavior. This includes service to the college and restrictions on the right of access to the college or university.

(C) Nonacademic misconduct

(1) Report nonacademic misconduct

All instances of alleged nonacademic misconduct shall be reported to the director of the OUJA. Any student found to have engaged in prohibited conduct, as defined in this SCOC, while within the university’s jurisdiction shall be subject to disciplinary action by the university.

(2) Nonacademic misconduct definitions

(a) Aiding and abetting misconduct

Helping, procuring, or encouraging another person to engage in nonacademic misconduct.

(b) Alcoholic beverages, unauthorized use

Possessing or consuming alcoholic beverages on campus in unlicensed facilities, except during events or in
circumstances authorized by university officials; failing to comply with state law or university policy regarding use, transportation, or sale of alcoholic beverages.

(c) Destruction of property

Damaging, destroying, defacing, or altering the property of the university or the property of another person or entity.

(d) Dishonesty and misrepresentation

Furnishing false written or oral information including false identification to university officials, faculty, or staff; forgery, alteration, or misuse of university documents or records.

(e) Disruption or obstruction

Disrupting, obstructing, or interfering with university functions, activities, or the pursuit of the university mission, including teaching, research, administration, or disciplinary proceedings.

(f) Disturbing the peace

Disturbing the peace of the university, including disorderly conduct, failure to comply with an order to disperse, fighting, or public intoxication.

(g) Drugs or narcotics

Manufacturing, distributing, buying, selling, offering for sale, or possessing any illegal drug or narcotic including: anabolic steroids, barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana. Proper use of substances as prescribed to a student by a physician is exempt.

(h) Failure to comply or identify

Failure to comply with the directions of a university official
or any law enforcement officer acting in the performance of their duties or posted or written rules; includes failure to evacuate during an emergency and failing to identify oneself to any of these persons when requested to do so.

(i) Failure to comply with sanctions

Failure to comply with sanctions imposed in accordance with the procedures described herein.

(j) False charges or statements

Making false charges or allegations including statements made at university judicial hearings.

(k) False report of emergency

Causing, making, or circulating a false report or warning of a fire, explosion, crime or other catastrophe or emergency; includes activating a false fire alarm.

(l) Harassment

Conduct that has the purpose or foreseeable effect of unreasonably interfering with an identifiable individual's work or academic performance or of creating an intimidating, hostile or offensive work or learning environment for that individual; includes conduct that violates either the institutional policy on sexual harassment (Administrative Memo #60) or the policy statement on discriminatory harassment (Administrative Memo #108). Both can be found at: 

(m) Hazing

Failure to comply with rule 3361:40-3-12 of the Administrative Code, or state law regarding hazing where hazing generally means any act which endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition
of continued membership in a group or organization.

(n) Identification, misuse of

Unauthorized transferring, lending, using or altering a university identification card or any other record or instrument of identification.

(o) Information technology, misuse of

Theft, misuse or illegal use of information technology such as computer hardware or software, electronic mail or information, podcasts, voice mail, telephone, fax, including:

(i) Unauthorized entry into a file to use, read or change the contents, or for any other purpose.

(ii) Unauthorized transfer or distribution of a file.

(iii) Unauthorized use of another individual’s identification and password.

(iv) Use of information technology to interfere with the work of another student, faculty member, or university official or with normal operations of the university.

(v) Use of information technology for unauthorized posting of copyrighted materials or obscenities.

(p) Law, violation of

Violation of any federal, state, or local law where the effect is interference with university activities or an identifiable individual’s university work or academic activities.

(q) Physical abuse or harm

Acts which cause or could cause physical harm to any person or to oneself are prohibited. Actions that threaten or
cause a person to believe that the offender may cause physical harm are also prohibited. Examples of prohibited behavior include sex offenses, assault, battery, stalking, telephone harassment, sexual assault, sexual harassment, rape, threats, intimidation, physical abuse of one’s self or another, verbal abuse, and any other conduct which threatens the health or safety of any person.

(r) Probation, violation of

Violating the SCOC while on university disciplinary probation or violating the specific terms of that probation.

(s) Property or services, unauthorized use

Unauthorized use or possession of property or resources of the university or of any person or entity.

(t) Public endangering

Actions endangering others, including: dropping objects from buildings, activating a false fire alarm, or tampering with safety equipment.

(u) Residence hall rules and regulations

Violating the terms and conditions of the university housing agreement or of published rules and regulations of the office of resident education and development, or the office of housing or its dining facilities.

(v) Retaliation, intimidation

Threats or acts of retaliation or intimidation made to another person in response to the implementation of the SCOC or university rules and policies.

(w) Safety equipment, misuse of

Unauthorized use or alteration of fire fighting equipment, safety devices, fire alarms, fire extinguishers or other
emergency safety equipment.

(x) Smoking policy

Violating the university smoking regulations set forth in rule 3361:10-17-06 of the Administrative Code. Paragraph (B)(1) of that rule states: "Effective January 1, 2006, smoking shall be prohibited inside buildings, athletic facilities, and vehicles owned, operated or leased by the university of Cincinnati. Smoking shall also be prohibited within twenty-five feet of all university building entrances, exits, air intakes and operable windows. Smoking shall not be permitted on any bridge, overpass or enclosed walkway." (www.uc.edu/trustees/rules).

(y) Theft or receipt of stolen property

Theft of property or services of the university or of any person or entity. Unauthorized possession of property known to be stolen or that may be identified as property of the university or of any person or entity.

(z) Trespass and unauthorized access

Unauthorized access into or onto any university building, room, structure or facility, or property of the university or any other entity.

(aa) University keys, misuse of

Unauthorized use, distribution, duplication or possession of any keys issued for any university building, laboratory, facility, room, or vehicles.

(bb) University policies or rules

Any violation of published university Rules or Policies. University Rules can be found at: http://www.uc.edu/trustees/rules/. University Policies can be found at: www.uc.edu/about/policies/default.html.
(cc) Weapons

Use, storage, or possession of a firearm, explosive device of any description, ammunition or anything used to threaten, harm, or disrupt the university community including but not limited to, firecrackers, compressed air or spring activated guns, pellet guns, BB guns, paintball guns, water guns, nurf guns and knives of any type or items deemed threatening by the university.

(3) Hearing procedures for nonacademic misconduct

(a) Complaint and notice

(i) Complaint

Any person, department, organization or entity may file a complaint with the OUJA alleging a violation of the SCOC by a student. Complaints filed against a student organization shall be filed in the office of student activities and leadership development. The OUJA, upon receipt of a citation by the university of Cincinnati police department or Cincinnati police department, may initiate a complaint on its own.

(ii) Notice

After reviewing a complaint, the director of the OUJA or designee initiates the disciplinary process by giving the student written notice of the alleged violations. The written notice shall describe the day, time, and location of the alleged violations and inform the student about the reported circumstances underlying the alleged violations. The notice shall state the date, time, location of the procedural review, and the name of the review administrator.

(iii) Procedural review

(a) The purpose of the procedural review is to
review the alleged violations, provide an explanation of the disciplinary process, discuss the student's options, and advise the student of the review administrator's recommended sanctions for the alleged violations. The accused may elect to have an adviser present who may counsel but not actively participate as a spokesperson or vocal advocate in the proceeding. The accused student is required to notify the review administrator 24 hours prior to the procedural review if the adviser is an attorney.

(b) Procedural reviews may be rescheduled at the discretion of the review administrator.

c) If an accused student fails to appear at the procedural review, the director of the OUJA may schedule an administrative review committee (ARC) hearing.

d) Notwithstanding the provisions above, the director of the OUJA may schedule an ARC without conducting the procedural review.

(iv) Selection of hearing option

(a) No later than three days from the review administrator's written notice of the recommended sanction, the accused student shall notify the review administrator in writing whether the student:

(i) Admits responsibility to the violations and agrees to accept the sanctions imposed by the review administrator; or

(ii) Admits responsibility but disputes the proposed sanction and requests
that the sanction be determined by an ARC; or

(iii) Denies responsibility and requests a hearing before an ARC.

(b) If the accused student fails to notify the review administrator of the option selected within three days of the procedural review, an ARC hearing will be scheduled.

(c) The OUJA encourages students charged in the same incident and who choose to have an ARC Hearing, to have their cases consolidated. The OUJA reserves the right to require consolidation of hearings.

Resolution by administrative review committee hearing

(i) ARC members

(a) The hearing chair shall be the director of the OUJA or the director’s designee.

(b) The committee shall consist of the hearing chair, two faculty or staff selected from the ARC pool, and four undergraduate student representatives selected from the ARC student pool for undergraduate cases or two graduate students selected from the ARC student graduate pool for graduate cases.

(c) The ARC pool shall consist of twelve faculty and staff selected by the director of the OUJA in consultation with faculty senate or academic colleges, no fewer than ten student representatives selected by the OUJA in consultation with student government, and no fewer than four graduate or professional students selected by the OUJA in consultation with the graduate
student governance association.

(d) A quorum is present for undergraduate cases when the hearing chair, one faculty or staff, and three student representatives are present. A quorum is present for graduate cases when the hearing chair, one faculty or staff, and two student representatives are present. The hearing chair will only vote in the case of a tie by the committee.

(e) The complainant or accused may challenge participation of any committee member on the grounds of conflict of interest. Challenges must be submitted in writing to the hearing chair within three days of notice of the committee composition. The challenge must specify reasons that would prevent the individual from being unbiased with respect to the hearing proceedings. The hearing chair shall decide whether the challenge has merit. If the challenge is granted, a substitute will be appointed and the same option to challenge shall exist. If the hearing chair is challenged, the dean of students/AVP for student life shall determine the validity of the challenge and either replace or retain the hearing chair.

(ii) Hearing participants

(a) Presence at hearings shall be restricted to the complainant and accused involved except as otherwise noted. The ARC hearing shall be closed to the public.

(b) The complainant and accused may elect to have an adviser present who may counsel but not actively participate as a spokesperson or vocal advocate in the hearing. The complainant and the accused
are required to notify the hearing committee chair 24 hours prior to the hearing if the adviser is an attorney. A student should select an advisor whose schedule allows attendance at the scheduled date and time for the ARC hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

(c) The university ombuds may be present as an observer.

(d) If either party chooses not to attend the hearing, his or her notarized written statements shall be reviewed and evaluated based on the information available.

(e) Witnesses are strongly encouraged to be present for hearings. The hearing chair, in consultation with the ARC, reserves the right to limit the number of witnesses. Witnesses shall be present only when giving testimony. However, if they are unable to attend, notarized statements may be submitted.

(f) The hearing chair reserves the right to make appropriate accommodations to secure the safety and comfort of all witnesses during a judicial proceeding.

(g) If the hearing chair elects to accept a witness's notarized written statement in lieu of in-person testimony, the identity of the witness and his or her statements shall be fully disclosed to the other party and they shall be given the opportunity to respond to such statements.

(iii) Hearing procedures
(a) Committee hearings shall be recorded by the university. Committee deliberations shall not be recorded. Any record of the hearing shall remain the property of the university. Either party may have post-hearing access to the recorded hearing. However, to maintain confidentiality, students are not permitted an audio copy of the recorded hearing.

(b) The hearing chair, in consultation with the ARC, shall have the right to determine the acceptability of testimony and other evidence during the hearing, and may place time limitations on testimony and on closing comments.

(c) The accused and the complainant shall have the right to submit evidence and written questions to be asked of all adverse witnesses who testify in the matter. The hearing chair, in consultation with the ARC, has the right to review and determine which written questions will be asked.

(d) Both sides shall be given an opportunity to present a closing statement. At the close of the hearing, the ARC shall deliberate privately to determine whether the accused violated the SCOC.

(iv) Post-hearing procedures

(a) The ARC will seek to reach consensus in adjudicating cases. In the event there is no consensus, a majority vote will determine the outcome. In the event of tie votes, the hearing chair will render a vote.

(b) The hearing chair shall send the ARC's final recommendation to the dean of students/AVP for student life and to the
student within three days after the hearing.

(c) Within three days after receipt of the ARC's recommendations, the dean of students/AVP for student life shall provide written notice to all parties and the director of the OUJA of the decision to:

(i) concur,

(ii) modify sanction or,

(iii) send back to the ARC for further review and recommendation.

(d) If the student does not appeal a sanction within five days, the sanctions approved by the dean of students/AVP for student life shall take effect.

(e) Records relating to a disciplinary action are maintained by the director of the OUJA as educational records and are protected by FERPA.

(f) Upon written request, victims of violent crimes, as defined in the section 2901.01 of the Revised Code, may be informed of results of the campus disciplinary proceedings.

(4) Sanctions for nonacademic misconduct

(a) Sanctions shall be imposed according to the severity of the misconduct. Multiple sanctions may be imposed should the behavior call for the imposition of a more severe penalty. In all cases, the university reserves the right to require counseling and testing of students as deemed appropriate. The university may impose interim restrictions (i.e., cease and desist, restriction from dining halls, residence halls or specific buildings, no contact) to protect the rights and
ensure the safety or address the concerns of students, staff, faculty, and the university community.

(b) Implementation of sanctions is immediate or as defined.

(c) Alcohol or drug possession disclosure

(i) The university of Cincinnati may notify the parents or guardians of any student who is under the age of 21 and who has been found to be in violation of the SCOC with respect to any federal, state, or local law or university policy governing the use or possession of alcohol or a controlled substance.

(ii) Students will receive copies of notification letters sent to their parents or guardians.

(iii) The university also reserves the right to make any other parental disclosures as permitted by FERPA.

(d) Definitions of disciplinary sanctions include the following:

(i) University disciplinary reprimand

Notifies the student in writing that his or her behavior is unacceptable and that any other violation may warrant further sanctions.

(ii) University disciplinary probation

Imposes specific restrictions or places extra requirements on the student for a specified period. These may vary with each case and may include restrictions related to participation in intercollegiate athletics, extracurricular and residence life activities. Such restrictions may also involve other requirements not academically restrictive in nature. They should be consistent with the philosophy of providing constructive learning experiences as a part of the probation. A student may be required to meet periodically with designated persons. Any
further misconduct on the student's part during the period of probation may result in disciplinary suspension or dismissal.

(iii) University disciplinary suspension

Prohibits the student from attending the university and from being present without permission of the director of the OUJA or his or her designee on any university owned, leased, or controlled property for a specified period of time. University disciplinary suspensions shall have effective beginning and ending dates. Students placed on university disciplinary suspension must comply with all suspension requirements. A student seeking to attend the university after the conclusion of his or her suspension shall first request permission to re-enroll from the OUJA.

(iv) University disciplinary dismissal

Permanently prohibits the student from attending the university and from being present, without permission, on any university owned, leased, or controlled property.

(v) Other disciplinary educational sanctions

Sanctions designed to develop the student's behavior include: service to the university or university community; restrictions on the right of access to campus facilities, events, and student organizations; restitution for damage or expenses caused by the misconduct; and referral for psychological or psychiatric evaluation or other educational or developmental programs.

(vi) Interim or emergency suspension

(a) An interim or emergency suspension is an interim action, effective immediately,
designed to prohibit the presence of the student on campus and participating in any university-related activities, registered student organization activities, and academic coursework until the student’s disciplinary case can be resolved in accordance with prescribed disciplinary procedures. Such action shall be taken when the vice president for student affairs and services or his or her designee has reasonable cause to believe that the student’s presence on university owned, leased, or controlled property or at a university-related or registered organization activity poses a substantial threat to the health or safety of others or to property. An interim or emergency suspension begins immediately upon written notice by the vice president for student affairs and services or designee and restricts a student’s physical access to campus if deemed necessary in order to:

(i) Maintain order on university property and campuses.

(ii) Preserve the orderly functioning of the university and the pursuit of its mission.

(iii) Stop interference in any manner with the rights of citizens while on university owned, leased, or controlled property, while on professional practice assignment or while representing the university.

(iv) Stop actions that threaten the health or safety of any person including oneself.

(v) Stop actions that destroy or damage
property of the university or of any member of its community.

(b) Interim or emergency suspension may be imposed pending the application of the disciplinary process. A disciplinary hearing shall be scheduled by the university without undue delay. The student may, within three (3) business days of the imposition of the suspension, petition the vice president for student affairs and services for reinstatement. The petition must be in writing, and must include supporting documentation or evidence that the student does not pose, or no longer poses, a significant risk of substantial harm to the health or safety of others or to property. A hearing on such petition will be conducted without undue delay by the vice president for student affairs and services or his or her designee. The purpose of this hearing will be to determine if the interim suspension shall remain in effect, be modified, or be revoked pending a disciplinary hearing.

(5) Sanctioning of student organizations

(a) When a student organization is charged with a violation of the SCOC, the director of student activities and leadership development or the appropriate administrators at Raymond Walters college, Clermont college, UC East – UC Clermont college and the college of engineering and applied science will consult with the appropriate student organizations and activities governing board to determine whether the case should be referred to the appropriate governing body or handled administratively. They may also determine that specific members or officers of the organization should be referred for disciplinary action under the SCOC procedures.

(b) Student organizations in violation of SCOC shall be subject to sanctions including termination of university
registration, restriction on or suspension of the use of university facilities or services, suspension of the privilege to sponsor fundraising events, the loss of university funds, and restitution for damage. These sanctions may be imposed by the student organization's governing board or by the appropriate administrative unit.

(c) When a social Greek organization is charged with a violation of the SCOC, the director of the OUJA and the director of student activities and leadership development shall consult with the Greek affairs adviser to determine whether the case should be referred to the appropriate judicial body (e.g., interfraternity council, panhellenic) or handled administratively. If a case is referred to a judicial body and it is determined that a violation has occurred, the judicial body may recommend to the Greek affairs adviser a sanction which may include a written reprimand, probation, denial of pledging rights, restitution for damages, or termination of university registration. The Greek affairs adviser shall consult with the director of student activities and leadership development to determine the sanction to be imposed. The Greek affairs adviser shall send written notice of the sanction to the Greek organization and shall send written notice of the charges and the sanction to the national organization.

(D) Appeal process

(1) Filing an appeal

A student found to be responsible for either an academic or nonacademic violation of the SCOC shall have the right to appeal. An appeal must be submitted in writing to the director of the OUJA within five days of receipt of the sanction decision letter. Upon receipt of the appeal, the director of the OUJA will forward the appeal along with the student's file to the university appeals administrator (UAA), appointed by the vice president for student affairs and services.

A student may challenge participation in the UAA on grounds of conflict of interest. Challenges must be submitted in writing to the
director of the OUJA along with the appeal within the five days. The challenge must specify reasons that would prevent the individual from being unbiased with respect to the hearing proceedings. The director of the OUJA, in consultation with the dean of students/AVP for student life, shall decide whether the challenge has merit. If the challenge is granted or if there is an inherent conflict of interest with the UAA, a substitutes will be appointed by the vice president for student affairs and services, and the same option to challenge shall exist.

(2) Grounds for appeal. The only permissible grounds for appeal shall be that:

(a) New information was discovered, which was not available at the time of the hearing, and such evidence could affect the decision in the case;

(b) A substantial procedural error occurred in the process, which affected the decision in the case; or

(c) A sanction of suspension or dismissal was imposed and is not commensurate with the violation. Lesser sanctions cannot be appealed.

(3) Procedure.

(a) The UAA shall review all appeals. All steps in the appeal process shall occur without unnecessary delay.

(b) The UAA shall review the appeal for appropriate grounds and shall reject and return to the student any appeal deemed groundless, with a brief written explanation of the reason the appeal was rejected. That decision shall be final.

(c) If the UAA determines that the new information described in the appeal was not available earlier and could affect the decision or that a substantial procedural error occurred in the process which could have affected the decision in the case, the UAA shall charge the ARC or CHP to hold a limited hearing for the sole purpose of reviewing the new information or correcting the procedural error. The hearing
shall be limited in scope. It shall not include any review of
evidence or testimony or modification of factual
conclusions reached in the original hearing, unless they are
affected by the new information or by the procedural error.
The appeal and complete hearing file shall be provided to
the ARC or CHP. If the UAA determines that the sanction
of suspension and dismissal is not commensurate with the
violation, then the UAA shall review the file and submit a
recommended sanction to the appropriate vice president.

(d) If members of the ARC or CHP, which initially heard the
complaint, are not available for continued service,
substitute members will be selected by the director of the
OUJA from the original pool or by the CCA. The UAA is
not a member of the ARC or CHP and does not participate
in the review process.

(e) Following this limited hearing, the ARC or CHP shall
submit a report and possibly a revised recommendation to
the UAA. The UAA shall review the file and recommendation.
If it is the opinion of the UAA that the new
evidence was considered or the procedural error
corrected, the UAA shall forward the recommendation to
the appropriate dean. If the UAA determines that the ARC
or CHP failed to correct the procedural error or failed to
consider the new evidence, the UAA shall return the matter
to the ARC or CHP with instructions to reconsider.

(f) For appeals of suspension based on a claim that the
sanction is not commensurate to the violation, the UAA
shall review the file and issue a final decision to concur
with or modify the sanction, then send the file to the
appropriate dean. For appeals of dismissal based on a
claim that the sanction is not commensurate to the
violation, the UAA shall review the file and issue a final
decision to concur with or, modify the sanction, then send
to file to the appropriate vice president.

(4) Final Decision

The appropriate vice president or dean shall accept, reject or
modify the recommended sanction and notify all parties in writing of the final decision. The final decision vests with: the dean of students/AVP for student life for nonacademic misconduct sanctions other than dismissal; the vice president for student affairs and services for nonacademic misconduct sanctions of dismissal; the college deans for academic misconduct sanctions other than dismissal; the senior vice president for academic affairs and provost will review academic misconduct sanctions of dismissal.

Effective: October 7, 2010

Certification:  
Susan M. Stringer  
Executive Assistant to the Board of Trustees  
and Senior Vice President for Administration and Finance

Date: September 21, 2010

Promulgated under: R.C. Section 111.15
Statutory authority: R.C. 3361.
Rule amplifies: R.C. 3361.03  
R.C. 3345.21-25

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August 21, 1995  
February 9, 1998  
July 15, 2004  
October 15, 2007  
April 7, 2008
Background

The Office of Student Life (Dean of Students office) within the Division of Student Affairs and Services is the designated coordinator of the university's response in critical student and student related incidents. For the purposes of this policy and accompanying procedural manual, a critical student incident meets one or more of the following criteria:

- The incident poses a realistic and imminent risk to a student's life or physical health;
- The incident includes the reporting of a student's or similar constituent's death;
- An incident or illness poses a significant risk to the wellness or safety of specific and limited other students or members of the University community (e.g., a residential hall floor or house; fellow club members or teammates; etc.).

The purpose of this protocol is to ensure that students and their families are treated in a sensitive and professional manner that reflects care, clarity and efficiency. Within the university, implementation of the protocol helps to assure that associated students receive appropriate support and that the university's response is consistent and thorough.

Definitions

For the purposes of this manual, "student" should be interpreted to mean a student who is or is (in good faith) believed to be currently enrolled. "Enrolled" shall mean having been registered for any coursework during the term in question (i.e., not necessarily a matriculated student); or utilizing university services in a manner similar to students (e.g., living in a university residence hall administered under summer conference operation); or any combination thereof. Ambiguity regarding a person's immediate enrollment status should not inhibit reporting initial information to the Dean of Students office, but any ambiguity should be highlighted so that it can be resolved promptly.

"Similar constituents" shall be interpreted to mean any persons utilizing University facilities or services affiliated with a university-sponsored program or event, especially if those persons are of traditional college-age or younger.

Typically, the critical student incident response protocol will be implemented in cases such as the following:

- Student death, regardless of location and regardless of the manner of death (e.g., natural death, accidental death, suicide, or homicide);
- Serious injury to a student (e.g., vehicular accidents; recreational accidents);
- A student is reported as "missing;"
- Serious illness, especially if communicable (e.g., bacterial meningitis) or appearing suddenly on the campus (e.g., aneurysm)

This plan is NOT intended for real-time emergency management procedures such as fire alarms, ambulance needs, violence, etc. Rather, it is intended to guide response when the primary outcome (e.g.,
life or death; injured or uninjured) is already known. For real-time emergencies, contact University Police at 911 (from a campus phone) or 556-1111 (from a cell phone or off-campus phone).

No part of this policy supersedes the University Emergency Operations Plan or any criminal investigation. This manual reflects the close collaboration needed with the Department of Public Safety and no procedures outlined herein should be interpreted to subvert the purview of Public Safety.

Role and Responsibility of Students

Information about how a critical incident evolved or why a crisis developed may not be equally needed by or relevant to all staff members providing services to students and families. Students’ roles in incidents may vary widely, including but not limited to victim, survivor, witness, or perpetrator. Professionalism and sensitivity are required for all students and families, independent of any questions surrounding responsibility, “fault,” or blame.

Policy

Implementation of this protocol and coordination of the University response to a critical student incident shall be led by a case manager. (Again, emergency preparedness plans supersede this document and when applicable, the case manager will work in consultation with the University’s incident commander. The case manager will be the Dean of Students or the Dean’s designee, usually an assistant dean of students. The dean and assistant deans of students can be reached via the Dean of Students office (556-5250) during business hours and via the University Police communications center, 556-1111, in off-hours. The case manager will immediately notify the following:

- Vice President for Student Affairs and Chief Diversity Officer
- University Spokesperson, if appropriate

On or in the immediate vicinity of the Uptown campus, the case manager can request additional resources (e.g., counselors) to come on-site to assist students immediately if needed.

A critical student incident response team will be identified by the case manager on an incident-specific basis. The case manager has the prerogative to convene the response team directly, to communicate with team members via phone/email, or to combine both methods if appropriate.

If deemed necessary by the Dean of Students, multiple case managers may be assigned, especially if a single critical incident involves multiple students.

Procedure

1.0 Case management roles

Implementation of this protocol and coordination of the University response to a critical student incident shall be led by a case manager. (Again, emergency preparedness plans supersede this document and when applicable, the case manager will work in consultation with the University’s incident commander. The case manager will be the Dean of Students or the Dean’s designee, usually an assistant dean of students. The dean and assistant deans of students can be reached via the Dean of Students office (556-5250) during business hours and via the University Police communications center, 556-1111, in off-hours.

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2.0 Response team membership and resource directory
Response team membership will vary based on the specifics of each incident. Membership will be drawn most commonly from persons/positions listed below:

- Student affairs dean/coordinator for the student's home college
- Offices pertaining to the student's group membership or context of the student's enrollment, such as but not necessarily limited to the following:

<table>
<thead>
<tr>
<th>Context/membership</th>
<th>Office and phone</th>
<th>Current contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studying abroad from US</td>
<td>UC International Programs, 556-4278</td>
<td>Kurt Olausen</td>
</tr>
<tr>
<td>Student-athlete</td>
<td>Athletics, 556-0556</td>
<td>Robin Martin</td>
</tr>
<tr>
<td>Camp or conference Participant</td>
<td>Conference and event services, 558-1810</td>
<td>Chris Garrett</td>
</tr>
<tr>
<td>Co-op assignment</td>
<td>Professional Practice, 556-4632</td>
<td>Louis Trent</td>
</tr>
<tr>
<td>Student employee</td>
<td>Varies</td>
<td>Bill Johnson</td>
</tr>
<tr>
<td></td>
<td>Human Resources, 556-6381</td>
<td>HR staff</td>
</tr>
<tr>
<td>Greek-letter organization</td>
<td>Student Activities and Leadership Development, 556-6115</td>
<td>Nicole Mayo</td>
</tr>
<tr>
<td>International student</td>
<td>UC International Services, 556-4278</td>
<td>Ron Cushing</td>
</tr>
<tr>
<td>Residence hall student</td>
<td>Resident Education and Development, 556-6476</td>
<td>Dawn Wilson</td>
</tr>
<tr>
<td>University Park resident</td>
<td>University Park, 558-3000</td>
<td>Laura Walter</td>
</tr>
<tr>
<td>General</td>
<td>Public Relations, 556-1822</td>
<td>Greg Hand</td>
</tr>
<tr>
<td>General</td>
<td>General Counsel, 556-3483</td>
<td>Doug Nienaber</td>
</tr>
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<td>General</td>
<td>Risk Management, 554-5042</td>
<td>David Schwabie</td>
</tr>
<tr>
<td>General</td>
<td>Campus Ministries, 381-8400</td>
<td>Michael Schreiner</td>
</tr>
</tbody>
</table>

3.0 Death of a student
3.01 Reporting a student's death
When any faculty or staff member learns of a possible or confirmed student death, the person should do the following:

- Request any identifying information (e.g., UCID, SSN, DOB, college), if possible, that the current reporter has readily available, so that we can differentiate among students with similar names);
• Record the name and contact information of the person(s) reporting the death; and
• Notify the Dean of Students office immediately, as follows:
  o During business hours, contact the Dean of Students office at 556-5250.
  o Outside of business hours, report the information to the University of Cincinnati Police
    Department (UCPD) at 556-1111.
  o Reporting staff should identify themselves and provide a contact number in case follow-
    up communication is needed.

University Police shall contact the Dean and Assistant Deans of Student Life. The Dean of Students
office will coordinate notification of designated University offices once the death is confirmed.

3.02 Notification to the deceased's family
In most cases, notification of the student's next of kin, if needed, will be made by either the staff at the
hospital where death is pronounced, by the law enforcement agency responding to the death, or by law
enforcement officers in the jurisdiction of the family member's home. If UC staff members are the first
persons to know of the death, the University Police and the case manager will coordinate notification
appropriately. Other University employees including but not limited to advisors, faculty members, staff
members, event chaperones, etc., should not make notification unless directed by the case manager or
UCPD shift supervisor. Obviously, notification of the family is not necessary if the family reports the death
to the university.

It is critical to ensure that a student's identity has been confirmed accurately before the University initiates
any notification. The case manager and University Police will collaborate needed.

3.03 Notification and response within the university
The Dean of Students will alert the "student death notification list" members (preferably via email). The
following offices will have a designee on that notification list:

Admissions  Provost's Office
Alumni Affairs  Public Safety
Athletics  Registrar
Career Development Center  Resident Education and Development
College Offices  Risk Management
Counseling Center  Student Accounts
Housing & Food Services  Student Financial Aid
Human Resources  Student Life
Ombuds Office  UC Libraries
One Stop  University Health Services
Parking Services  VP for Student Affairs & Chief Diversity Officer
President's Office

The designee for each area will be responsible for supplying the information to any other staff as needed
within that particular unit. Other notifications should be made as follows, at the direction of or in
consultation with the case manager.

Academic advisor: College liaison
Current term classmates: Instructing faculty member or corresponding department head
Roommates: Case manager or assistant dean of students as designated by the dean
Teammates: Coaches
Student organization peers: Group advisor, SALD staff
UC employment peers: Supervisor
Whenever possible, in-person notification of those individuals significantly connected to the deceased is preferred. Staff members who need support in the notification process should contact the UC Counseling Center or case manager for coaching, support, or accompaniment, as needed.

Once next-of-kin and the most immediate survivors to that student have been informed, the case manager may approve the issuing of written notice (e.g., an email to the student's entire residence hall) as needed. Drafts of such notices should be reviewed by the university's public relations spokesperson before being issued. Once the official notice (the student death notification list email) is distributed, offices may issue their own internal memos or emails as needed. Authors should still consult with Public Relations before issuing any substantive written communication that goes beyond their office.

It is imperative that all communications cite the correct student's name and identifying information accurately.

If needed, the Dean of Students will contact students with the same name and encourage them to contact their family or friends to avoid distress created by forthcoming media reports.

3.04 Response to parents/family members

After identity and notification of next-of-kin have been confirmed, the case manager (or in some cases, their assigned designee) will contact the next-of-kin (usually parent or spouse/partner) to express condolences and offer assistance. The case manager will identify and contact appropriate resources for answers. In most instances, the case manager will gather all information and respond to the family's questions at one time. In some circumstances, the case manager may request that specific university staff or faculty members make additional contact with the family to assist in resolving more detailed or complicated questions. The case manager shall provide appropriate mail and phone contact information to the Office of the Vice President for Student Affairs and Chief Diversity Officer, who will arrange for official condolences from the President.

3.05 Memorials and remembrances

In some circumstances, the Dean of Students will request a staff or faculty member to represent the university in attendance at a visitation or funeral coordinated by the student's family. Individual faculty and staff members may choose to attend services but are not required to do so. Students are welcome to initiate campus/group memorial events. Associated faculty and staff should give guidance as needed and should inform the case manager or the Office of Student Life of the upcoming event as soon as details are known. Financial support for student-led initiatives is at the discretion of the unit guiding the students. No central funding is available via the Dean of Students office.

The student will be officially remembered in the University's next annual memorial service in the upcoming spring season.

3.06 Refunds and related administrative matters

Financial matters with the family will be resolved through the guidance of the case manager with the appropriate University offices. In general, some processes (such as prorated refunds of tuition and fees) will be initiated automatically after the student death notification list described in section 4.03 has been informed. If the student had Student Health Insurance, proactive consultation about charges should occur, as insurance status is closely related to charges on the student's account. Other processes (such as resolution of student loans) will require initiation by the family. The case manager will coordinate the provision of information from various offices to the family.

4.0 Serious injury of a student

Response procedures related to serious injury of a student are similar but not identical to those related to student death. The Dean of Students will identify and request a University employee to act as the case
manager as appropriate to the particular circumstance.

4.01 Reporting serious Injury of a student
When any faculty or staff member learns of a possible or confirmed serious injury, the person should do the following:

- Request any identifying information (e.g., UCID, SSN, DOB, college), if possible, that the reporter has readily available, so that we can differentiate among students with similar names);
- Record the name and contact information of the person(s) reporting the injury; and
- Notify the Dean of Students office immediately, as follows:
  - During business hours, contact the Dean of Students office at 556-5250.
  - Outside of business hours, report the information to the UCPD at 556-1111.
  - Reporting staff should identify themselves and provide a contact number in case follow-up communication is needed.

University Police shall contact the Dean and Assistant Deans of Student Life. The Dean of Students office will coordinate notification of and follow-up by all other University offices as appropriate.

4.02 Family notification and involvement
It is preferred that notification of family be made by medical personnel at the treating facility. This allows medical professionals to be available for immediate questions. Notification may also be made by the relevant law enforcement jurisdiction. Faculty and staff other than law enforcement should not initiate notification unless specifically directed by the case manager.

Decisions regarding an injured (or ill) student's academic/residence hall status should be made by the student and/or family whenever possible. It is inappropriate to make decisions for people or assume their preferences without direct information.

4.03 Illness- or injury-related hospital accompaniment or visitation
A university staff member may be requested to accompany a student being transported to a hospital or may be asked by the case manager to visit the hospital, especially when the student's condition appears to be serious or life-threatening. If the student makes a request to be accompanied, every reasonable effort should be made to accommodate their request. A request to "accompany" a student in need of care should not be interpreted as pressure or permission to act beyond the scope of one's job or one's expertise.

The staff member should take care to note the names of family or peers present at the hospital. The staff member's functions at the hospital include the following:

- Providing emotional support to the student, family, and any accompanying students;
- Establishing initial rapport with other students in order to facilitate follow-up care and referral;
- Noting any family members' questions and establishing the way to contact the family so that answers can be relayed once determined.

The staff member should then update the case manager promptly. Faculty and staff members other than the case manager who wish to visit the student are free to do so on a personal, unofficial basis. Procedural questions from the student or family should be referred to the case manager.

5.0 Serious illness of a student
Identifying "serious" and "non-serious" illnesses as they relate to this policy inherently requires some degree of judgment, and as with most other areas of the policy, it is better to err on the side of caution and seek clarification from the Dean of Students Office if you feel uncertain.
For the purposes of this policy, a "serious illness" is defined as one that poses a risk of imminent loss of life or capacities for the student or those around him and prohibits the student's ability to attend class and complete academic obligations. It does not refer to conditions that are not usually life-threatening, such as a common cold, or one that is not expected to pose serious interruption to the students' ability to attend class and complete academic obligations. It also does not usually include new diagnoses of chronic illness such as diabetes, cancer, HIV, etc., even though such conditions pose important health risks. When a university employee learns that a student is or is suspected to be seriously ill, the staff member should do the following:

1. If possible, express concern directly to the student and encourage him/her to seek treatment.
2. If not possible, or if your concerns do not lead to action, then report the situation to the Dean of Students office with as much specificity as possible. The dean will consult as needed with University Health Services and Public Safety to decide future action.

When a student's serious illness poses a serious risk to the health of others, notification will be coordinated to the degree possible with University Health Services, Public Safety and Public Relations. Whenever possible, it is preferred that the ill person will notify family members, roommates and close companions directly. If the student is unable to communicate on his or her own behalf, the case manager will attempt to provide information and direction to other students as needed. Whenever possible, the ill student's name will not be revealed. Public communication regarding a student's illness should be cleared in advance with Public Relations and General Counsel.

6.0 Mental Health Matters and Violence Prevention

This plan is NOT intended for real-time emergency management procedures such as threats of harm to self or others, violence, etc. Rather, it is intended to guide response when the primary outcome (e.g., life or death; injured or uninjured) is already known. For real-time emergencies on campus, contact University Police at 911 (from a campus phone) or 556-1111 (from a cell phone or off-campus phone). Other information on violence prevention including responding to a student's stated intent to do harm to self or others, can be obtained via the Prevention Through Intervention program, discussed on the Public Safety Web site, http://www.uc.edu/oubsafety/prevention/default.html

6.01 Suicide attempts and suicide considerations

A suicide attempt in progress or a current conversation regarding consideration of an attempt constitutes real-time emergencies as described immediately above. The Dean of Students Office should be notified of these incidents AFTER the emergency is past (e.g., once the student has been escorted to the Counseling Center or transported to the hospital).

University staff members who become aware of a student's recent, previous suicide attempts or considerations that have prompted the hospitalization of a student and/or the student's current request for withdrawal from the institution should process such requests according to established procedures first and then notify the Dean of Students Office.

7.00 Sexual Assault Response Procedures

The university's Sexual Assault Response Coordinator (SARC) or a trained designee shall act as case manager, keeping the Dean and assistant deans of students informed. Response shall be guided by the existing Sexual Assault Response Protocol.

8.00 Displaced Students

"Displaced" refers to non-residence hall, enrolled students who have unexpectedly lost access to or reasonable use of their local housing due to emergency circumstances beyond their control. Most commonly displacement occurs due to apartment fires, but it could occur due to other health or safety concerns, such as an extended loss of utility services. If you become aware of a student being displaced by an emergency or if you observe an emergency that appears to have the potential to be displacing students, alert the Dean of Students Office (6-5250) to whatever information you have so that further investigation can occur. The case manager will work with safety officials to determine the involvement of
any UC students and with other campus offices (e.g., Housing & Food Services; UC Bookstores; Ombuds Office) to assist any affected students as much as is possible.

9.00 Missing Students
9.01 Receiving an unofficial report or suspected case of a missing or endangered student assigned to a campus housing facility*: no law enforcement involvement yet
*Per the Higher Education Reauthorization Act of 2010, a specific policy is in place regarding residents of campus housing facilities* who are believed to be missing. The full policy regarding residents of on-campus housing facilities is contained in Policy 4.1.2
Under the particular law, "on-campus student housing includes any residential facility for students that is located on the institution's campus, even if the building is owned or maintained by a student organization or another party." As such, this policy includes University Park Apartments and Bellevue Gardens.
When anyone reports that a resident of any on-campus housing facility, University Park Apartments, Bellevue Gardens or other applicable facility is believed to be missing or endangered, the university employee receiving the information should do the following:
1. Quickly gather preliminary information and assess the situation, determining to the best of your ability the following:
2. Name and contact information of the person giving you information;
3. "Missing" student’s name, local address, and any available contact information
4. Description of the situation: circumstances of last contact with the student; reason for the reporting person's concern; description of recent attempts to have contact with the student; mood and condition of the student upon last contact.
5. Contact University of Cincinnati Police (UCPD) at 556-1111 and assist the concerned party in filing an official report. If possible, the preliminary reporter should be asked to talk directly to the responding officers. UCPD will assess the situation. They will determine next steps related to investigating or involving other jurisdictions. The Dean of Students office and UCPD will consult regarding the need and appropriate method for notifying the student’s family. Notification will be made by law enforcement. Other university employees should refrain from contacting the family of a "missing" student unless instructed by UCPD.
Contact the Dean of Students office (556-5250) for notification of the situation. Document (create a written account) of events thus far.
6. The Dean of Students office will, in consultation with University Police, make a preliminary assessment including but not limited to the following:
a) Ensuring accurate information from the student information system;
b) Attempting to contact the student by phone and email;
c) Checking on Bearcat Campus Card activity;
d) Checking other electronic communication (e.g., social Web sites);
e) Checking with roommates, employers, etc.
f) Accessing information on the confidential contact person (CCP) designated by the student, if applicable.
g) If the student is located successfully, the Dean of Students office will arrange for follow-up with the student regarding the source of others’ concern for his or her well-being. Until the student is located, the Dean of Students office will cooperate with any police investigation.
7. The case manager in the Dean of Students office will coordinate notification of appropriate offices based on the student’s specifics (e.g., Counseling Center, Athletics, college office, etc.). Appropriate resources (e.g., counseling) are available to support the peer group members and friends of the "missing" person if needed.

9.02 Receiving an unofficial report or suspected case of a missing or endangered student living in facilities not owned or operated by the university; no law enforcement involvement yet
When someone reports to a University employee that a UC student living in facilities not owned or operation by the university may be missing or endangered, and the incident has not been reported to any law enforcement agency, the employee shall do the following:

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Policy 4.1.1, page 8 of 13
1. Write down as much information from the reporting person as possible, such as but not limited to the following:
   - Missing student’s name and address
   - Reporting person’s name and contact information
   - Explanation of why the reporting person believes the student is missing
   - Date, time, and circumstances of last contact with the student

2. Encourage and assist the reporting person in contacting the police jurisdiction from which the student is “missing” (usually the jurisdiction where the student lives or was last seen);

3. Contact the Dean of Students office (513 556-5250) during business hours. Outside of business hours, inform the UCPD communication center at 513 556-1111, who will contact a case manager. You should notify the Dean of Students office regardless of whether the reporting person is willing to contact law enforcement or not.

Await further contact and follow the instructions of University Police or the case manager.

9.03 Being informed of a case already formally reported to law enforcement
If the preliminary reporter tells you that a report has already been filed with a police jurisdiction, notify the Dean of Students office of the circumstances with as much information as possible. Await further information.

10.00 Special circumstances
10.01 Students on international travel
Prior to departure, the attending faculty member(s) and all participants are to be provided with phone numbers for the Dean of Students office (556-5250) and for UC Police (556-1111). When a faculty member is participating in the travel, he or she should notify International Programs of any student death, serious injury, or other circumstance of concern. International Programs will relay the information to the Dean of Students office directly or via UCPD as previously described. If no faculty member is available on the travel, students should contact International Programs staff directly. In both cases, if International Programs staff cannot be reached immediately, the faculty member or students should immediately contact the Dean of Students office or UCPD directly at 513-556-1111.

The International Programs director and the case manager will consult as needed to coordinate for matters including but not limited to the following:
   - Consultation with U.S. State Department’s Bureau for Consular Affairs
     - Family notification
     - Return transportation of a deceased person and the person’s effects
   - Parental transportation if needed in the case of illness or injury
   - Special needs for Risk Management

10.02 International students at UC
The case manager and the director of International Services will consult as needed to coordinate for matters including but not limited to the following:
   - Consultation with the nearest consulate of the student’s home country;
   - Transportation of the student’s remains and personal effects;
   - Cultural considerations in the University’s expressions of concern or condolence;

10.03 Students on cooperative education assignments
This policy applies to students on cooperative education/professional practice assignments. University employees who learn of the death, serious injury, serious illness, or missing status of a student who is/was on a co-op assignment at the time should contact the Dean of Students office or, outside business
hours, the UCPD communication center at 556-1111. A case manager will direct the implementation of next steps as described throughout this manual.

10.04 Former and current students on active military duty
By definition, this manual addresses circumstances involving currently enrolled students, and a deployed service member is less likely to be enrolled while on active duty. Persons who learn of the death of a currently or previously enrolled active duty service member should inform the Dean of Students office, who will notify the University Registrar. If known, please specify the branch of the military and the general location of death.

10.05 Distance-learning students
The Dean of Students Office should be informed of death, serious illness, injury, etc., of any distance-learning student. Most procedures will remain the same. The case manager will adjust for any variations needed.

10.05 Enrollment status inconsistencies
"Students" are individuals registered for the classes in which they are participating. While "sitting in on" classes with the intent of registering retroactively is inconsistent with university policy, in the event that an individual experienced circumstances covered by this policy, the Dean of Students Office should be notified. The case manager will assist in identifying applicable and non-applicable elements of the policy. Regardless of the enrollment status of the individual, circumstances may have an impact on classmates, faculty members, etc. The staff in the Dean of Students Office will coordinate the appropriate response to all affected parties.

10.06 Summer program/camps/conferences participants
University departments and offices host participants in various programs, especially during summer months. These participants range in age from school-aged youth to retiree-aged adults. The spirit and intent of this policy—care, concern, and consistency—shall extend to camp and conference participants regardless of age. Communication and notification procedures described previously in this policy (e.g., University Police, Dean of Students office, etc.) should be undertaken whenever a camp/conference participant is reported to be missing, seriously ill, injured, deceased, or in any circumstance similarly outlined in this policy. The case manager will consult as needed in coordinating responses of the sponsoring program; the managers of the facilities being used by the participant (e.g., residence halls); and other relevant offices (e.g., Conference and Event Services).

11.0 Secondary Trauma Support
Witnesses and survivors often experience secondary trauma as a result of critical student incidents even if they did not directly experience the harm themselves. While anyone can experience secondary trauma, it is important that University faculty and staff remain attentive to those likely to experience it, including but not limited to the following:
- Classmates
- Friends
- Siblings and extended family members
- Teammates
- Romantic partners
- Roommates/housemates
- Members of shared co-curricular groups
- University employees who had frequent contact with the victim

The primary university resource available to assist individuals and groups with the processing of traumatic events is the Counseling Center (556-0848). If necessary, the Counseling Center and case manager will consult regarding additional resources that might be appropriate.

Faculty and staff members who are concerned about any survivor’s well-being should directly express concern and encourage the person to seek support as needed. Counseling Center staff members are available for consultation and coaching for this referral if needed. Following referral, faculty and staff are
encouraged but not required to notify the Dean of Students office about the situation. This notification may be helpful in identifying other staff resources or points of connection for the specific person. Faculty and staff members who are unwilling to make a direct approach to the person may still contact the Dean of Students office and document behavior that is of concern. Regardless of the suspected origin, it is always important to confront and document disruptive or dangerous behavior.

12.0 Media Inquiries on Critical Student Incidents
University staff members are strongly encouraged to do the following as it relates to media:

- In general, refer media inquiries to Public Relations. (This helps to ensure consistency and accuracy).
- If you do agree to be interviewed, think carefully in advance about questions that are likely to be asked. (If you anticipate particular questions, you can "talk through" them with Public Relations in advance).
- Consult with Public Relations before answering questions or issuing statements. (The staff is there to help you prepare to communicate as effectively as possible).
- Be aware that the University of Cincinnati may not be the appropriate source for any information about a particular case. (Open investigation in other jurisdictions, involvement by federal or state law enforcement, HIPAA and/or FERPA conflicts, etc.)

In general, media inquiries related to critical student incidents tend to fall into four categories: questions about the facts of the case; personal/directory information questions; questions about the interpersonal dimensions of the case; and questions to assign blame or create a larger story. Questions about facts of the case should always be referred, either to Public Relations or in some cases, other resources. Even if you believe you know the answer, you still should refer the inquiry. (The "default referral" is Public Relations). Examples of "facts of the case" questions include but are not necessarily limited to the following:

- How did the accident/injury/illness occur?
- What is the student's condition now?
- What was the cause of death or injury?
- How was this situation reported?
- Who was present when this happened?

Questions regarding students' directory information or personal information should be referred to the University Registrar. Registrar staff will coordinate an appropriate response with the Office of General Counsel. Examples of "personal/directory information"-themed questions include but are not limited to the following:

- How long has the person been a student?
- What is the person's college, major, etc.?
- When did the person join the group/start the job/etc.?

All university staff members should refer any external inquiries (media or otherwise) for students' directory information to the Registrar. Registrar staff will consult General Counsel in coordinating a response to all such requests. Registrar staff and General Counsel shall keep the case manager informed of inquiries and responses.

Examples of questions meant to assign blame or to connect this event to a larger story include but are not limited to the following:

- Who was responsible during this (trip, event, etc.)?
- Have you ever had problems like this before?
- Isn't this the same as the situation at (other college)?
- How often are students placed at risk like this?
- Are you aware of other (injuries, illnesses, lawsuits) at other colleges?

These questions should be referred to Public Relations. The simplest way to make that referral is to say, in response to the first question posed, calmly and politely, "All media inquiries should be directed to " University of Cincinnati Policy 41.1, page 11 of 13
Public Relations at 513 556-1822.* It is usually more helpful to continue repeating this same statement in response to subsequent questions than to elaborate on the "policy" or explain why you are referring the caller. Don't get pulled into a debate or discussion; continue to politely refer the caller.

Examples of "questions about interpersonal dimensions" include but are not limited to the following:
- What kind of a student is/was the person?
- How did you know the person? What is/was your relationship?
- Can you suggest any friends or classmates to whom we might speak?
- How are others reacting to the situation?

You may answer questions about the interpersonal dimensions of the situation or choose not to do so. It is strongly advised that at a minimum, you consult with Public Relations before you agree to start answering questions.
Remember that just because a media representative has asked a question does not mean you are obligated to answer it, either immediately or at all. If you cannot or do not want to answer a question, the following responses are often helpful:
- "I don't know, let me get back to you;"
- "I don't have that information;"
- "You'll need to direct that question to Public Relations."

Just because you have declined to talk to the media, others -- perhaps less informed than you -- are going to be willing to speak about this incident. Consequently, even if you decline to speak to media, make your supervisor, Public Relations, and the case manager aware of the contact.

13.0 Lawyers and Legal Inquiries

If at any point in the response process a family or student retains a lawyer, the staff members should consult immediately with the University's General Counsel (513 556-3483). If University staff members are contacted by a lawyer in reference to a critical student incident, the staff member should refer the inquiry to General Counsel and should immediately report the inquiry to General Counsel themselves as well. This instruction applies to all critical student incident types. Other than contact directly from the lawyer, all other contact and services should continue unabated.

14.0 Student Information and FERPA-related matters

All university staff members should refer any external inquiries (media or otherwise) for students' directory information to the Registrar. Registrar staff will consult General Counsel in coordinating a response to all such requests. The registrar staff and General Counsel will update the case manager about inquiries and outcomes.

15.0 Evaluation and Follow-up

The case manager may convene the critical student incident response team and other involved parties following the stabilization of the circumstances. The purpose of this time is to identify any unfinished business as well as "lessons learned" and opportunities for improvement of future responses.

16.0 Other Critical Student Incidents
Contact the Dean of Students office (513 556-6250) if you have questions or suggestions for content regarding other incident types.

<table>
<thead>
<tr>
<th>Student-related Critical Incident Response Checklist</th>
<th>Form is in Excel spreadsheet format</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="http://www.uc.edu/content/dam/uc/sas/docs/Checklist.xls">http://www.uc.edu/content/dam/uc/sas/docs/Checklist.xls</a></td>
</tr>
</tbody>
</table>
### Phone Contacts:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Student Life</td>
<td>513 556-5250</td>
</tr>
<tr>
<td>UC Police Communications Center</td>
<td>513 556-1111</td>
</tr>
<tr>
<td>Emergency (from campus phone)</td>
<td>911</td>
</tr>
<tr>
<td>Emergency (cell or off-campus calls)</td>
<td>513 556-1111</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>513 556-5250</td>
</tr>
<tr>
<td>General Counsel</td>
<td>513 556-3483</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>513 556-0648</td>
</tr>
<tr>
<td>Public Relations</td>
<td>513 556-1822</td>
</tr>
<tr>
<td>Human Resources</td>
<td>513 556-6381</td>
</tr>
<tr>
<td>Student Activities &amp; Leadership Development</td>
<td>513 556-6115</td>
</tr>
<tr>
<td>International Services</td>
<td>513 556-4278</td>
</tr>
<tr>
<td>Professional Practice</td>
<td>513 556-6432</td>
</tr>
<tr>
<td>Conference and Event Services</td>
<td>513-556-1810</td>
</tr>
<tr>
<td>Athletics</td>
<td>513 556-4603</td>
</tr>
<tr>
<td>Resident Education &amp; Development</td>
<td>513 556-6476</td>
</tr>
<tr>
<td>Risk Management</td>
<td>513 556-6042</td>
</tr>
<tr>
<td>Campus Ministries</td>
<td>513 381-6400</td>
</tr>
</tbody>
</table>
Current Travel Warnings

Travel Warnings are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government’s ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff. The countries listed below meet those criteria.

Iran 12/07/2012
Mauritania 11/30/2012
Eritrea 11/29/2012
Congo, Democratic Republic of the 11/21/2012
Chad 11/21/2012
Honduras 11/21/2012
Mexico 11/20/2012
Yemen 11/19/2012
Saudi Arabia 11/19/2012
Niger 11/16/2012
Cote d'Ivoire 11/16/2012
Burundi 11/08/2012
Tunisia 10/19/2012
Colombia 10/03/2012
Pakistan 09/19/2012
Lebanon 09/17/2012
Sudan 09/15/2012
Algeria 09/13/2012
Libya 09/12/2012
Korea, Democratic People's Republic of 09/11/2012
Republic of South Sudan 09/10/2012
Guinea 09/07/2012
Mali 08/29/2012
Syria 08/28/2012
Israel, the West Bank and Gaza 08/10/2012
Iraq 08/09/2012
Central African Republic 07/11/2012
Kenya 07/05/2012
Afghanistan 06/27/2012
Nigeria 06/21/2012
Haiti 06/18/2012
Somalia 06/15/2012
Philippines 06/14/2012
Know Before You Go
Pre-Departure Orientation Guide

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UC International Programs
3134 One Edwards
Phone 513-556-4278
Fax 513-556-2990
E-mail global@uc.edu
www.uc.edu/international/programs
Letter from the Director

February 2009

Dear Education Abroad Participant:

You are about to participate in a life-changing experience. This sounds cliché, but I assure you, it is true. Whether this is your first venture away from your home culture, or your tenth, you will be changed by the experience.

At your destination, you will experience sensations that will be new and different to you. Some of these will affect you positively (colors in the market, water running in a fountain, fresh-baked bread), others negatively (slaughter of animals in the market, gender inequity), and others will challenge your preconceived ideas of positive and negative (toilets, modes of transportation, local politics). How you react and adjust to these differences will be an important part of your experience abroad.

Perhaps the most important lesson in dealing with cultural difference is the realization that the new culture is not simply the U.S. in translation. The language, even if English, is not simply a version of American English. The values and mores of your host society are as valid in their context as your values and mores are in your home context. Although we expect that some of what you experience will become part of you, we stress that other experiences will simply improve your understanding of another culture and the appreciation that all cultures are products of history, economics, sociology, politics, geography, and all other aspects that help shape it. Your role is to observe and record what you experience so that later you can reflect on it and use it in shaping future understanding.

Education abroad helps shape you as a member of the world community. Your responsibility is to represent not only your culture and nation, but also your university and your home town. When you return, you become an ambassador for that culture by sharing your new-found understanding. We look forward to welcoming you on your return so that we also may learn from you.

I hope you find the information contained in this handbook useful to you in navigating your new surroundings and making the most of your experience. On behalf of the entire staff of UC International Programs, I wish you all the best as you embark on your learning adventure.

Sincerely,

Kurt Olause, Ed.D.
Director
EDUCATION ABROAD
EMERGENCY INFORMATION FORM

The information requested below will be used only in case of emergency and is limited to the duration of your participation in an international program. The information will be kept confidential and will be destroyed upon completion of the program.

Your Name: ___________________________ M# ___________________________

Program Destination: ___________________________ Program Name: ___________________________

Program Dates: ___________________________

Home Address: ___________________________

City __________________________ State __________________________ Zip __________________________

Contact phone: __________________________

Area Code __________________________ Number __________________________

E-mail: __________________________

Emergency Contact: __________________________

Name: __________________________ Relationship: __________________________

Address: __________________________

City __________________________ State __________________________ Zip __________________________

Home phone: __________________________

Area Code __________________________ Number __________________________

Business phone: __________________________

Area Code __________________________ Number __________________________

Cell phone: __________________________

Area Code __________________________ Number __________________________

E-mail: __________________________
Return this form to:

UC International Programs
Rm. 3134 Edwards Center One

513-556-4278 Phone
513-556-2990 Fax

Mailing Address:

University of Cincinnati
PO Box 210640
Cincinnati, OH 45221-0640

This important documentation is tracked on a study abroad database.
It is critical that the information be submitted to UC International Programs
at least two weeks prior to departure.
HEALTH INSURANCE FORM

Medical Insurance

All students must be covered by UC or other medical insurance. You must also have an ISIC card, which provides supplemental accident insurance and medical evacuation, if deemed necessary. You will pay for medical expenses on site and submit receipts for reimbursement. Be sure you have an adequate limit on your credit card account that will allow for emergency medical expenses.

During the program, I will have health insurance coverage, including major medical coverage, through a policy issued by

____________________________
Name of Company

The policy is issued to (check one):  [ ] my parents  [ ] me

And the policy number is:

____________________________

If something happens and I need to contact the company or its agent, I may do so by calling the following phone number:

____________________________
Area Code  ____________________________
Number:

____________________________
Participant's Name (printed)  ____________________________
Date

____________________________
Participant's Name (signature)  ____________________________
Date

International Student Identity Card (ISIC) number: S
Return this form to:

UC International Programs
Rm. 3134 Edwards Center One

513-556-4278 Phone
513-556-2990 Fax

Mailing Address:

University of Cincinnati
PO Box 210640
Cincinnati, OH 45221-0640

This important documentation is tracked on a study abroad database. It is critical that the information be submitted to UC International Programs at least two weeks prior to departure.
STUDENT HEALTH/EMERGENCY TREATMENT AUTHORIZATION

The medical review of this form and admission into a program are independent of each other. The purpose of this form is to help UC International Programs provide appropriate assistance to you should the need arise during your study abroad experience. It is important that we be aware of any medical or emotional problems, past or current, which might affect your ability to participate in an education abroad program. This information will be kept confidential in accordance with the law. Any disclosure of such information will be made only to the most appropriate individuals and with the highest level of discretion in order to protect student privacy. Relevant information will be shared with program staff, faculty, or appropriate professionals as it relates to your health and safety.

Name: ___________________________  UCID #: ___________________________
Sex: ❑ Male  ❑ Female  Date of Birth: ___/___/____  Citizenship: ___________________________
E-mail address: ___________________________
Current address: ___________________________
Local Phone: ___________________________  Cell Phone: ___________________________
Work Phone: ___________________________
Name of study abroad program: ___________________________
Country/countries of program: ___________________________
Date and year of program: ___________________________

This information is required to coordinate treatment in the event of a medical emergency. Answer "N/A" if not applicable.

ALLERGIES

Medical Allergy: ___________________________  Reaction: ___________________________
Treatment, if exposed: ___________________________

Food or environmental allergy: ___________________________  Reaction: ___________________________
Treatment, if exposed: ___________________________
(foods, dust, chemicals, household items, pollen, bee stings, etc.)

MEDICATIONS

Please list any medicines you are taking on a daily, regular, or as needed basis and indicate how often and why each medicine is taken. (See "Staying Healthy" in Know Before You Go for information regarding transportation and use of your medication abroad.)

Name of Medication: ___________________________  How often taken: ___________________________
For what condition: ___________________________  Length of time treated (approx.): ___________________________

NOTE: Participants must bring an adequate supply of medications that are required on a daily or routine basis when traveling abroad.

DIETARY RESTRICTIONS

Do you have any dietary restrictions?  ❑ Yes  ❑ No
If yes, please explain: ___________________________

Return this form to UC International Programs
DISABILITIES

Are you registered with UC Disability Services? (If you think you may be eligible, contact them in 210 University Pavilion, 513 556-6823.)

O Yes
(If yes, please discuss your plans to study abroad with your counselor to prevent potential limitations on your options abroad)

O No

Do you have a disability that will require accommodations while abroad?

O Yes
(If yes, you must register with UC Disability Services and meet with their staff to complete a "Study Abroad Disability Accommodation Request Form." This must be done in a reasonable timeframe so as to allow for satisfactory evaluation of the requested accommodation and adequate time to implement the accommodation, if any. If you do not disclose your disability and/or request accommodations in a timely manner, UC may not be able to assess and accommodate your needs.)

O No

ADDITIONAL HEALTH CONDITIONS

Do you have any additional health conditions other than those previously listed (such as surgeries, hospitalizations, significant injuries, chronic conditions, physical illness, psychological illness, emotional illness, etc.) that may need special consideration before or during your experience or that may affect your ability to participate in this program?

O Yes O No

If yes, you are advised to consult with your health care provider. Please supply an explanation below:

Condition(s): How often do you have symptoms? Plan for managing this condition while traveling:

HEALTH AND EMERGENCY AGREEMENT

I authorize the release of information contained in this Student Health/Emergency Treatment Authorization form for access and review by the advising staff of UC International Programs, relevant faculty directors and the appropriate health professionals in the UC Health Services. I understand that if I have not turned in this form in a timely manner, there may be insufficient time for the directors to review this information. If further medical information is required, I understand that I will be contacted by a health care professional in the UC Health Services who will ask for a specific release to my treating health care professional(s), and/or clarify medical information with me directly. I understand that if this information is pertinent to my health and safety abroad, it may be discussed in a confidential manner with the UC International Programs advisor, the faculty director, host family, and the host institution’s resident director.

In the event that I need emergency medical care, hospitalization, or surgery while participating in this program, I authorize the University of Cincinnati, through its representatives, to secure any necessary treatment. In some cases, access to medical care may be more than 24 hours away and services may be limited. If coverage is not provided through the local program provider, I understand that such treatment shall be solely at my expense, and I shall reimburse the University of Cincinnati or its representatives for any expenses that they might incur on account of my condition or treatment. In the event of any emergency abroad, the University of Cincinnati may notify my emergency contact listed on the Education Abroad Emergency Information form.

I certify that all responses made on this form are complete, true and accurate, and I understand that if there are any changes in my health status, I will complete and submit an updated Student Health/Emergency Treatment Authorization. I understand that if I withhold information on this form I could be withdrawn from the program. If I am sent back for reasons related to withheld information, I will be responsible for all incurred costs. I understand that participation in this study abroad program is contingent on receipt by UC International Programs of this completed and signed form.

Participant Signature: ___________________________ Date: ___________________________

If you have any questions regarding medical problems, immunization requirements, or other health issues, call the University Health Services at least 45 days prior to departure.

Travel health appointments are offered to students of the University of Cincinnati who have Student Health Insurance only. Appointments are made at least 1 month prior to departure in order for Immunizations to take full effect. Payment for Immunizations is due at the time of service and is not covered by Student Health Insurance.

To make an appointment call:
East Campus, Holmes Building, 1st floor 513-584-4457
West Campus, Lindner Athletic Center, 3rd floor 513-556-2564
INTERNATIONAL STUDENT ID CARD (ISIC)

- Emergency and travel insurance
- Widely recognized form of ID
- Many student travel discounts worldwide

Application must be submitted with:
- One driver's license sized photo (name printed in ink on the back)
- Payment
- Proof of student or faculty status as described in categories below
- Copy of driver's license, passport or birth certificate.

Terms and conditions:
I hereby certify that this information is true and understand that any false statements on my part may result in forfeiture of all card benefits.

<table>
<thead>
<tr>
<th>Card</th>
<th>Proof Requirements</th>
<th>Cost</th>
<th>Validity Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISIC (Student)</td>
<td>Photocopy of current school ID with academic year validity visible, OR School Declaration with school seal (see form below), OR photocopy of your transcript/report card for current academic year.</td>
<td>$22</td>
<td>1 year from date of purchase</td>
</tr>
<tr>
<td>ITIC (Teacher)</td>
<td>Photocopy of your faculty ID (showing validity for current academic year) OR letter on school satisfactory from department chair, school principal OR other school official verifying faculty status or equivalent during the current academic year.</td>
<td>$22</td>
<td>1 year from date of purchase</td>
</tr>
</tbody>
</table>

*Please read the instructions above before filling out your application. Type or print in clear block letters only.

Please indicate which card you are applying for: ☐ Student (ISIC) ☐ Teacher (ITIC)

Personal Information

Name (First, Last)

Institution/School Name       Expected Grad Date (MM/YYYY)

Date of Birth (i.e. 09/June/82)  School ID#

Address card mailed to: (U.S. Address only) Valid

Street                      Apt#

City                      State          Zip

Telephone

Email Address

Permanent Address (If different from above)

<table>
<thead>
<tr>
<th>Street</th>
<th>Apt#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

City                      State          Zip

Payment $22 Cash or Check

Please make checks payable to the University of Cincinnati.

I plan to travel to __________________________ (Country/Countries)

Is this for academic credit? ☐ Yes ☐ No

Departure Date: __________________________ (Approximate)

Return Date: __________________________ (Approximate)

OFFICE USE ONLY

INIT ID Card # __________________________

Issue Date: __________________________
Return this form to:

UC International Programs
Rm. 3134 Edwards Center One

513-556-4278 Phone
513-556-2990 Fax

Mailing Address:

University of Cincinnati
PO Box 210640
Cincinnati, OH 45221-0640

This important documentation is tracked on a study abroad database. It is critical that the information be submitted to UC International Programs at least two weeks prior to departure.
PROGRAM NAME: ____________________________

You must fill out this form if you intend to spend time away from your program's location, and your activity is not one already planned as a part of the program. This way, we'll know how to contact you should the need arise. Please contact the program director if you are away longer than noted on this form.

Please turn in the form to the program director no later than two days prior to departure each time you intend to leave for independent travel.

Your Name: ____________________________________________

Date and time you anticipate leaving the program for independent travel: __________________________

Date and time you anticipate returning to the program: __________________________

Please tell us where you are going, and if there is a way we can contact you should the need arise:

____________________________________________________________________________________

Please tell us which other students you will be traveling with:

____________________________________________________________________________________

____________________________________________________________________________________

Please note that once you leave the program, you are traveling independently and the University of Cincinnati accepts no responsibility for your safety and well-being.

Participant's Name (printed) ____________________________ Date ____________________________

Participant's Name (signature) ____________________________ Date ____________________________
Return this form to:

PROGRAM DIRECTOR(S)

Important health and safety information should remain with the program director(s) at all times while the group is overseas.
STATEMENT OF RESPONSIBILITY AND AUTHORIZATION TO PARTICIPATE IN THE UNIVERSITY OF CINCINNATI EDUCATION ABROAD PROGRAM

I have agreed to participate in the University of Cincinnati’s Education Abroad Program titled ___________________________ (hereinafter “the Program”) in ___________________________ (Country) from ________________ (starting date) through ___________________________ (ending date). I understand and acknowledge that my participation in the Program is wholly voluntary. The University of Cincinnati (hereinafter “University”) has agreed to allow me to participate in the program and I, in turn, agree to the following:

1) UNDERSTANDING AND ASSUMING RISKS WHEN TRAVELING ABROAD

a) I understand and acknowledge that living and traveling to and within, and returning from a country other than the United States involves risks, dangers, and hazards not generally found at the University, including but not limited to (1) air travel and all other types of transportation, including independent travel decisions to and from social, cultural, and programmatic events, which could result in damage to property, injury to persons, or death; (2) political, legal, social, and economic conditions that are different from those applicable in the United States and that can change in an unpredictable manner; (3) differing standards of design, safety, and maintenance of utilities, including computing facilities, buildings, public places and conveyances; (4) varying quality and availability of sanitation, housing, and medical care; and (5) the potential for loss of property, personal injury, or death due to war, terrorism, crime, civil unrest, kidnapping, illness, public health risks, diseases, accidents, and/or violence. In addition, I understand and acknowledge that participation in certain dangerous activities may cause me to face an increased risk of injury or death.

b) I understand that the general condition and standards of living arrangements, including building safety, may be below that which I have experienced in the United States. Further, I understand that as a result of living and traveling to and from major international cities, I may experience problems associated with urban living, such as increased crime, pollution, and high population density and that women, in particular, may experience unique difficulties as a result of the customs and standards of the foreign country and/or distorted stereotyped images that people of other countries may have acquired.

c) I understand and acknowledge that I am responsible for reading the Education Abroad Handbook, which has been drafted and made available to me by the University of Cincinnati, and that this information is incorporated and made part of this Agreement, and I am responsible for attending all mandatory orientation programs before departure. Applicable current travel advisories and travelers’ health information issued by the U.S. Department of State and the Center for Disease Control information materials can be found at the following Internet site addresses, http://travel.state.gov/ and www.cdc.gov/travel/index.htm, and should be consulted and reviewed before departure. Further, I have made my own investigation and I am willing to accept the risks, hazards, and dangers inherent in international travel and the activities included in the Program.

d) I understand and acknowledge that the University does not represent nor act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services related to the Program.

e) I understand and acknowledge that the UNIVERSITY IS NEITHER RESPONSIBLE NOR ACCEPTS LIABILITY for matters that are beyond its control. Accordingly, I understand, agree, and acknowledge that the University is not responsible or liable, in whole or in part, for those matters, outside of its control, including but not limited to war, quarantine, civil unrest, criminal activity, public health risks, terrorism, weather, strikes, acts of God, bankrupctcies of service and transportation providers, mechanical defects, and cessation of operations, which results in (1) sickness, disease, injuries (including death), accident; (2) losses, damages, expense, or damage to and lost property; (3) fare changes, dishonors of hotel, airline or vehicle rental reservations; (4) any delays or missed transportation connections; and (5) any other expense arising out of such matters.
2) HEALTH AND SAFETY
a) I represent and warrant that I am and will be covered throughout the Program by a policy of comprehensive health and accident insurance which provides insurance for injuries and illnesses I may sustain or experience in my travels, and, more specifically, in the country that I will be living and/or traveling while on the Program, as well as emergency evacuation and repatriation of remains insurance. I agree to purchase an International Student Identity Card (ISIC), which will be in effect during the entire length of the Program. ISIC insurance is considered supplemental and should not take the place of other insurance. I will provide evidence of such insurance coverage prior to departure. The University reserves the right to deny participation in the Program should there be no documentation of appropriate health insurance, including the purchase of an ISIC.

b) I agree to complete accurately and fully any required pre-departure health and emergency contact forms, to advise and make known to the University any health issue that may pose a significant health risk or difficulty to the Program, its participants, the host country or myself, and to exercise reasonable precautions while traveling with respect to food, drink, personal hygiene, personal conduct, and exposure to known disease risk factors. I agree to report to UC International Programs any physical or mental condition I have, which may require special medical attention or accommodation during the Program as early as possible, but no later than thirty (30) days prior to departure from the United States.

c) I understand and acknowledge that the University is not obligated to attend to any of my medical or medication needs, and I assume and accept all such risks and responsibility. The University, however, may take any actions it considers to be warranted under the circumstances regarding my health and safety. In the event of any medical emergency for which the University has knowledge, wherein I am physically or mentally incapable of consenting to medical attention, I give to the University, or any of its representatives, the full authority to take any action deemed necessary to protect my mental or physical health and safety, at my own expense, including but not limited to, placing me under the care of a doctor or in a hospital or any place for medical examination and/or treatment or returning me to the United States, if such return is deemed necessary after consultation with medical authorities. Should the need arise, the University is authorized to provide any personal and medical information about me to any health care provider. In the event I am returned to the United States, the University is obligated to refund only uncommitted monies paid to the Program. I understand that all the funds may have been committed and that I may be ineligible to receive any refund. I agree to pay all expenses related to medical care and release and discharge the University and its representatives from any liability for any such actions, including the cost and quality of such medical treatment and care.

3) CHANGES TO PROGRAM AND RESPONSIBILITY
a) I understand and acknowledge that so long as any such modification contains reasonably comparable substitution, the University reserves the right to make changes to the Program (including transportation and accommodation substitutions; alterations in the proposed itinerary, such as dates and sites; and reasonable and comparable academic courses and coursework) at any time and for any reason. The University is not responsible for the cost of changes that arise as a result of an emergency or that are outside its control. The University reserves the right to substitute hotels, housing, or other accommodations of a similar category at any time. Specific room and housing assignments are within the sole discretion of the University.

b) The University reserves the right to cancel the Program or any aspect thereof prior to departure; and, it is the University’s sole discretion to cancel the Program or any aspect thereof after departure, requiring that all participants return to the United States if the University determines or believes that any person is or will be in danger if the Program or any aspect thereof is continued. If the Program is changed or cancelled, the only responsibility of the University is to refund to me all uncommitted monies I have paid to the Program. I understand that all the funds may have been committed and that I may be ineligible to receive any refund.

4) INDEPENDENT ACTIVITY
a) I understand that neither the University nor its representatives will be supervising me at all times. I will have the opportunity and the right to independently leave the group periodically, subject to the Program Director’s approval and requirements for participation in the Program. I understand and acknowledge that if I spend any time away from the Program’s location, or participate in any activity that is not a planned part of the program, I may face additional and/or increased risk of injury or death and that I am solely responsible for my own safety.

b) I understand and acknowledge that should I elect to remain in a foreign country, whether at the location of the Program or elsewhere, after participating in the Program or should I decide to leave the Program before completing my course of study, the University will cease to act as a sponsor and I assume all such risks and liabilities associated in traveling and living independently from the University and its Program.

5) STANDARD OF CONDUCT
a) I understand that the University’s policies on Alcohol, Drug Use, Sexual Harassment, and the Student Code of Conduct apply while I participate in the Program. I agree to abide by these policies. I understand that misconduct abroad can lead to removal from the Program and may, in addition, result in a decision by the University to impose further sanctions under its policies and rules.
b) I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug and alcohol use, and behavior. I recognize that behavior, which violates those laws or standards, including but not limited to destruction of property of others, alcohol or substance abuse, the use of or threats of physical violence, and openly abusing the customs and traditions of the foreign country, could harm the University’s relations with those countries and host institutions and families, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I travel during my participation in the Program, including attending any and all Program orientation meetings and reading all materials the Program provides. I will attend to any legal problems I encounter with any foreign nationals or government of the host country or any country to or through which I travel during my participation in the Program. Further, I will reimburse the University for any and all expenses incurred or caused by me, including but not limited to expenses arising out of vandalism, damage to property, or theft. The University is not responsible for providing any assistance under such circumstances.

c) I understand that the Program Director, or someone he or she appoints, will be the sole judge of whether my conduct or academic standards are detrimental to the best interests of the Program, myself or others in the Program or seriously offend the host institution or family. Should such misconduct occur, the Program Director or someone he or she appoints, at his or her discretion, may terminate my participation in the Program. I understand that should my participation in the Program be terminated, I will receive no refund or portion thereof of any fees, unless otherwise deemed appropriate by the University; I am required to leave the Program immediately; and I am solely responsible for arranging and paying for my own transportation back to the United States.

6) ACADEMIC OBJECTIVES
I understand that the academic aspects of the Program are such that participation in the Program for not less than the full term is necessary to achieve the objectives of the Program. I understand and acknowledge that any grade or course credit is dependent on my participation and success in the Program. I agree that in the event that I do not complete the academic requirement of the Program, I may be obligated to reimburse the University and its Departments for any institutional grants or scholarships that I received to financially support my travels abroad.

7) REPRODUCTION OF RECORDS
I grant permission for the University and the Program to reproduce and use for educational, publicity and/or orientation purposes, without compensation, all photographs, videos, movies, or sound recordings taken of me during the time I participate in the Program.

STATEMENT OF RESPONSIBILITY AND AUTHORIZATION TO PARTICIPATE IN THE UNIVERSITY OF CINCINNATI EDUCATION ABROAD PROGRAM

In signing this Statement of Responsibility and Authorization to Participate, I acknowledge that I have read this entire Agreement, that I understand its terms, that I have had the time and opportunity to read and ask questions regarding the Agreement. Also, I confirm that I am at least eighteen years of age and that I have signed the Agreement knowingly and voluntarily, and that by signing it, I understand that I am giving up substantial legal rights I might otherwise have. Further, I understand that I may withdraw from the Program at any time before departure and shall be reimbursed all uncommitted monies.

I also understand that it is my responsibility to be properly registered for the appropriate University of Cincinnati course(s) associated with the Program. As such, I have registered or will register for the following course:

<table>
<thead>
<tr>
<th>College</th>
<th>Discipline</th>
<th>Code</th>
<th>Quarter(s)</th>
<th>for the term(s).</th>
</tr>
</thead>
</table>

I understand that if I am not properly registered, I will be required to pay additional fees.

Name of Program

Participant’s Name (printed)

Date

Participant’s Name (signature)

Date

UC International Programs 15
UNIVERSITY OF CINCINNATI EDUCATION ABROAD PROGRAM AGREEMENT
ASSUMPTION OF RISK, WAIVER AND RELEASE OF LIABILITY, AND INDEMNIFICATION

I am a student at the University of Cincinnati ("the University") and have agreed to participate in the University of Cincinnati’s Education Abroad Program titled ................................................ (hereinafter “the Program”) in ........................................ (Country) from ........................................ (starting date) through .......................................... (ending date). I understand and hereby acknowledge that my participation in the Program is wholly voluntary. The University has agreed to allow me to participate in the Program and I, in turn, agree to the following:

(1) **Assumption of Risk and Release of Claims.** Knowing the risks, dangers, and hazards described to me by the University of Cincinnati, and in particular those described in the "Statement of Responsibility and Authorization to Participate in the University of Cincinnati Education Abroad Program," I agree, individually, and on behalf of my heirs, successors, assigns and personal representatives, to **ASSUME AND ACCEPT ALL THE RISKS, DANGERS, HAZARDS, AND RESPONSIBILITIES** resulting in or arising from my participation in the Program. To the maximum extent permitted by law, I, individually, and on behalf of my heirs, successors, assigns and personal representatives, **HEREBY RELEASE AND FOREVER DISCHARGE** the University and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses, harms, or injuries (including suffering and death) that I may sustain to my person or property or both, whether caused by negligence or carelessness on the part of the University, its employees, agents, officers, trustees or representatives, including but not limited to any claims, demands, actions, causes of action, judgments, damages, costs, and expenses of any nature whatsoever, including attorneys fees, which arise out of, result from, occur during, or are connected in any manner to my participation in the Program (including periods in transit to and from any country where the Program is being conducted), any related or independent travel, or any activities or field trips (including any inherently dangerous activities such as mountain climbing, scuba diving, etc).

(2) **Indemnification and Hold Harmless.** I, individually, and on behalf of my heirs, successors, assigns and personal representatives, **HEREBY AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS** the University and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability, losses, damages or expenses, including attorneys fees, which arise out of, occur during, or are in any way connected with my participation in the Program, any related or independent travel, or any activities or field trips (including any inherently dangerous activities such as mountain climbing, scuba diving, etc).

(3) I agree that this **WAIVER AND RELEASE OF LIABILITY, AND INDEMNIFICATION AGREEMENT** is to be construed and governed under the laws of the State of Ohio, U.S.A.; and that if any portion is held invalid, the balance hereof shall continue in full legal force and effect. In signing this Agreement, I acknowledge that I have read this entire Agreement, that I understand its terms, that I have had the time and opportunity to read and ask questions regarding the Agreement, and that I have signed it knowingly and voluntarily.

Name of Program

Participant’s Name (printed) ......................................................... Date ........................................

Participant’s Name (signature) ..................................................... Date ........................................
PUBLIC ANNOUNCEMENT

U.S. DEPARTMENT OF STATE
Office of the Spokesman

Worldwide Caution

February 2, 2009

This Worldwide Caution updates information on the continuing threat of terrorist actions and violence against Americans and interests throughout the world. In some countries, the worldwide recession has contributed to political and economic instability and social unrest. The armed conflict between Israeli forces and Hamas in Gaza, which began in December 2008, raised tensions and sparked demonstrations throughout the world. U.S. citizens and others were killed in recent terrorist attacks in India and Pakistan. American citizens are reminded to maintain a high level of vigilance and to take appropriate steps to increase their security awareness. This replaces the Worldwide Caution dated July 16, 2008 to provide updated information on security threats and terrorist activities worldwide.

The Department of State remains concerned about the continued threat of terrorist attacks, demonstrations, and other violent actions against U.S. citizens and interests overseas. Americans are reminded that demonstrations and rioting can occur with little or no warning. Current information suggests that al-Qa'ida and affiliated organizations continue to plan terrorist attacks against U.S. interests in multiple regions, including Europe, Asia, Africa, and the Middle East. These attacks may employ a wide variety of tactics including suicide operations, assassinations, kidnappings, hijackings, and bombings. The September 2006 attack on the U.S. Embassy in Syria and the March 2006 bombing near the U.S. Consulate in Karachi, Pakistan illustrate the continuing desire of extremists to strike American targets.

Extremists may elect to use conventional or non-conventional weapons, and target both official and private interests. Examples of such targets include high-profile sporting events, residential areas, business offices, hotels, clubs, restaurants, places of worship, schools, public areas, and locales where Americans gather in large numbers, including during holidays. Terrorists attacked two hotels, a railway station, restaurant, hospital, and other locations in Mumbai, India, frequented by Westerners on November 26, 2008. Over 100 persons are believed to have been killed, including six Americans, and hundreds were injured. On September 20, terrorists bombed the Islamabad Marriott Hotel killing two U.S. Department of Defense employees and one Department of State contractor, whose remains are still unaccounted for. One private American sustained minor injuries. A July 9, 2008, terrorist attack on Turkish police guarding the U.S. Consulate General in Istanbul, Turkey, killed three police officers and wounded other police personnel. On March 15, 2008, a bomb at an Italian restaurant in Islamabad, Pakistan, killed two and injured twelve, including five Americans. Also on March 15, two bombs exploded at the CS Pattani Hotel in southern Thailand, killing two and injuring thirteen.

Americans are reminded of the potential for terrorists to attack public transportation systems. Bombs exploded near city buses in Tripoli, Lebanon, on August 13 and September 29, 2008, killing twenty-one people. Other examples include multiple anti-personnel mine detonations on passenger buses in June 2008 in Sri Lanka, multiple terrorist attacks on trains in India in 2006, the July 2005 London Underground bombings, and the March 2004 train attacks in Madrid. Extremists also may select aviation and maritime services as possible targets, such as the August 2006 plot against aircraft in London, or the December 2006 bomb at Madrid's Barajas International Airport. In June 2007, a vehicle was driven into the main terminal at Glasgow International Airport and burst into flames, but the bomb failed to detonate.

U.S. citizens are strongly encouraged to maintain a high level of vigilance, be aware of local events, and take the appropriate steps to bolster their personal security. For additional information, please refer to “A Safe Trip Abroad” found at http://travel.state.gov.

U.S. Government facilities worldwide remain at a heightened state of alert. These facilities may temporarily close or periodically suspend public services to assess their security posture. In those instances, U.S. embassies and consulates will make every effort to provide emergency services to U.S. citizens. Americans abroad are urged to monitor the local news and maintain contact with the nearest U.S. Embassy or Consulate.

As the Department continues to develop information on any potential security threats to U.S. citizens overseas, it shares credible threat information through its Consular Information Program documents, available on the Internet at http://travel.state.gov. In addition to Information on the Internet, travelers may obtain up-to-date information on security conditions by calling 1-888-407-4747 toll-free in the United States and Canada or, outside the United States and Canada on a regular toll line at 1-202-501-4444. These numbers are available from 8:00 am to 8:00 pm Monday through Friday, Eastern Time (except U.S. federal holidays.)
SAFETY ABROAD: MESSAGE TO PARENTS AND CONCERNED OTHERS

Family members of students who are going, or are already abroad are justifiably concerned with their safety. This letter reports on what we have done and continue to do in an effort to assure that all University of Cincinnati students are safe.

Pre-departure Orientation

- We orient students to both host country and American security information provided by the U.S. Department of State.
- We speak to students about how to behave abroad, how to maintain a low profile and how to act responsibly.
- We provide faculty directors with emergency procedures. Students have contact information both day and night for UC International staff.
- We collect all pertinent information from students, including their emergency contact, medical and insurance information.
- We require all students to have an International Student ID Card (ISIC), which provides supplemental medical insurance as well as emergency evacuation for medical cause or repatriation of remains.
- We remind students that while abroad, they represent the University of Cincinnati, and that their actions and behaviors are governed by the UC Student Code of Conduct.

Safety Abroad

- Faculty leaders register all members of the group at the closest American Consulate or Embassy. All students traveling independently must register their whereabouts online with the State Department before departure.
- Faculty leaders carry a copy of students’ passports and visas. Independent students must carry a copy of these documents separately.
- Students must respect the rules of the program, refrain from taking unnecessary risks, and stay in touch with their faculty leader. Independent students must stay in touch with the on-site staff of the program where they are located, the American Consulate, and UC International Programs.

Emergency Procedures

In the event of an emergency situation while students are abroad, we ask faculty leaders and independent students to follow these procedures:

- Make sure that all members of the group are accounted for and in a safe place.
- Call the U.S. Consulate or Embassy for instructions.
- Call UC International to report the situation and receive further instructions.
- UC International will contact the emergency phone numbers of all students on affected programs.

After-hours contact information:
Kurt Olausen, Director 513-476-5679
Karen Ramos, Program Manager 513-791-5842
Jill Reister, Advisor 847-530-0660

GETTING READY TO GO

There are many ways to prepare for your journey. Read books about the history, geography and customs of the countries you will visit. Study maps, read newspapers with good international coverage of each country, and watch videos of the places you’ll visit. Check out Web sites for helpful information and advice; for example Lonely Planet offers good advice to travelers. Visit the UC International Resource Room to find guidebooks.

Talk with international students from the countries you’ll visit. Check out the international travel sections of bookstores and purchase one or two good student guides, such as Let’s Go, Lonely Planet or Frommer’s. If you don’t speak the language, learn some key words and phrases. Everyone likes to hear even simple words or phrases in their native language.

DOCUMENTS

Passport

- U.S. and non-U.S. citizens now need a passport to enter other countries. If you already have a passport, make sure it is valid until at least six months after your return date. New passports take up to eight weeks for processing. Apply early to avoid complications caused by misplaced birth certificates and similar problems. You can apply for a passport in person during certain hours at many U.S. Post Offices, at the Cincinnati Public Library, or twice per year through UC International’s Passport Day (watch for announcements).

See http://travel.state.gov/passport/index.html for general information. You will need these documents to apply for a passport:
- U.S. Passport Application
- Two passport-size photographs
- Certified birth certificate or Naturalization document
- Picture ID (driver’s license, state ID), checks or cash ($75 for a 10-year passport plus $25 for an execution fee).
If you need your passport or visa on short notice, there are several independent courier services that can help expedite the process by hand carrying your documents to the different agencies. There is an extra charge for this service. For example, see www.uc.edu/international/programs.

Visa
A visa is an entry/residency permit and official permission granted by the authorities of the countries where you will study or travel, which allows you to enter and remain in that country. The visa itself is frequently a stamp in your passport, not a separate document. Since you will need a passport before applying for a visa and the passport and visa process may take several months, start early. If you are a U.S. citizen (carrying a U.S. passport) a visa is not required by most Western European countries if you are spending less than three months in the country visited. If you are staying longer than 90 days in any country, you must obtain the appropriate visa according to that country’s laws. The cost and requirements of obtaining visas vary. It is your responsibility to inquire about visa requirements for all countries you plan to visit while abroad; this includes countries that you plan to visit before or after your study abroad program. You can do so by consulting with a travel agent, calling the consular agent, or calling the consular offices of those countries. Additionally, you may wish to check the following entry requirements for visa and entry requirements:

United States Bureau of Consular Affairs:
http://travel.state.gov/visa/

Travel Document Systems: www.traveldocs.com/

You may be denied entry into, or be deported from, a country for which you have not obtained a required visa. For some countries, certain medical requirements must be met before a visa will be issued. Many countries will not issue visas to persons with any type of police record. Note: If you are not a U.S. citizen, consult the embassy or consulate of the countries you visit to learn their document requirements. See the following Web sites:

Foreign Consulate Offices listing: www.state.gov/

Embassies and Consulates: www.embassyworld.com

The procedures that you will follow may be different from those for U.S. citizens. It is important to initiate this process as soon as possible in order to assemble documents and allow time for lengthy procedures. International students must visit UC International Services to obtain a signature on visa documents to permit re-entry to the United States.

International Student I.D.
The International Student Identity Card, often called the ISIC, is endorsed by the United Nations Educational, Scientific and Cultural Organization. It was initiated to give traveling students a document that would be readily accepted worldwide as proof of their student status.

The card provides many benefits to holders, including some supplemental health and travel insurance, discounts for museums and attractions, and discount travel. It is required that all UC students planning to travel abroad have the card. It is available in the UC International Office. Bring a passport size photo and $22 cash or check.

STAYING HEALTHY

When you participate in an education abroad program, you will complete the Student Health/Emergency Treatment Authorization. It is your responsibility to ensure that your routine immunizations are up-to-date, inquire whether there are recommended and/or required immunizations for the country/countries you will visit (including any countries you visit that are not part of the education abroad program’s itinerary), and review educational issues relevant to your personal health and well being. All students participating in Education Abroad must have some form of health insurance, either through a personal policy or the University of Cincinnati. If you have any questions regarding medical problems, immunization requirements, or other health issues that may affect your successful and complete participation in the program, you expect you to consult with either your personal physician or the University Health Services, 513-556-2564 or 513-584-4457, at least three months prior to departure to developing nations, and at least two months prior to departure for all other countries. Some immunizations require a series or spacing for protection so allow as much time as possible for immunization. Worldwide health information is also available through:

Center for Disease Control: www.cdc.gov/travel

Shoreland’s Travel Health On-line: www.tripprep.com

Check one of these resources to determine the health requirements of your country. Additional useful Web sites include:

World Health Organization (www.who.int) and Medical College of Wisconsin (www.healthlink.mcw.edu/travel-links.html)

Here is a list of routine vaccinations that should be up-to-date before leaving the U.S. for low-risk countries (such as the UK, France, Ireland, Sweden, Netherlands, Belgium, Switzerland)

- Tetanus-Diptheria (Td) - recommended every 10 years
- Measles, Mumps, Rubella (MMR) - should have had two since one year of age
- Hepatitis B - series of three shots given over six months; two shots spaced one month apart should give some level of protection

Students traveling to countries with moderate to high health risks (i.e. Greece, Mexico, Zimbabwe, Kenya, China) will need to make sure the above routine immunizations are up-to-date. Additionally, schedule an appointment to be seen at a travel clinic at least 4-8 weeks before your trip for specific recommended and/or required vaccines to consider before departure.
If you have a pre-existing medical condition that may require treatment or need prescription medication while traveling, be sure to bring an adequate supply with your physician’s explanation of the condition, generic and brand names of the medication and dosage information. Always carry prescription medication in its original container. If there is a question, check with the embassies of the countries you expect to visit to make sure your medications are not illegal there. Maintain your usual dosage and pattern of taking your medication while you’re abroad.

Food and Water

Watch what you eat. Traveling will bring your body in contact with different bacteria, which are not necessarily harmful in themselves, but can unsettle your stomach or cause other health problems. Water (including ice cubes), milk, fresh fruit and unwashed, raw vegetables could upset your system until your body adjusts to its new surroundings.

It is wise to bring any special dietary supplements or food items you are accustomed to: black pepper, vitamin C, or peanut butter. Keep in mind that it is illegal to carry perishables or plants into other countries. Customs officials will ask what food you have with you. Be sure to eat your oranges and apples on the train before you reach the next country’s border.

When abroad, consider changing your normal eating patterns. It may be less costly to eat your most substantial meal at noon and have “lunch” in the evening. For example, in Europe you can usually save money by buying bread, cheese, yogurt, beverages, and other assorted picnic items at the local grocery store. If you eat these in the evening and save leftovers for breakfast the next morning, you will be ready to travel without the hassle of carrying food.

Don’t panic if the change in diet affects your health adversely when you first arrive in a new country. In countries where tap water is safe to drink, the slight difference in mineral content in the water might be enough to upset your system. Be patient. Students studying in the “developing” world may need to review food and water safety guidelines. In countries where the tap water is not safe to drink, the answer to your problem may be as simple as remembering to use boiled water to brush your teeth.

Many restaurants overseas have an advantage over their American counterparts in that they post their menus outside the door. This allows you to “window-shop” for a restaurant that suits your palate and pocketbook before entering the restaurant. Many restaurants will have a “house menu” which is a “package meal” set and includes soup, salad, main dish, and dessert. Look the menu over carefully to determine if you want to order from the house menu or à la carte. Beverages generally are not included in the price listed.

Water may be provided upon request. However, you might have to buy mineral water. There are two varieties: gaseous and non-gaseous. The gaseous water is more expensive but it is acclaimed as an excellent digestant.

Be brave! Take the time to explore local taverns and restaurants. You can learn a lot about countries by their cuisine and the clientele they serve. At the same time, be aware of food and water safety precautions. Also, watch out for “extras.” In some places you may pay extra for a napkin. Food is available on most trains but is more expensive. Plan ahead and take sandwiches with you. Train stations in villages often have good restaurants. In larger cities these restaurants, as well as those surrounding the train station, are generally more expensive.

Note to travelers with special eating habits

You may find that maintaining your normal diet abroad is challenging, especially if you have specific dietary preferences or allergies (i.e. vegetarian, vegan, kosher, wheat allergies, lactose intolerance, etc.). This challenge is presented because of the differences in international cuisine due to specific geography and culture. Despite this fact it is important to maintain a healthy diet while avoiding weighing down your luggage with your favorite foods from home. If you have special eating habits, research your destination carefully before assuming that the food you need or want is available.

Some tips to help you through:

• Research the area in which you will be staying—read the food sections of travel guides. Learn what foods are available and what foods will easily work as substitutes for meals you normally eat at home.

• If you are concerned that you may have difficulty finding suitable substitutions, you may choose to bring protein powder, vitamins, and other dietary supplements to ensure you maintain good health.

• Talk to others with similar preferences to yours who have traveled abroad and listen to the advice they offer.

• Research customs surrounding food and dining in your destination and develop an effective way to communicate allergies and handle social situations in which you may be offered food you are not comfortable eating.

(adapted from food: the edible part of culture, published by CIEE, www.ciee.org)

University of Missouri: Hints on Eating Abroad
http://international.missouri.edu/studyabroad/predepart/eating.shtml
Travelers' Diarrhea

The typical symptoms of travelers' diarrhea (TD) are diarrhea, nausea, bloating, urgency, and malaise. TD usually lasts from three to seven days. It is rarely life threatening. Areas of high risk include the “developing” countries of Africa, the Middle East, South Asia and Central America. The risk of infection varies by type of eating establishment the traveler visits—from low risk in private homes to high risk for food from street vendors.

TD is usually acquired through ingestion of fecal contaminated food and water. The best way to prevent TD is by paying meticulous attention to choice of food and beverage. The Centers for Disease Control does not recommend use of antibiotics to prevent TD because they can cause additional problems.

For treatment, oral fluids should be administered to sufferers of diarrhea. Fruit juices, soft drinks (preferably without caffeine), and salted crackers are advised. For severe dehydration, the use of an oral rehydration solution (ORS) is advised (see below). Avoid dairy products and all beverages that contain water of questionable quality.

Antimicrobial drugs such as doxycycline, trimethoprim/sulfamethoxazole (Bactrim* or Septra*), and fluoroquinolones (Cipro* or Noroxin*) may shorten the length of illness and may especially benefit persons with severe abdominal cramping, fever, and/or bloody stool. Consult your physician for prescription and dose schedule. Antidiarrheals, such as Lomotil* or Imodium*, can decrease the number of diarrheal stools but can cause complications for persons with serious infections.

Most episodes of TD are resolved in a few days. As with all diseases it is best to consult a physician rather than attempt self-medication, especially for pregnant women and children. Travelers should seek medical help if diarrhea is severe, bloody, lasts longer than a few days, is accompanied by fever and chills, or if the traveler is unable to keep fluids intake up and becomes dehydrated.

Water

In areas with poor sanitation, only the following beverages may be safe to drink: boiled water, hot beverages (such as coffee or tea) made with boiled water, canned or bottled carbonated beverages, beer, and wine. Ice may be made from unsafe water and should be avoided. It is safer to drink from a can or bottle of beverage than to drink from a container that was not known to be clean and dry. However, water on the surface of a beverage can or bottle may also be contaminated. Therefore, the area of a can or bottle that will touch the mouth should be wiped clean and dry. In areas where water is contaminated, travelers should not brush their teeth with tap water.

Boiling is the most reliable method to make water safe to drink. Bring water to a vigorous boil, and then allow it to cool; do not add ice. At high altitudes, allow water to boil vigorously for a few minutes or use chemical disinfectants. Adding a pinch of salt or pouring water from one container to another will improve the taste.

Chemical disinfection can be achieved with either iodine or chlorine, with iodine providing greater disinfection in a wider set of circumstances. For disinfection with iodine, use either tincture of iodine or tetracycline hydroperiodide tablets, such as Globaline* and Potable-Aqua*. These disinfectants can be found in sporting goods stores and pharmacies. Read and follow the manufacturer's instructions. If the water is cloudy, strain it through a clean cloth and double the number of disinfectant tablets added. If the water is very cold, either warm it or allow increased time for disinfectant to work.

CDC makes no recommendation as to the use of any of the portable filters on the market due to a lack of independently verified results of their efficacy.

As a last resort, water that is uncomfortably hot to touch may be safe for drinking and brushing teeth after it is allowed to cool. However, many disease-causing organisms can survive the usual temperature reached by the hot water in overseas hotels.

Good Self Care

Study abroad is inherently stressful—with both “good stress” and more problematic stress. Good stress includes new opportunities and excitement. However, changes of any kind are demanding on people. With study abroad, students are adjusting to many differences from home and doing so without their usual familiar environment and supports.

Self-care helps people cope with stressors and stay physically and mentally healthy. A lot of self-care is common sense, but it may be important to make a specific effort while you are abroad, especially in the first few weeks when culture shock is most likely to occur. Here are the main principles:

- Eat healthy food at regular meal times; avoid junk food
- Get regular exercise of some kind—walking, biking, going to the gym, etc.
- Get enough sleep—7-9 hours for most people; go to bed and get up at the same time every day
- Schedule leisure time for relaxing and enjoyment
- Socialize and communicate with people around you
- If you feel a conflict developing, try to talk it out with the other person directly and calmly, before anger builds up
- Stay in touch with family and friends back home
- Maintain a positive attitude and flexibility

Culture shock is a normal and predictable reaction to being in a different culture. During the first few weeks of being in a new environment, many people experience mood changes, intense feelings, a sense of vulnerability or helplessness, confusion, sleep problems, anxiety, sadness, withdrawal and other states that may look similar to anxiety or depression on the surface but are simply stages of adjustment. If, however, these kinds of experiences continue beyond the first few weeks, it is important to let someone know who can assist you in getting professional help. On-site program staff can help students find physicians and mental health professionals with the skills to treat depression, anxiety, and other conditions so you can get the most out of your international experience.
For students who have a pre-existing condition like depression, an eating disorder, etc., it is important to talk with your treatment providers in advance to make plans for treatment while abroad. That plan should include handling medication issues, getting support, and how to deal with any possible emergencies.

**BAGGAGE & PACKING**

- Check with an insurance or travel agent about insuring your luggage and other personal effects.
- If you intend to travel before or after your program, make arrangements for storage of your luggage. Do not assume that your luggage can be stored at your housing location during dates outside of the program. Daily storage charges in train stations and airports can be quite costly.
- Mark your luggage tags ahead of time with a clear indication of your name, home address and phone number. Keep this information inside your bags too.
- Arrive at the airport AT LEAST two to three hours before departure. Go directly to the ticket counter to check your bags and learn about any flight schedule changes.
- Keep your luggage close to you!

Airlines restrict the amount of baggage that passengers are allowed to carry. In general, passengers are allowed two bags, each weighing under 50 pounds. Requirements vary from carrier to carrier, and it is your responsibility to contact your airlines to determine these requirements.

You will have to carry your own luggage. It is a good idea to pack your bags a few days early and to try to carry them when you are tired. Eliminate items that are not essential. Don’t take anything you would hate to lose. Leave at home all unnecessary credit cards, expensive jewelry, or irreplaceable family objects. Take a collapsible piece of luggage or leave room in your bags for items acquired abroad. When packing your carry-on luggage, be aware of U.S. security measures.

**New Security Measures**

The Department of Homeland Security has implemented the following new security measures until further notice:

1. Travelers will be allowed through security checkpoints with travel-size toiletries (3 ounces or less) that fit comfortably in ONE, QUART-SIZE, clear plastic, zip-top bag.

2. At the checkpoint travelers will be asked to remove the zip-top bag of liquids and place it in a bin or on the conveyor belt. X-raying separately will allow TSA security officers to more easily examine the declared items.

3. In addition, larger amounts of prescription liquid medications, baby formula and diabetic glucose treatments must be declared at the checkpoint for additional screening.

4. After clearing security, travelers can now bring beverages and other items purchased in the secure boarding area on board aircraft.

It is unlikely that additional changes in the liquid, aerosol and gel policy will be made in the near future.

This security regimen applies to all domestic and international flights departing U.S. airports. Travelers should, however, check with transportation security authorities in their country of origin for flights originating at non-U.S. airports.

TSA will be enhancing security measures throughout the airport environment, both visible and not visible to the traveling public. Examples of these measures include: more random screening of employees, additional canine patrols, stronger air cargo security measures, more rigorous identity verification standards and deploying more trained security officers in bomb appraisal and screening by observation techniques.

**Packing**

Most travelers pack too much clothing. Take only what you expect to wear. Although public laundry service is available in most places where students will be staying, it is advised to bring dark colors that will not readily show the dirt. Your clothing should be hand washable and require little care. Learn the typical climate of the locations you plan to visit. The following list is a helpful guide and should be adjusted according to the seasonal weather you will experience during your stay abroad.

**Carry on board**

- An extra pair of eyeglasses
- A map or directions of your destination
- Any medications you use (Keep medications in their original labeled container to make customs processing easier. If any medications contain narcotics, carry with you a letter from your physician attesting to your need to take them)
- A sweater or sweatshirt
- An extra change of clothes
- Do not carry knives, pepper spray, nail clippers, or anything that could be construed as a weapon in your carry-on luggage.

**Documents, etc. (to carry on your person)**

- Passport
- Tickets and rail passes
- International Student ID Card (ISIC)
- Address and phone number of where you are going
- Cash, travelers' checks, credit cards
- Insurance card

**Clothing**

- 1 pair walking shoes
- 1 pair flip-flops or shower shoes
- 3 - 5 pairs of socks
- 5 - 7 pairs of underwear
- 1 - 2 pairs of shorts
- 1 - 2 shirts/trousers
- 2 shirts
- 1 sweater/sweatshirt
- 1 poncho/rain jacket
- 1 light jacket
1 bathing suit
1 hat
A nice outfit
T-shirts (cotton)
1 wool sweater or polar fleece

**Medicine, Toiletries and Other...**
- Prescription medicines: clearly marked with patient name, physician name and drug name, and written physician prescriptions
- Over-the-counter, unopened medication (i.e., any medications you take on a regular basis or those which are especially effective for you); although your host country may have the same drug, it is probably called something different and may be difficult to identify at your time of need, or not available at all.
- First Aid Kit: include bandages, first aid tape, antiseptic, antihistamine (especially if you are allergic to insect stings) wipes, burn cream, extra-strength aspirin or acetaminophen, and first aid guide.
- Comb and/or brush
- Sunscreen, moisturizers, cosmetics
- Deodorant/antiperspirant
- Razor
- Tampons/sanitary pads
- Contraceptives/birth control/prophylactics
- Eyeglasses, sunglasses, contact lenses and cleaning solution

**Miscellaneous**
- Battery operated alarm clock
- Camera and film or memory card
- Address book
- Travel Journal
- Pocket calculator
- Books, guides, and maps
- Day pack
- Sewing kit
- Laundry soap and line
- Money holster
- Umbrella
- Luggage tag
- Adapter and voltage converter
- Photos from home to share with friends abroad
- Combination lock

**Document Safety**
Remove from your wallet and leave at home all credit cards, keys, and other items you won’t need abroad. Make photocopies of your valuable documents and maintain an “emergency file” at home containing copies of your airline ticket, passport, travelers’ checks, driver’s license, blood type and Rh factor, eyeglass prescription, name of doctor and dentist, supplemental insurance policies, and the credit cards you take abroad. Leave one set at home and keep another with you in a separate place from the originals. Leave a copy of your itinerary and contact information with family or friends at home. During orientation you will be provided with the address and telephone number of where you are going to live. NEVER pack your passport or any other important documents in your checked-in luggage or your carry-on luggage. Passports, credit cards, and money should be worn in a pouch or a money belt as close to your body as possible. Be aware that certain reading material or literature may offend officials of some countries.

**Electric Appliances**
Electrical service varies throughout the world. Not all outlets will accept the two- or three-pronged plugs that are standard in the United States (http://en.wikipedia.org/wiki/Electric_power_outlet). Along with a voltage converter, you will probably need a set of adapter plugs in order to use small appliances. These items can be purchased at electronics stores such as Radio Shack or Best Buy. Electric converters work for appliances up to 1600 watts, at least for a while, but good ones are expensive; don’t be fooled by cheaper versions because they will burn up your appliance and perhaps cause a fire. Because of the voltage difference, U.S. appliances often short, even with an adapter and transformer. It may be to your advantage to buy electric appliances on-site. If you are bringing expensive electronic equipment such as a computer, obtain all necessary conversion information from a professional before departure.

**Money**
Decide on the amount of money you will need while abroad. Make both weekly and daily budgets and stick to them. Learn the value of the currency used where you are and be consistently alert for special student rates and discounts. Friends with foreign experience or students who have participated in your particular study abroad program are excellent sources for advice on spending and saving money while abroad. For conversion tables, see www.xe.com/currency/convert/ or www.xe.com/currency/foreign. Before departure, you may wish to purchase small amounts of foreign currency (at least $50 equivalency) from a U.S. bank to use when you first arrive for buses, taxis, phone calls, tips and other incidentals.

Some countries favor travelers’ checks; many do not. If you elect to carry travelers’ checks, leave a copy of the serial numbers of your travelers’ checks at home; take another list with you separate from the checks themselves. As you cash in the checks, keep a tally of which ones remain unredeemed.

Most students access home funds through automated teller machines (ATMs) on the PLUS or Cirrus network. Since many ATMs abroad will only access a checking account, do not leave your funds in a savings account before departure. Otherwise, ATMs are used the same as they are here; your home checking account is debited for your withdrawal and you secure local currency. You receive the current exchange rate and are charged a service fee. Although this way of accessing money is convenient, do not use it as your only form of getting cash. Be sure to check with your bank at home to ensure that your PIN is valid abroad and to clarify what sorts of charges will be applied.

Credit cards such as Visa, MasterCard and American Express are honored abroad (although AMEX is less popular). Credit cards make foreign currency transactions easy and are invaluable in a financial emergency. Take a credit card along, but use it wisely;
plastic can be dangerous because it is easy to overspend. Service fees and interest charges can be costly, and the loss or theft of a card can inconvenience you, especially while traveling. Seek advice from the issuing company as to the card’s applicability abroad and the billing rate for converting the amount of purchases abroad into dollars. Contact your credit card company to confirm your credit limit and number to call if your card is lost or stolen.

The best way to assure yourself of adequate funds is to take more than the proposed budget. If your money runs out and you have a credit card, you may be able to access funds:

- If you are a Visa cardholder, you can obtain a cash advance directly from an ATM or bank. The daily amount available varies with the exchange rate, but averages $150. If you choose to use an ATM, you need to know the PIN that is issued by your credit card company. If you choose to use a bank, your passport and credit card numbers will be entered into the central computer, so you can’t run down the street to another bank and do it again the same day.

- An American Express office can, on presentation of your card, accept a personal check and issue you up to $1,000 every 21 days for a one percent commission. This amount varies with each office. If you don’t have a personal check, American Express can provide a counter check.

- MasterCard may be used to draw emergency cash.

Make sure to check with the issuing company to confirm that your ATM card and/or your credit cards will work abroad. If they don’t work properly, the company will issue new ones, but this may take up to one week.

If your money runs out and you do not have an ATM card or credit cards to access funds, you have several alternatives, all based on the assumption that someone at home can send you money. Funds can be transferred or wired from home, but this process is very costly and complicated. Money can be wired to you through any bank, but this takes about two weeks to receive. Using the local AMEX Office, you can receive funds in about a day, but high fees may apply. Avoid the expense and hassle by bringing the necessary funds and sticking to a budget.

If you will be absent during tax season and wish to file a tax return, you should make arrangements with a Power of Attorney before your departure. Alternatively, you can file for an extension with the IRS (www.irs.gov) on the Web as long as you pay any taxes owed by April 15.

HELPFUL SAFETY TIPS

While you are abroad, you are expected to exercise the same safety precautions you would at home. Use common sense, avoid confrontations, familiarize yourself with the area, and PLEASE do not place yourself in any unnecessary dangerous situations.

Personal Responsibility and Communication

- Be aware that you are responsible for your own decisions and actions.

- Understand and comply with all terms and conditions of your program.

- If you have been a victim of a crime, report this immediately to your program director.

- Do not be free with information about yourself or other students, including your travel itinerary or class schedule.

Develop a plan for regular communication so that in times of heightened political tensions or local incidents, you will be able to communicate with your family directly about your safety and well-being.

The following information will guide and inform you of safety policies and procedures.
State Department Alerts and Warnings

UC monitors safety issues in countries and locations for all of our programs. The office regularly reviews State Department alerts and warnings and other reports to learn of any emerging safety concerns. You must register with the U.S. Embassy/Consulate abroad. Registration is free and allows you to record information about your upcoming trip abroad that the Department of State can use to assist you in case of an emergency. The Web site is http://travelregistration.state.gov/4hr/vil. All participants are required to attend one or more general orientation sessions that stress safety issues and the importance of understanding cultural differences. Additionally, most programs provide country-specific orientation for students where safety and health precautions are also outlined. If you are abroad during an international emergency, follow these procedures:

1. Call the American Consulate or check your e-mail for any particular procedures you should follow.
2. Call your family and tell them where you are.
3. Call UC International Programs (001-513-556-4278)

Keeping Informed Before Departure

When you have your initial orientation to your program abroad, you will receive country specific information from the U.S. Department of State and a "Culture Gram", published by Brigham Young University. Please feel free to call UC International Programs at 513-556-4278 if you have any questions or concerns regarding that information. It is your responsibility to stay informed about developments in the country or countries in which you will spend time (including any countries you'll visit that are not part of your study abroad program's itinerary). You can do so by checking the U.S. State Department Web page (http://travel.state.gov/).

You will find three different types of information: Country Specific Information, Travel Alerts and Travel Warnings. This information is updated based on current events worldwide. According to the State Department, Country Specific Information is issued as a matter of course, and is available for every country of the world. It includes such information as location of the U.S. Embassy and Consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. Travel Alerts are issued as required and are a means to disseminate information about terrorist threats and other relatively short-term and/or transnational conditions posing significant risks to the security of American travelers. Travel Warnings are issued when the State Department recommends that Americans avoid travel to a certain country.

Overseas Citizens Services

Overseas Citizens Services of the Bureau of Consular Affairs provides emergency services pertaining to the protection of U.S. citizens arrested or detained abroad, the search for U.S. citizens abroad, and the transmission of emergency messages to those citizens or their next of kin in the United States. Assistance from the Overseas Citizens Services is available 24 hours a day. See also http://travel.state.gov/ for procedures regarding emergencies, such as lost passport or medical emergencies.

Additional Considerations

While you are abroad, use common sense to protect yourself. Don't travel with anything you are not prepared to lose; avoid confrontations; try to blend in as much as possible; familiarize yourself with the area; ask the locals where the safe part of town is, and if you feel insecure in a certain place, don't go there. Do not expose yourself to unnecessarily dangerous situations. Because it is usually difficult to avoid looking like a foreigner, you may be more vulnerable to theft and crime. Here are some tips to decrease your chances of becoming a victim of crime.

- Try to fit in with the surroundings and be "invisible," remaining alert to your surroundings
- Avoid possible target areas, especially places frequented by Americans
- Avoid using American logos on your belongings or clothing, especially athletic wear
- Keep all valuables on your person in a discreet place, preferably stowed away in a money belt or a pouch that hangs around your neck and under clothing. Do not leave valuables unattended. Do not wear expensive clothes or jewelry, or carry expensive luggage
- Try to avoid arriving late at night to cities with which you are not familiar. Try to stay on well-lit, heavily traveled streets. Avoid shortcuts through alleys. Stay in the middle of the sidewalk; avoid walking close to the street or buildings. Walk against the flow of traffic so oncoming vehicles can be observed
- Do not use an iPod on the street
- When possible, travel with another person. It is not advisable to sleep on a train if you are traveling alone. Do not agree to watch the belongings of a person whom you do not know. Do not borrow suitcases. Ensure that nothing is inserted into yours. Take off your luggage tags after arrival. In all public places, remain alert
- Do not hitchhike
- Never leave handbags/purses/bags unattended and make sure they are locked. If the item has a shoulder strap, wear it crossing the strap over your body. Do not put valuables in the exterior pockets of book bags or backpacks or in bags that are open at the top
- Whenever possible, speak in the local language
- Be street wise. Avoid deserted areas and exercise caution in crowds
Avoid impairing your judgment due to excessive consumption of alcohol.

Be aware that pickpockets exist and tend to prey on people who look lost or do not seem to be paying attention to their surroundings.

Keep up with the local news through newspapers, radio, and television. And, in the event of disturbances or protests, do NOT get involved; this can be illegal in some countries. Report suspicious activities immediately; contact your leader or resident director if you observe suspicious persons within the premises of your educational environment. Act similarly if anything might indicate threats or an actual terrorist attack on the premises or on student activities. If you have been a victim of a crime, report this immediately to your leader or resident director.

Develop with your U.S. family a plan for regular communication so that in times of heightened political tensions or local incidents, you will be able to communicate with your family directly about your safety and well-being.

Be wary of people not associated with your program. Do not give out your or anyone else’s address or telephone number to strangers. Don’t give away your class or field trip schedule.

Inform your leader or resident director of your itinerary when you are traveling, even if only overnight, and where and how to contact you in case of an emergency.

Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program; obey host country laws and observe local customs. You are responsible for your own decisions and actions.

Be aware of local conditions and customs that may present health or safety risks; promptly express any health or safety concerns to the program staff or other appropriate individuals.

Behave in a manner that is respectful of the rights and well-being of others, comply with local laws, regulations, and customs of the host country, community, institution, and study abroad program, and encourage others to behave in a similar manner.

Notes to remember...

- Traffic and swimming accidents are the leading cause of death among travelers.
- AIDS and other sexually transmitted diseases (i.e., Hepatitis B) are a global problem.
- Always use clean water for brushing your teeth and for drinking.
- Swim only in well-maintained chlorinated pools or in unpolluted parts of the ocean.

SPECIAL NOTES

Gender and Diversity Abroad

Discrimination: Regardless of race, religion, gender, physical disability, or sexual orientation, there is a possibility that you will encounter discrimination abroad, just as you may face discrimination on your home campus or in your home town. However, many under-represented students have had positive experiences abroad and said that people were interested in them and their culture because they were different from the “average” American who studies abroad. Don’t let the possibility of discrimination stop you from experiencing the benefits of going abroad.

Women: In certain locations and programs, women may have a hard time adjusting to attitudes they encounter abroad, both in public and private interactions. Some men openly demonstrate their appraisals of women in ways that many find offensive. It is not uncommon to be honked at, stared at, verbally and loudly approved of, and, in general, to be actively noticed simply for being a woman, and in particular, a U.S. American woman.

Sometimes the attention can be flattering. Soon, it may become very annoying and potentially even angering. Local women, who often get the same sort of treatment, have learned through their culture how to ignore the attention. Many U.S. American students find it difficult. Eye contact between strangers or a smile at someone passing in the street, which is not uncommon in the U.S., may result in unexpected invitations; and some women feel they are forced to stare intently at the ground when they walk down the street. You will have to learn the unwritten rules about what you can and cannot do. Women can provide support for each other; you may wish to get together several times early in your stay abroad to talk about what does and doesn’t work for dealing with the unwanted attention. U.S. American women are seen as liberated in many ways and sometimes the cultural misunderstanding that comes out of that image can lead to difficult and unpleasant experiences.

Needless to say, all of this may make male-female friendships more difficult to develop. Be careful about the implicit messages you are communicating, messages you may not intend in your own cultural context. Above all, try to maintain the perspective that these challenging and sometimes difficult experiences are part of the growth of cultural understanding which is, all things considered, one of the important reasons you are studying abroad.

Female travelers are more likely to encounter harassment such as unwanted sexual gestures, physical contact, or statements that are offensive or humiliating. Uncomfortable situations such as these may be avoided by taking the following precautions:

Dress conservatively; while short skirts and tank tops may be comfortable, they may encourage unwanted attention. Avoid walking alone late at night or in questionable neighborhoods. Do not agree to meet a person whom you do not know in a non-public place. Be aware that some men from other cultures tend to
mistake the friendliness of U.S. American women for romantic interest.

If, after acknowledging cultural differences, you still feel uncomfortable with what you interpret as sexual harassment, you should talk with your leader, resident director, or other on-site personnel. This conversation may provide you with some coping skills and a possible action plan to avoid future encounters. It may also help you gain a different perspective by understanding the local customs and attitudes.

Sexual/Gender Identity: Diversity in sexual orientation has become more widely accepted in other cultures, but discrimination against the LGBT population has not been completely eliminated. You may have the opportunity to publicly identify as gay, lesbian, bisexual, transgender, etc.—or you may feel sent back into the closet because the environment or host culture is not conducive to outward expression of your sexuality or gender. Depending on where you study, you could encounter attitudes ranging from full acceptance of all forms of identity and expression to severe homophobia. Striking a balance between sincere expression of your sexuality and gender and local norms can be a challenge, particularly in cultures where little tolerance exists. On the other hand, in some places where the broader cultural milieu is conservative, liberal laws may exist to protect people with differing sexual identities.

Here are some tips to keep you safe and help you make the most of your study abroad experience:

- When choosing a program, take the location's entire environment into consideration. Research attitudes toward sexual orientation, identify outlets for the local LGBT community, and determine whether you will feel comfortable in your destination.
- Observe and listen to locals to learn what kinds of public behaviors are considered acceptable in the particular culture. Understand when it's appropriate to discuss your sexual identity or gender expression with fellow students or hosts. Hopefully, you won't need to hide aspects of your true identity, but you might need to be more careful of your behavior.
- Make sure you know the laws relating to sexuality and gender expression. Local laws and practices differ greatly, and cultural norms may prohibit outward expression of your sexual identity.

(adapted from identity: sexual and gender expression abroad, published by CIEE, www.ciee.org)

Rainbow SIG (a Special Interest Group of NAFSA: Association for International Educators): www.indiana.edu/~overseas/lesbigay

The International Gay and Lesbian Human Rights Commission: www.iglhr.org

The International Lesbian and Gay Association: www.ilga.org

Culture and Ethnic Diversity: Many students discover less discrimination abroad than at their home universities. You may discover what at first seems like discrimination is in fact curiosity.

It's your challenge to figure out the difference. Many people you encounter will show a sincere interest in your culture. There may be people who stare at you or who are eager to touch your hair or your skin. Others may ask insensitive questions about your cultural heritage, physical features, or national origins. Many of the insensitive questions or actions you may encounter wouldn't be accepted in a multi-cultural society like the United States. However if you're abroad in an area where people have had little or no contact with your ethnic group, people, especially children, tend to be very curious. If somebody says or does something that is offensive to you, try to distinguish between a person who is genuinely curious about you and your culture and someone who has bad intentions.

In many parts of the world, people's only connection with other cultures comes from TV or movies. Sometimes the media doesn't portray certain ethnic groups in a favorable light. As such, you have the opportunity to be a representative abroad. Show them who you are. Be an ambassador for your culture abroad. If you do, you will help improve the perceptions of your ethnic group. (See www.diversityabroad.com for more information.)

Date Rape Drugs

There are four major types that are used:
- Rohypnol (Roofies, Ruffles, R2, Roche, Forget-Pill)
- GHB (Liquid Extacy, Liquid X)
- Ketamine Hydrochloride ("K", Special K, Vitamin K)
- Ecstasy (MDMA)

Date rape drugs have become infamous because they can cause memory "blackouts" or periods of memory loss that follow ingestion of the drug with alcohol. Victims who have been raped with these drugs have reported waking up in strange rooms with no memory of the previous night.

Predators dissolve a few tablets of the drug in a drink and give it to an unaware victim. The victim drinks the contents and within 20-30 minutes begins to feel the effects of the drug. Among their effects, these drugs act as a sedative and muscle relaxant, and cause amnesia. When mixed with alcohol, the effects occur more rapidly.

How can I protect myself?

- Do not accept drinks from anyone other than a server.
- Do not accept drinks from a punch bowl or other open container.
- Never leave your drink unattended.
- Educate yourself—find which drugs are currently in use.
- Don't drink anything that has a funny taste, smell or color.
- Check in with friends every 20 minutes. If something seems strange, leave immediately.

Dating and Sex

It is important to note that different cultures have different norms in regard to gender. Women and men should both be aware that the ways people interact vary widely by region and country, and issues around dating and sexuality can be particularly difficult in
a cross-cultural setting. Such things as eye contact, the way one
dresses, and body language can send very different messages by
region and culture. Observing interpersonal interactions within a
culture can be useful in helping you choose the way you communi-
cate verbally and non-verbally with others in that country.

Traveling is often a new and exciting venture. Meeting new and
different people may stimulate action that you would not have
taken under similar circumstances in the United States. Don’t be
foolish in assuming that you are invulnerable, because you are a
visitor in the country (and no one is judging your behavior). Ask
yourself why you are choosing to be sexually active and be aware of
and set your boundaries and partner expectations. If you choose to
be sexually active, practice safe sex and protect yourself and your
partner against unintended pregnancy or sexually transmitted
diseases.

Alcohol and Drugs

Each year, more than 2,500 American citizens are arrested abroad
about half on narcotics charges, including possession of very small
amounts of illegal substances. A drug that may be legal in one
country may not be legal in a neighboring nation. Some young
people are victimized because they may be unaware of the laws,
customs, or standards of the country they are visiting.

Besides drugs, alcohol can also get U.S. citizens in trouble abroad.
Students have been arrested for being intoxicated in public areas,
for underage drinking, and for drunk driving. Some young
Americans go abroad assuming that local authorities will overlook
such conduct. Many believe that they are immune from prosecu-
tion in foreign countries because they are American citizens. The
truth is that Americans are expected to obey all of the laws of the
countries they visit, and those who break these laws sometimes
face severe penalties, including prison sentences.

Disorderly or reckless behavior is also to be avoided. In many
countries, conduct that would not result in an arrest here in the
U.S. constitutes a violation of local law. It is crucial that young
Americans be aware of this risk as they are enjoying their time
abroad.

Being arrested is not the only thing that can happen abroad. Young
Americans have suffered injury or even death from automobile
accidents, drownings, and falls, in addition to other mishaps.
While these accidents are sometimes chance occurrences, many
are caused by alcohol or drug abuse. Other Americans have been
raped or robbed because they have found themselves in unfami-
lar locales or are incapable of exercising prudent judgment while
under the influence of drugs or alcohol.

Remember: Reckless behavior while in another country can do
more than ruin your vacation; it can land you in a foreign jail or
worse. It is possible to have a safe and fun trip by avoiding risky
behavior and becoming familiar with the basic laws and customs of
the country you plan to visit before you travel. To obtain more in-
formation about traveling abroad, check the Department of State’s
Web site at http://travel.state.gov/

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**UC Student Code of Conduct**

Remember, whether you are abroad with a UC program or
with another university program, you are a representative of the
University of Cincinnati. We expect you to adhere to the policies
of the UC Student Code of Conduct (UCSCC), which will both
protect you and provide a positive image of UC abroad. Relevant
information from the UCSCC, as approved by the Board of Trustees
in September 2007, is included in the following pages; the full
document can be viewed at the Office of University Judicial Affairs’
website: http://www.uc.edu/conduct/.

The Student Code of Conduct defines behavior expected of all
University of Cincinnati students, although some colleges (Law
and Medicine) have their own Honor Codes that govern their
students. Behavior considered misconduct is defined. Sanctions or
penalties are outlined. Students are subject to the consequences of
misconduct. Disciplinary procedures are explained in a step-by-
step manner and procedures for appeal of decisions are stated.

It is each student’s responsibility to know and comply with the
UCSCC. In addition to this Code, students must adhere to their
college’s Professional Codes of Conduct and Honor Codes, where
applicable.

A. Introduction

1. Preamble
   a. The Student Code of Conduct (“SCOC”) is intended to
      provide broad guidance in identifying and discouraging
      behavior that conflicts with the building of a strong and just
      community that respects and protects the diverse interests
      and goals of all students, all student organizations, and the
      University of Cincinnati’s mission.
   b. The SCOC is administered consistently with the univer-
      sity’s policy entitled “Conduct, rights and responsibilities:
      Statement of student conduct, policies and procedures,” rule
      3361:40-5-03 of the Administrative Code.
   c. The authority for the SCOC is contained in rule 3361:40-
      5-04 of the Administrative Code and section 3345.21 of
      the Revised Code. The university may proceed through the
      disciplinary process as outlined in the SCOC, regardless of
      any action by other authorities including city or state police,
      or local, state, or federal courts.
   d. Ten representatives of the administration, faculty and
      students constituting a SCOC Review Committee provide
      a democratic mechanism for the review of student con-
      duct standards, as required by rule 3361:40-5-03 of the
      Administrative Code.
   e. It is each student’s responsibility to know and comply with
      the university’s SCOC and other rules and policies of the
      University of Cincinnati.
   f. It is the university’s responsibility to make reasonable efforts
      to make the SCOC available for students. Toward that end,
the division of student affairs and services will regularly circulate the SCOC along with other rules, regulations, and policies, which directly affect students at the University of Cincinnati. The SCOC will be available for review in the following locations: the office of the university ombuds, the university judicial affairs office, and the university web page.

2. Charter of student rights and responsibilities
   a. Application of the SCOC shall be consistent with rule 3361:40-5-01 of the Administrative Code.

3. Jurisdiction
   a. Students
      i. Undergraduate and graduate students who violate the SCOC shall be subject to appropriate disciplinary sanctions. Law and Medical students are only subject to their respective Honor Codes for conduct covered under such codes. Conduct not covered under such codes shall be subject to the SCOC. All other colleges with licensure or professional codes governing conduct shall adhere to the procedural requirements of this SCOC.
      ii. By admission to or attendance at the university, a student accepts the responsibility to comply with the SCOC and the rules and policies of the University of Cincinnati.
   b. On and off campus behavior
      i. The SCOC applies to student conduct that occurs on campus or on university owned, leased, or controlled premises. University campuses include University of Cincinnati Uptown Campus, College of Applied Science, Raymond Walters College, and Clermont College.
      ii. The SCOC applies to off-campus conduct under the following circumstances:
         a. when the student is on academic assignment, attending a university event or an event of a registered student group, or acting as a representative of the university at an off-campus event; or,
         b. when the university is notified by an arresting or prosecuting authority of misconduct within 2600 feet of any university campus resulting in a police report being filed, an arrest being made, summons being issued, or an indictment being returned against the student for a crime of violence as defined by paragraph (A)(9) of section 2901.01 of the Revised Code; for corrupting another with drugs as defined by section 2925.02 of the Revised Code; for trafficking in drugs or aggravated trafficking in drugs as defined by section 2925.03 of the Revised Code; or, for violating substantially equivalent laws of other jurisdictions.
      iii. The university also reserves the right to take disciplinary action for conduct that occurs beyond the 2600 feet boundary only when the student, in the university’s sole judgment, poses an obvious threat of serious harm to any member of the university community.
   c. Riotous behavior
      i. Section 3333.38 of the Revised Code focuses on the riotous behavior of students on and around university campuses. The law has two separate penalty provisions—denial of financial aid and expulsion. A copy of the Revised Code may be downloaded from www.uc.edu/conduct/Incident_Reporting.html.
      ii. Regarding financial aid, see paragraph (B) of section 3333.38 of the Revised Code.
      iii. Regarding expulsion, see paragraph (C) of section 3333.38 of the Revised Code.
      iv. Action taken as a result of section 3333.38 of the Revised Code does not limit or affect the University of Cincinnati’s ability to otherwise discipline students under the SCOC.
   d. Division of student affairs and services
      i. If it is not self-evident whether an alleged violation constitutes academic or nonacademic misconduct, the dean of the student’s home college or designee and the dean of students or designee shall confer to determine whether the matter shall be handled as academic or nonacademic misconduct, and shall notify the appropriate administrator and all parties.
      ii. Without unnecessary delay from the date of discovery of the alleged offense, all nonacademic misconduct shall be reported to the office of university judicial affairs ("OUJA") and all instances of academic misconduct shall be reported to the college conduct administrator as well as to the OUJA.
      iii. At the start of each academic year, the vice president for student affairs and services will appoint a university appeals administrator ("UAA").
      iv. When a student organization is charged with a violation of the SCOC, the director of student activities and leadership development or the appropriate administrators at Raymond Walters College, Clermont College, or the College of Applied Science will consult with the appropriate student organizations and activities governing board to determine whether the case should be referred to the appropriate governing body or handled administratively and whether specific individuals should be referred for disciplinary action under the SCOC.
   e. Academic divisions: baccalaureate & graduate education and health affairs
      i. Each college dean shall appoint a college conduct administrator ("CCA") who shall be responsible for the
administration of undergraduate academic misconduct procedures.

ii. Any case involving academic misconduct shall originate with the instructor in whose course the alleged misconduct occurred.

4. Procedural overview

a. Timelines

All listed timelines (i.e., fifteen days, forty-eight hours) exclude weekends, holidays, and term breaks when the university is not in session.

b. Notification

All written notices to students shall be considered received upon delivery to a student’s current local or permanent address on record with the university, by United States or campus mail, by beaurent on-line electronic messaging with delivery notification, or to the student in person. It is the responsibility of the student to have his or her current local address on record with the university.

c. Standard of proof

The standard of proof used to determine whether a student has violated the SCOC shall be based on a preponderance of evidence.

d. Diminished capacity

Being under the influence of drugs or alcohol will not diminish or excuse a violation of the SCOC.

e. Sanctions for violations

A student found to have violated the SCOC will be subject to sanctions ranging from university disciplinary academic action to university disciplinary dismissal. More than one sanction may be imposed for a single violation. A single act may constitute a violation of more than one regulation.

f. Disciplinary records file

All disciplinary records and files, including those resulting in a finding of “responsible,” are maintained in the OUJA for a period of six years from the date of resolution. Records relating to a disciplinary action for academic misconduct are maintained by the director of the OUJA and CCAs as educational records separate from a student’s academic record and are subject to the protections and release provisions by the Family Educational Rights and Privacy Act (FERPA) of 1974 as it may be amended from time to time.

g. Home college

The home college is the college in which the student is matriculated at the time of the alleged misconduct.

h. Withdrawal

If a student withdraws from the university before a disciplinary process has been completed, the process may proceed in the absence of the student and a block may be placed on the student’s future registration requiring that the disciplinary action would have to be completed before the student would be allowed to register again.

i. Refund

In the event of a suspension or dismissal from the residence halls or university, the regular refund schedule outlined in university publications will apply.

B. Academic misconduct

1. Academic integrity and honor pledge

a. In pursuit of its teaching, learning and research goals, the University of Cincinnati aspires for its students, faculty and administrators to attain the highest ethical standards defined by the center for academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility” (www.academicintegrity.org/). Although not all students are subject to a college honor code or pledge, every student is bound by the academic misconduct provisions of this code which are enforced, in part, to assure academic integrity.

b. Some faculty members and academic units may require students before taking tests or when submitting assignments to sign a pledge.

2. Academic misconduct (definitions of terms can be found at http://www.uc.edu/conduct/Code_of_Conduct.html)

a. Aiding and abetting academic misconduct
b. Cheating
c. Fabrication
d. Plagiarism

3. Procedures for academic misconduct

Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue in the course without prejudice pending completion of the disciplinary process.

a. Faculty-student resolution

i. Allegation

a. The original jurisdiction of any case involving academic misconduct shall be with the instructor in whose course the alleged misconduct occurred.

b. If the student fails to respond, the instructor may impose a final academic sanction with a formal notice of action to the CCA and to the student. If the instructor takes no action within five days, the allegations shall be considered dismissed.
ii. Notice

a. Within three days of the student's response or a meeting the instructor will notify the student in writing of the sanctions and the college hearing options. Failure on the assignment may be reported to the CCA at the discretion of the instructor and may not be disputed if the student admits responsibility. Failure for the course must be reported to the CCA.

b. If the student fails to respond to the sanction notice within three days, the academic sanction is final.

iii. Response to notice

a. No later than three days from the time of the notice, the accused student shall notify the instructor in writing whether the student:

i. Accepts responsibility to the violations and agrees to accept the sanctions;

ii. Accepts responsibility but challenges a sanction; or

iii. Denies responsibility and requests resolution by the College Hearing Panel ("CHP").

b. If the student denies responsibility or challenges the sanction, the instructor will ask the CCA of the college in which the misconduct occurred to convene a CHP.

c. If the student accepts responsibility and the sanction the instructor will notify the CCA of the college in which the misconduct occurred of how the matter was resolved and the action taken. The CCA will record that resolution and provide a copy to the director of the OUJA and to the CCA of the student's home college.

b. College hearing panel resolution

i. College hearing panel members

a. When a faculty-student resolution is not possible, the CCA, without unnecessary delay, shall convene a CHP of the college in which the alleged misconduct occurred.

b. The CHP shall consist of the hearing chair, one representative selected by the college faculty and one representative selected either by the college tribunal or student government for undergraduates, or by the graduate college tribunals or graduate student governance association for graduate students. The hearing chair shall be the CCA. The hearing chair shall vote only in the event of a tie.

c. Either the student charged or the instructor alleging misconduct may challenge participation of any panel member on the grounds of conflict of interest.

ii. Hearing participants

a. Presence at hearings shall be restricted to those individuals involved except as otherwise noted.

b. The student may elect to have an adviser present who may counsel, but not actively participate as a spokes-person or vocal advocate in the hearing. Students are required to notify the hearing chair 24 hours prior to the hearing if the adviser is an attorney.

c. The university ombuds may be present as an observer.

d. Witnesses are strongly encouraged to be present for hearings.

e. If the student, faculty or staff member chooses not to attend the hearing, his or her written statements shall be reviewed at that time and evaluated based on the information available.

iii. Hearing procedures

a. The hearing chair and the CHP shall have the right to determine the acceptability of testimony and other evidence during the hearing and may place time limitations on testimony and on closing comments.

b. When more than one student is involved in an allegation of misconduct, any involved student may request a separate hearing.

c. CHP hearings but not deliberations shall be recorded by the university.

d. The CHP may alter or recommend to the dean sanctions of a disciplinary reprimand, probation, suspension or dismissal.

iv. Post-hearing procedures

a. Within three days after the conclusion of the hearing, the hearing chair shall send the panel's recommendation to the college dean and to the student.

b. Within five days after receipt of the panel's recommendation, the dean of the college or his or her designee shall concur with, modify, or reject the panel's recommendation and shall notify all parties in writing. Notification to the student shall include information about the appeal process and the name and address of the university appeals administrator. If the student does not file an appeal within five days, the decision of the dean shall be final.

c. Records relating to a disciplinary action are maintained by the director of the OUJA and the appropriate college office as educational records separate from a student's academic record and are subject to the protections and release provisions by the FERPA.
4. Disciplinary sanctions for academic misconduct

Sanctions shall be imposed according to the severity of the misconduct. Multiple sanctions may be imposed should the behavior call for the imposition of a more severe penalty. In all cases, the university reserves the right to require counseling or testing of students as deemed appropriate. Definitions of disciplinary sanctions include the following:

a. Academic action

   Includes altering a grade or assigning a failing grade for the assignment, examination, or course.

b. Disciplinary report

   Notifies the student in writing that the misconduct and sanction will be recorded in a disciplinary file and if misconduct recurs may be taken into consideration in determining further sanctions.

c. Probation

   Imposes specific restrictions or places extra requirements on the student for a specified period.

d. College or university suspension

   Prohibits the student from attending the college or university. University suspension prohibits the student from being present on specified university owned, leased, or controlled property without permission of the sanctioning administrator or his or her designee for a specified period of time.

e. College or university dismissal

   Permanently prohibits the student from attending classes in that college or permanently prohibits the student from enrolling at the university.

f. Other Disciplinary Educational Sanctions

   Sanctions designed to develop the student's behavior. This includes service to the college and restrictions on the right of access to the college or university.

e. Disruption or obstruction

f. Disturbing the peace

g. Drugs or narcotics

h. Failure to comply or identify

i. Failure to comply with sanctions

j. False charges or statements

k. False report of emergency

l. Harassment

m. Hazing

n. Identification, misuse of

o. Information technology, misuse of

p. Law, violation of

q. Physical abuse or harm

r. Probation, violation of

s. Property or services, unauthorized use

t. Public endangering

u. Residence hall rules and regulations

v. Retaliation, intimidation

w. Safety equipment, misuse of

x. Smoking policy

y. Theft or receipt of stolen property

z. Trespass and unauthorized access

aa. University keys; misuse of

bb. University policies or rules

c. Weapons

3. Hearing procedures for nonacademic misconduct

   a. Complaint and notice

      i. Complaint

         Any person, department, organization or entity may file a complaint with the OUJA alleging a violation of the SCOC by a student. Complaints filed against a student organization shall be filed in the office of student activities and leadership development. The OUJA, upon receipt of a citation by the University of Cincinnati police department or Cincinnati police department, may initiate a complaint on its own.

      ii. Notice

         After reviewing a complaint, the Director of the OUJA or designee initiates the disciplinary process by giving the student written notice of the alleged violations.
iii. Procedural review
   a. The purpose of the procedural review is to review the alleged violations, provide an explanation of the disciplinary process, discuss the student's options, and advise the student of the review administrator's recommended sanctions for the alleged violations.
   b. Procedural reviews may be rescheduled at the discretion of the review administrator.
   c. If an accused student fails to appear at the procedural review, the director of the OUJA may schedule an administrative review committee (ARC) hearing.
   d. Notwithstanding the provisions above, the director of the OUJA may schedule an ARC without conducting the procedural review.

iv. Selection of hearing option
   a. No later than three days from the review administrator's written notice of the recommended sanction, the accused student shall notify the review administrator in writing whether the student:
      i. Admits responsibility to the violations and agrees to accept the sanctions imposed by the review administrator; or
      ii. Admits responsibility but disputes the proposed sanction and requests that the sanction be determined by an ARC; or
      iii. Denies responsibility and requests a hearing before an ARC.
   b. If the accused student fails to notify the review administrator of the option selected within three days of the procedural review, an ARC hearing will be scheduled.
   c. The OUJA encourages students charged in the same incident and who choose to have an ARC Hearing, to have their cases consolidated. The OUJA reserves the right to require consolidation of hearings.
   b. Resolution by administrative review committee (ARC) hearing. All details regarding the ARC committee can be found at [http://www.uc.edu/conduct/Administrative_Review_Committee.html](http://www.uc.edu/conduct/Administrative_Review_Committee.html)

4. Sanctions for nonacademic misconduct
   a. Sanctions shall be imposed according to the severity of the misconduct. Multiple sanctions may be imposed should the behavior call for the imposition of a more severe penalty. In all cases, the university reserves the right to require counseling and testing of students as deemed appropriate. The university may impose interim restrictions (i.e., cease and desist, restriction from dining halls, residence halls or specific buildings, no contact) to protect the rights and ensure the safety or address the concerns of students, staff, faculty, and the university community.
   b. Implementation of sanctions is immediate or as defined.
   c. Alcohol or drug possession disclosure
      i. The University of Cincinnati may notify the parents or guardians of any student who is under the age of 21 and who has been found to be in violation of the SCOC with respect to any federal, state, or local law or university policy governing the use or possession of alcohol or a controlled substance.
      ii. Students will receive copies of notification letters sent to their parents or guardians.
      iii. The university also reserves the right to make any other parental disclosures as permitted by PERPA.
   d. Definitions of disciplinary sanctions include the following:
      i. University disciplinary reprimand
         Notifies the student in writing that his or her behavior is unacceptable and that any other violation may warrant further sanctions.
      ii. University disciplinary probation
         Imposes specific restrictions or places extra requirements on the student for a specified period. These may vary with each case and may include restrictions related to participation in intercollegiate athletics, extracurricular and residence life activities.
      iii. University disciplinary suspension
         Prohibits the student from attending the university and from being present without permission of the director of the OUJA or his or her designee on any university owned, leased, or controlled property for a specified period of time.
   iv. University disciplinary dismissal
      Permanently prohibits the student from attending the university and from being present, without permission, on any university owned, leased, or controlled property.
   v. Other disciplinary educational sanctions
      Sanctions designed to develop the student's behavior include: service to the university or university community; restrictions on the right of access to campus facilities, events, and student organizations; restitution for damage or expenses caused by the misconduct; and referral for psychological or psychiatric evaluation or other educational or developmental programs.
vi. Interim or emergency suspension

a. An interim or emergency suspension is an interim action, effective immediately, designed to prohibit the presence of the student on campus and participating in any university-related activities, registered student organization activities, and academic coursework until the student's disciplinary case can be resolved in accordance with prescribed disciplinary procedures.

b. Interim or emergency suspension may be imposed pending the application of the disciplinary process. A disciplinary hearing shall be scheduled by the university without undue delay. The student may, within three (3) business days of the imposition of the suspension, petition the vice president for student affairs and services for reinstatement.

5. Sanctioning of student organizations

a. When a student organization is charged with a violation of the SCOC, the director of student activities and leadership development or the appropriate administrators at Raymond Walters College, Clermont College, and the College of Applied Science will consult with the appropriate student organizations and activities governing board to determine whether the case should be referred to the appropriate governing body or handled administratively.

b. Student organizations in violation of SCOC shall be subject to sanctions including termination of university registration, restriction on or suspension of the use of university facilities or services, suspension of the privilege to sponsor fundraising events, the loss of university funds, and restitution for damage.

c. When a social Greek organization is charged with a violation of the SCOC, the director of the OUJA and the director of student activities and leadership development shall consult with the Greek affairs adviser to determine whether the case should be referred to the appropriate judicial body (e.g., interfraternity council, panhellenic) or handled administratively.

D. Appeal process

1. Filing an appeal

A student found to be responsible for either an academic or non-academic violation of the SCOC shall have the right to appeal.

2. Grounds for appeal. The only permissible grounds for appeal shall be that:

a. New information was discovered, which was not available at the time of the hearing, and such evidence could affect the decision in the case;

b. A substantial procedural error occurred in the process, which affected the decision in the case; or

c. A sanction of suspension or dismissal was imposed and is not commensurate with the violation. Lesser sanctions cannot be appealed.

3. Procedure.

a. The UAA shall review all appeals. All steps in the appeal process shall occur without unnecessary delay.

b. The UAA shall review the appeal for appropriate grounds and shall reject and return to the student any appeal deemed groundless, with a brief written explanation of the reason the appeal was rejected. That decision shall be final.

c. If the UAA determines that the new information described in the appeal was not available earlier and could affect the decision or that a substantial procedural error occurred in the process which could have affected the decision in the case, the UAA shall charge the ARC or CHP to hold a limited hearing for the sole purpose of reviewing the new information or correcting the procedural error.

d. If members of the ARC or CHP, which initially heard the complaint, are not available for continued service, substitute members will be selected by the director of the OUJA from the original pool or the CCA.

e. Following this limited hearing, the ARC or CHP shall submit a report and possibly a revised recommendation to the UAA.

f. For appeals of suspension based on a claim that the sanction is not commensurate to the violation, the UAA shall review the file and issue a final decision to concur with or modify the sanction, then send the file to the appropriate Dean. For appeals of dismissal based on a claim that the sanction is not commensurate to the violation, the UAA shall review the file and issue a final decision to concur with or, modify the sanction, then send the file to the appropriate vice president.

4. Final Decision

The appropriate vice president or dean shall accept, reject or modify the recommended sanction and notify all parties in writing of the final decision.

FOOTNOTE

*Law and Medical students are subject to their respective Honor Codes. Law and Medical students shall be covered by the appeal process of this code.

Reference University Rule 3361:40-5-05, located in the Langsam Library, Board of Trustees Office, Office of the Vice President for Student Affairs and Services and college Deans' offices

UC International Programs
WHEN YOU RETURN

Coming back from abroad is difficult for some students. You may discover that you have changed a great deal or find it difficult to find people that understand your new perspectives. “Reverse Culture Shock” is described as having difficulty coming home after spending time in a foreign culture because your perspective on your own culture has changed.

**Common symptoms of Reverse Culture Shock include:**
- Difficulty adjusting
- Expectations that things will be “the same”
- Friends and family can’t relate
- People do not want to hear stories about your time abroad
- Desire to continue aspects of the other culture
- Desire to speak the new language

There are many things you can do to make it easier to readjust to life back at UC:

**Reflect on your experience:**
- How have you changed?
- What have you learned about yourself?
- What things are important to you now?
- What aspects of the host culture do you want to bring with you?

**Stay connected:**
- Share your experience with your advisor at UC International Programs
- Keep in touch with friends you made while abroad
- Continue language learning at UC or elsewhere
- Stay in tune with your host culture – read the local newspapers, listen to their music, cook foods you enjoyed from your host country
- Integrate aspects of the host culture into your daily life

**Get Involved:**
- Meet other UC students who have traveled abroad
- Join Students for Study Abroad (contact advisor jill.reister@uc.edu) or another intercultural student organization
- Apply to become a peer advisor at UC International Programs
- Be a buddy to an international exchange student
- Enter a photo in UC International’s annual photo contest
- Participate in the Programs Abroad Expo (October), International Education Week (November) or Worldfest (May)
- Attend UC International Program’s Returnee Workshops on careers and other topics
- Volunteer in community organizations that help people of other cultures
- Study abroad again!

If you need additional help in adjusting to life back in the U.S., the UC Counseling Center offers professional and self-help information (www.uc.edu/cc/)

Visit UC International Programs link for returning students: www.uc.edu/global
Remember to complete an evaluation when you return!
BEFORE YOU GO...

☐ Check with UC International Programs about grant opportunities: www.uc.edu/global

☐ Check with your academic advisor about credit transfer

☐ Check with the Office of Student Financial Aid about applying your aid to study abroad: 513-556-6982

☐ Make an appointment for a travel evaluation with University Health Services: 513-556-2564. Do this early!

☐ Register with the U.S. State Department: http://travelregistration.state.gov

☐ Check Centers for Disease Control & Prevention: www.cdc.gov

☐ Check Safety and security information: http://studentsabroad.state.gov

☐ Make sure passport is current. Check on country-specific visa requirements: www.traveldocs.com

☐ Get your International Student ID at UC International Programs (Bring one driver's license size photo + $22)

☐ Check medical insurance coverage

☐ Make copies or file electronically all important documents that you will carry

☐ Hand carry photo I.D. and only necessary credit cards

☐ Carry prescription medicines in original containers; along with sensitive and proprietary information such as blood type, medical conditions

☐ Leave travel itinerary with office or family; check in on arrival

☐ Make sure you are registered for appropriate UC course (15MLT1300/500 or other).
Planning Faculty-Led Education Abroad – A Focus on Financial Aspects

Overall Hints

- Work with UC International Programs and utilize the “Leadership Guide” in your planning and implementation. Faculty directors should meet with Dr. Kurt Olausen, director of UC International Programs to discuss program planning. It is highly recommended to begin planning 9-12 months (or more) prior to the anticipated program dates.
- Become familiar with and abide by UC travel expense policies. Also, refer to purchasing’s travel page.
- Each faculty/staff member involved must complete the required travel authorization.
- If you will be using your university p-card, be sure you have travel privileges and are familiar with and abide by university p-card policies.
- Faculty/staff must complete and submit a travel expense report within 30 days of the conclusion of the trip.

Travel Planning and Financials

Using a Travel Agency or Study Abroad Program Provider
Early in your planning, determine whether you will work through a travel agency, a study abroad program provider (or other third-party organization), or make all arrangements yourself. If you would like to use a travel agency, you are required to get quotes from one of the UC-approved agencies.

If you would like to work with a non-approved travel agency (often times a “niche” agency with specialization in your destination country or region), you must get quotes from a UC-approved agency, as well as from the non-approved agency. If a documented comparison justifies use of the non-approved agency after receiving quotes, you must keep the documentation on file and be prepared to defend your decision on a purchasing card audit, or other audit/review of your expenses. Be sure to do this far ahead of time. If the approved agencies do not reply in a timely manner to your quote request (i.e. within two UC work days) you may go ahead and use a non-approved agency. Be sure to document when quotes were requested, and the period of time you waited before moving forward with plans.

If the non-approved agency does not provide a lower quote but you still need to use them in order to run the program, your justification letter must clearly explain why you need to use that particular agency and why you cannot use the approved agencies. Purchasing will review and either approve or deny your request. Purchasing does not recommend the use of niche agencies because it is not practical to investigate them all sufficiently to recommend their use. So, if you decide to use one you must do so with caution and due diligence.
If you would like to work with a third-party study abroad provider, contact UC International Programs to discuss where you would like to run your program and the types of topics and activities you would like included. With that information it will be possible to find a provider that can put together the desired program. The benefit of this approach is that these organizations will be able to handle all of the logistics of program development and administration, allowing you to focus on the academic and teaching aspects of your course.

When paying a travel agency (or any vendor) with a purchase order, be sure that the terms and time period in which the vendor will receive payment are fully understood. For example, payment is typically not made by UC upon receipt of an invoice; payment will typically be made by UC 30 days after receiving an invoice. Exceptions to this can be requested in writing at the time that the purchase requisition is submitted.

Budget
Develop a detailed budget that anticipates all costs. Ensure that the program pays for itself; that is, the program must have enough students, and the student fee must be high enough, to cover all costs via student fees. Plan carefully and according to the number of students that you expect to participate. A sample budget template is attached.

Faculty expenses must be covered within the budget and folded into the per student cost, unless you have an outside source of funding for this. A student-to-faculty ratio of 10:1 is generally recommended, although depending on the discipline, level of student, or destination this number could be lower or higher. For any group of 15 or more, a second faculty or staff member is highly recommended.

It is best to overestimate cost initially and lower the cost later if possible. Once the budget is established, it is expected that you will not go over budget, unless there are extraordinary, unforeseen circumstances while traveling.

Decide which costs will be paid by UC on behalf of the traveling group. This often includes:
- Airfare
- Airport transfers (if with group via bus, for example)
- Group ground transportation by bus (tours, moving between cities, etc.)
- Lodging
- Admission fees
- Tour guides
- Interpreters
- Group meals
- Visas (when secured for group through agency such as A Briggs)
- Faculty expenses

Decide what costs students will pay for directly, prior to travel and/or out-of-pocket while traveling. This often includes:
- Passports
- International Student Identity Card (ISIC)
• Meals
• Ground transportation within cities (taxis, subway, city bus, etc.)
• Visas (when secured by students individually)

Provide a breakdown of costs for students. Be sure that costs are included in all marketing materials and that students are aware of all costs (that they know the total they will pay to UC and also an estimate of what they will pay for in addition to that out-of-pocket).

It is recommended that an administrative fee (generally $50-100 per student) be added to the program cost for contingency purposes. If these funds are not utilized they should be put in a designated study abroad account within the department for future programs.

Student Payment Plan
Once the budget is developed, create a student payment plan to cover the per student cost to be paid by UC.
• Make students aware of the payment plan early and send reminders closer to payment deadlines.
• Most programs require a deposit to show commitment. Deposits can be refundable or non-refundable; be clear about this in communications to students.
• Require students to submit all payments via check or money order (no cash). An administrative staff member in the department can be the point person for collecting and depositing payments, as well as keeping track of students that have paid and following up with those who have not. The College of Business accepts cash up to $300 and always writes students a receipt.
• Under no circumstance should a faculty/staff member accept money from a student personally. All checks/money orders should always be written to UC.
• Require students to submit a copy of their passport with the deposit or first payment. You will need copies of their passports regardless and it helps to get them early, to make sure that all students have valid passports that will not expire within 6 months of travel. It is also helpful in the process of purchasing plane tickets, as their names must be submitted exactly as written on their passports.

Student Refunds
If a student withdraws from a program, standard practice is to refund any monies that are not yet committed. This policy should be made clear to students in the program’s marketing materials.

Cash Advance for Faculty/Staff
UC faculty/staff can receive a cash advance to cover up to 80% of group expenses. Please see the travel expense policies for more information. Faculty/staff receiving a cash advance must follow all financial policies and document use of funds according to the university financial and travel policies. Cash advances are requested with form A114 to Accounts Payable. The faculty leader’s Travel Authorization form and a list of student participants should be included with the A114.
Meals
It is typically best for students to purchase most (or all) of their meals themselves. An exception to this is breakfast when it is already included in lodging costs.

Sometimes faculty will choose to have a group meal and pay for it; be sure that this cost is included in the original budget. If you pay for a group meal, you must keep the original itemized receipt showing that it was paid for and exactly what was purchased, along with a list of attendees. The per person cost for the meal cannot exceed the federal per diem rate for that city/country. UC does not cover the cost of alcoholic beverages. Personal purchases, including the purchase of alcohol, are prohibited from purchasing cards even when reimbursement to the university is planned.

Per Diem for Faculty/Staff
The University uses the federal per diem rates, but individual departments can set lower rates. Be sure that you understand what will be allowed by your department.

Accommodations
- Hotels can be paid via credit card, purchase order or wire transfer. If you use a purchase order, be sure that you fully understand the terms and time period in which the vendor will receive payment. For example, payment is typically not made by UC upon receipt of an invoice; payment will typically be made by UC 30 days after receiving an invoice. Exceptions to this can be requested in writing. Wire transfers are requested through Accounts Payable on a form A114. When making payments by wire transfer, be sure to allow 10 working days for the request to be processed, and follow up with the Treasurer’s office for a confirmation number. It is also strongly encouraged to follow up with the recipient to confirm that the payment was received.
- If you will be using your university p-card, be sure you have travel privileges, high enough transaction and balance limits, and are familiar with and abide by university p-card policies. Keep all original itemized receipts.
- If you pay with a personal credit card, keep the original itemized receipts in order to be reimbursed.
- University travel policies indicate that hotels cannot be pre-paid. However, contact Purchasing to discuss this if you are in a situation which requires prepayment. For example, a group traveling to Berlin, Germany stayed at an inexpensive hotel (similar to a hostel) to save funds. This hotel required payment in full 30 days before arrival (in order to hold a group reservation). A justification letter was provided, explaining the reason for needing the prepayment and documenting the fact that this would save money overall. The pre-payment was approved and was processed as a purchase order. Payment was wired to the hotel 30 days prior to the group’s arrival.
- Make reservations early and get written confirmation of the reservation, cost, and cancellation policies. Confirm reservations closer to travel date. Always be aware of cancellation policies before making any reservation.
• Travel agents can be of great help in making reservations, especially for locations such as Italy. Often, the travel agent can get a better price on a centrally located hotel and may be able to book a hotel that you cannot secure otherwise.

Ground Transportation Outside of the US
For ground travel such as taxis, get original itemized receipts whenever possible. When not possible, document the exact amount spent, purpose, time and day. If a receipt from the vendor is not available, the group leader can carry a receipt book to create receipts that can then be signed by the person rendering the service.

Speakers and Honorariums
All speakers, guest lecturers, etc. being paid for personal services must be retained as an independent contractor under a limited services engagement (LSE) form or under a personal service contract (PSC). See descriptors on the LSE and PSC forms to determine which one to use. Contact Purchasing and/or Tax Compliance with questions and to ensure that you are following proper procedure. Payment will be made to the individual only after services are rendered (typically after you return from the trip). You cannot pay them on site.

When working with a partner university in the host country, the College of Business pays coordination fees via wire transfer, prior to the start of the program. The host university then pays speaker honoraria directly.

Group Airline Tickets – Yes or No?
For short-term study abroad, it is advisable to purchase group airline tickets whenever possible. These can be reserved well in advance (and will need to be reserved early in order to secure the group space). While there typically is not a discount on group tickets (and sometimes they end up costing more), there is great benefit to having group tickets in the case of flight delays, missed connections, flight schedule changes, etc. If you are booked as a group, the airline will deal with you as a group and changes will be made much more easily. If travelers all have individual tickets booked, it is much more problematic to deal with flight delays and changes (which are becoming more and more common, and more problematic, as airlines reduce the number of flights). Group travel also ensures that all participants arrive on-site at the same time, and program directors do not need to make multiple trips to the airport, or delay activities while waiting for one or two students to arrive.

Some travel agencies will book the group tickets and allow individual payments by participants, thus avoiding the program director having to collect these funds. If this option is possible for you, and you choose it, be sure that all students are aware of payment deadlines to the travel agent and any penalties that may be incurred for missing those deadlines. If tickets are to be purchased via university account, a p-card must be used; Funds Reservations are no longer available for group travel purchases.

Some faculty directors allow students to purchase their own tickets and meet the group on-site. This is more common for long-term programs and less common for short-term programs. If you
choose this option, be sure that students are given a very specific time window in which to arrive. You, as program director, do not want to spend an entire day at an airport waiting for everyone to arrive.

If a student chooses to divert from the group and purchase his/her own plane tickets, make sure the student is aware that UC is not responsible for the student getting to and from the destination and meeting up with the group. Once the student diverts and makes his/her flight plans, the student is then fully responsible for getting to the destination and meeting up with the group, including securing and paying for transportation from the airport to the hotel.

Some students may wish to use “buddy passes” to fly. They may have a relative employed by an airline, or they (or a friend) may have had a co-op experience with an airline allowing them access to these passes. Using these passes means that the student is flying on a stand-by status and can get stuck in a connecting city en route to the program. This can be disruptive to the program and should be discouraged, especially during high travel seasons.

**Using a University Purchasing Card**

If you will be using your university p-card, be sure you have travel privileges and are familiar with and abide by university p-card policies. All charges made to your p-card must be allowable under UC’s financial policies and the university p-card policies. You must keep original, itemized receipts for all changes made to your p-card.

All trip-related charges to your p-card must have been included in the original budget (except in case of a legitimate emergency).

Do not give your p-card to anyone else (including students) to make a purchase on your behalf. On the same note, do not use someone else’s p-card to make purchases.

Do not make any personal purchases on your p-card (read p-card policies for a full list, but this includes in-flight entertainment, personal phone calls, workout facilities in a hotel, etc.).

If you purchase meals on your p-card, you must keep the original, itemized receipts. The cost of the meal(s) cannot exceed the allowed per diem. Again, no alcoholic beverages may be paid for with the purchasing card.

**Other Notes/Hints**

- All students are required to purchase an International Student Identity Card (ISIC), which is available at UC International. The ISIC is available for any enrolled student. Faculty directors should require students to submit a photocopy of their ISIC card, to prove that they have a valid card. ISIC numbers for all cards purchased at UC are kept on file in UC International Programs.
- All students traveling abroad as part of a UC class or experience are required to participate in a pre-departure orientation session with UC International and complete the accompanying paperwork.
- Faculty should register groups with the US Embassy or Consulate in the country(ies) they are visiting.
• UC International requires that at least one member of the group (preferably faculty or staff, but in some cases it could be one of the students) is certified in CPR/First Aid. Faculty can take a CPR/First Aid course through UC. For more information on course availability and registration, contact UC International.

• Medical Concerns - If a student has been hospitalized within 30 days of departure, require the student to submit written permission from a physician indicating that he/she is cleared to travel.

Upon Return
Program Directors must account for all university funds spent for the program abroad upon their return. This is done via the Travel Expense Report envelope (form A113) and by submitting either original receipts, claiming a per diem or through a combination of methods. For any expenses paid by university p-card an original receipt is required.

For expenses paid in currencies other than U.S. dollars, exchange equivalencies will need to be calculated. A currency converter is available through the UC International Programs website for assistance with calculating expenses. Expenses on your p-card will be converted by the card issuer.

Tips for converting foreign currency amounts to U.S. dollars:
• If money was changed, use the rate indicated on the exchange receipt
• Use the exchange rate of the last day of travel
• For credit card purchases, use the rate indicated on the credit card bill
Faculty-Led Study Abroad Proposed Budget

Course Title: ___________________________ Term/Year: ____________

The following costs may be included in the per student program charge for the above course/program based on a minimum target enrollment of: ________

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<tr>
<td>Transportation – rail/ground</td>
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<tr>
<td>Local transportation</td>
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<tr>
<td>Meal allowance</td>
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<td>Stipend/salary (if applicable)</td>
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<td>Tuition or Program Fee to Host university or organizer</td>
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<td>Transportation – air</td>
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<td>Airport departure taxes (if applicable)</td>
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<td>Transportation – coach</td>
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<td>Accommodations - Location 2</td>
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<td>Events: tickets, admissions, excursions, other</td>
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<td>Orientation costs</td>
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<td>Administrative fee</td>
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<td>TOTAL STUDENT EXPENSES</td>
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**TOTAL EXPENSE BILLED TO STUDENT (PARTS A & B)**

| | Per Student | |
| Part II: Additional student expenses | | |
| Passport | | |
| Books | | |
| Vaccinations | | |
| Meals | $ X ______ days | |
| TOTAL ADDITIONAL EXPENSES | | |
## Expense Journal Sample

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<th>U.S. dollar amount</th>
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Sample Blank Receipts for Travel

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<td>VENDOR SIGNATURE:</td>
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</table>
Program Logistical Planning Check List
(provided by Lee Armstrong, College of Business International Programs)

1. Create tentative itinerary with travel dates.
2. Develop budget and price charged to students
3. Market and recruit students
4. Obtain signed Travel Authorizations for faculty leaders
5. Price group flights with a UC approved travel agent, compare prices on-line, with airline group reservations, and with a travel consolidator for the specific region of the world.
6. Collect program deposit from students to guarantee financial commitment to the program.
7. Pay airfare deposits and final ticketing on P-card.
8. Secure hotel reservations – hold with P-card or request wire transfer to make deposit.
   (Note if faculty lead does not have a P-card, ask hotel if will accept a fax authorization to charge final hotel bill on department P-card.)
9. Discuss personal spending with faculty lead. CoB IPO has set our own per diem rates which are below federal per diem rates.

(15 days before program start date – or earlier, UC will not pay after the fact despite the fact that most service providers don’t charge until the day of service.)

10. Program fees – Pre-pay overseas partner coordination fees, homestay fees, local transport fees, etc, with P-card or wire transfer.
11. Cash Advance – for group expenses which cannot be pre-paid, request a cash advance for the leader on an A-114 through Accounts Payable. Include student list and faculty Travel Authorization and budget of group cash expenses, such as, entrance fees, group meals, taxis, etc...

Upon return – within 25 days of return

12. Request expense report from faculty leaders – review, subtract cash advances, add copy of TA and student list, make copies and turn into Accounts Payable within 30 days of return date.
Red Cross Certification

UC International Programs is not offering CPR/First Aid classes this semester.

Beginning in Fall Quarter, 2007, all UC programs must have one faculty or staff member on the program who is certified in First Aid and CPR. The 6-hour course is held each quarter throughout the year on the Clifton campus. UC faculty and staff may use their tuition remission benefit to register for the class. The Red Cross cards cost $10.

Register on-line at Onestop.

Note, if you have never taken a UC course before, fax the Basic Data Form to the Registrar (556-5708) in order to get your name into the system before logging on to register.

Juliet Manto
Assistant Director

UC International Programs, University of Cincinnati
One Edwards Center, Room 3134
Cincinnati, OH 45221-0640
ph: 513-556-1363 / http://www.uc.edu/international/programs
1. Scholarships, Fellowships, Grants, and Tuition Reductions

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- Introduction
- Scholarships and Fellowships
  - Tax-Free Scholarships and Fellowships
  - Taxable Scholarships and Fellowships
  - Nontaxable Scholarships and Fellowships
- Other Types of Educational Assistance
  - Fulbright Grants
  - Pell Grants and Other Title IV Need-Based Education Grants
  - Payment to Service Academy Cadets
  - Veterans Benefits
  - Qualified Tuition Reduction

Reminder

Individual retirement arrangements (IRAs). You can set up and make contributions to an IRA if you receive taxable compensation. Under this rule, a taxable scholarship or fellowship is compensation only if it is shown in box 1 of your Form W-2, Wage and Tax Statement. For more information about IRAs, see Publication 590.

Introduction

This chapter discusses the tax treatment of various types of educational assistance you may receive if you are studying, teaching, or researching in the United States. The educational assistance can be for a primary or secondary school, a college or university, or a vocational school. Included are discussions of:

- Scholarships,
- Fellowships,
- Need-based education grants, such as a Pell Grant, and
- Qualified tuition reductions.

Many types of educational assistance are tax free if they meet the requirements discussed here.

Special rules apply to U.S. citizens and resident aliens who have received scholarships or fellowships for studying, teaching, or researching abroad. For information about these rules, see Publication 54, Tax Guide for U.S. Citizens and Resident Aliens Abroad.

Scholarships and Fellowships

A scholarship is generally an amount paid or allowed to, or for the benefit of, a student at an educational institution to aid in the pursuit of studies. The student may be either an undergraduate or a graduate.

A fellowship is generally an amount paid for the benefit of an individual to aid in the pursuit of study or research.

Table 1-1. Tax Treatment of Scholarship and Fellowship Payments, provides an overview of the tax treatment of amounts received as a scholarship or fellowship (other than amounts received as payment for services). Generally, whether the amount is tax free or taxable depends on the expenses paid with the amount and whether you are a degree candidate.

Table 1-1. Tax Treatment of Scholarship and Fellowship Payments

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<th>Not a degree candidate</th>
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<th>Taxable</th>
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<tr>
<td>--------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
</tbody>
</table>

1. Does not include payments received for past, present, or future services.

2. Payments used for any expenses indicated in this column are tax free only if the terms of the scholarship or fellowship do not prohibit the expense.

3. Required of all students in the course.

**Tax-Free Scholarships and Fellowships**

A scholarship or fellowship is tax-free only if:

- You are a candidate for a degree at an eligible educational institution,
- You use the scholarship or fellowship to pay qualified education expense, and
- It does not represent payment for teaching, research, or other services required as a condition for receiving the scholarship. (For exceptions, see *Taxable Scholarships and Fellowships*, later.)

**Candidate for a degree.** You are a candidate for a degree if you:

1. Attend a primary or secondary school or are pursuing a degree at a college or university, or
2. Attend an educational institution that:
   a. Provides a program that is acceptable for full credit toward a bachelor's or higher degree, or offers a program of training to prepare students for gainful employment in a recognized occupation, and
   b. is authorized under federal or state law to provide such a program and is accredited by a nationally recognized accreditation agency.

**Eligible educational institution.** An eligible educational institution is one whose primary function is the presentation of formal instruction and that normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of students in attendance at the place where it carries on its educational activities.

**Qualified education expenses.** For purposes of tax-free scholarships and fellowships, these are expenses for:

- Tuition and fees required to enroll at or attend an eligible educational institution, and
- Course-related expenses, such as fees, books, supplies, and equipment that are required for the courses at the eligible educational institution. These items must be required of all students in your course of instruction.

However, in order for these to be qualified education expenses, the terms of the scholarship or fellowship cannot require that they be used for other purposes, such as room and board, or specify that they cannot be used for tuition or course-related expenses.

**Expenses that do not qualify.** Qualified education expenses do not include the cost of:

- Room and board,
- Travel,
- Research,
- Clinical help, or
- Equipment and other expenses that are not required for enrollment in or attendance at an eligible educational institution.

**Athletic Scholarships**

An athletic scholarship is tax-free if it meets the requirements discussed earlier.

**Worksheet 1-1.** You can use *Worksheet 1-1. Taxable Scholarship and Fellowship Income*, later, to figure the tax-free and taxable parts of your scholarship or fellowship.

**Worksheet 1-1. Taxable Scholarship and Fellowship Income**

<table>
<thead>
<tr>
<th>1. Enter your scholarship or fellowship income for 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>- If you are a degree candidate at an eligible educational institution, go to line 2.</td>
</tr>
<tr>
<td>- If you are not a degree candidate at an eligible educational institution, stop here. The entire amount is taxable. For information on how to report this amount on your tax return, see <em>Taxable Scholarships and Fellowships</em>, later, in this chapter.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Enter the amount from line 1 that was for teaching, research, or any other services required as a condition for receiving the scholarship. (Do not include amounts received for these items under the National Health Service Corps Scholarship Program or the Armed Forces Health Professions Scholarship and Financial Assistance Program.)</th>
</tr>
</thead>
</table>

| 3. Subtract line 2 from line 1. |

<table>
<thead>
<tr>
<th>4. Enter the amount from line 3 that your scholarship or fellowship required you to use for other than qualified education expenses</th>
</tr>
</thead>
</table>

| 5. Subtract line 4 from line 3. |

<table>
<thead>
<tr>
<th>6. Enter the amount from line 5 that was used for qualified education expenses required for study at an eligible educational institution. This amount is the tax-free part of your scholarship or fellowship income.</th>
</tr>
</thead>
</table>

| 7. Subtract line 5 from line 6. |

<table>
<thead>
<tr>
<th>8. Taxable part. Add lines 2, 4, and 7. See <em>Taxable Scholarships and Fellowships</em>, later, for how to report this amount on your tax return</th>
</tr>
</thead>
</table>

If you qualify for other education benefits (see chapters 2 through 12), you may have to reduce the amount of education expenses qualifying for a specific benefit by the tax-free amount on this line.

**Taxable Scholarships and Fellowships**
If your scholarship or fellowship does not meet the requirements described earlier, it is taxable. The following amounts received may be taxable.

- Amounts used to pay expenses that do not qualify.
- Payments for services.
- Scholarship prizes.

Each type is discussed below.

Amounts used to pay expenses that do not qualify. A scholarship amount you use to pay any expense that does not qualify is taxable, even if the expense is a fee that you must pay to the institution as a condition of enrollment or attendance.

Payment for services. Generally, you must include in income the part of any scholarship or fellowship that represents payment for teaching, research, or other services required as a condition for receiving the scholarship. This applies even if all candidates for a degree must perform the services to receive the degree. (See below for exceptions.)

Exceptions. You do not have to include in income the part of any scholarship or fellowship that represents payment for teaching, research, or other services if you receive the amount under:

- The National Health Service Corps Scholarship Program, or
- The Armed Forces Health Professions Scholarship and Financial Assistance Program,

and you:

- Are a candidate for a degree at an eligible educational institution, and
- Use that part of the scholarship or fellowship to pay qualified education expenses.

Example 1.

You received a scholarship of $2,500. The scholarship was not received under either of the exceptions mentioned above. As a condition for receiving the scholarship, you must serve as a part-time teaching assistant. Of the $2,500 scholarship, $1,000 represents payment for teaching. The provider of your scholarship gives you a Form W-2 showing $1,000 as income. You used all the money for qualified education expenses. Assuming that all other conditions are met, $1,000 of your scholarship is tax-free. The $1,000 you received for teaching is taxable.

Example 2.

You are a candidate for a degree at a medical school. You receive a scholarship (not under either of the exceptions mentioned above) for your medical education and training. The terms of your scholarship require you to perform future services. A substantial penalty applies if you do not comply. The entire amount of your grant is taxable as payment for services in the year you received it.

Scholarship prizes. If you win a scholarship as a prize in a contest, the scholarship is fully taxable unless you meet the requirements discussed earlier under Tax-Free Scholarships and Fellowships.

Reporting Scholarships and Fellowships

Whether you must report your scholarship or fellowship depends on whether you must file a return and whether any part of your scholarship or fellowship is taxable.

If your only income is a completely tax-free scholarship or fellowship, you do not have to file a tax return and no reporting is necessary. If all or part of your scholarship or fellowship is taxable and you are required to file a tax return, report the taxable amount as explained below. You must report the taxable amount whether or not you received a Form W-2. If you receive an incorrect Form W-2, ask the payer for a corrected one.

For information on whether you must file a return, see Publication 501, Exemptions, Standard Deduction, and Filing Information, or your income tax form instructions.

How To Report

How you report any taxable scholarship or fellowship income depends on which return you file.

Form 1040EZ. If you file Form 1040EZ, include the taxable amount in the total on line 1. If the taxable amount was not reported on Form W-2, also enter "SCH" and the taxable amount in the space to the left of line 1.

Form 1040A. If you file Form 1040A, include the taxable amount in the total on line 7. If the taxable amount was not reported on Form W-2, also enter "SCH" and the taxable amount in the space to the left of line 7.

Form 1040. If you file Form 1040, include the taxable amount in the total on line 7. If the taxable amount was not reported on Form W-2, also enter "SCH" and the taxable amount on the dotted line next to line 7.

Schedule SE (Form 1040). To determine your net earnings from self-employment, include amounts you receive under a scholarship as pay for your services that are reported to you on Form 1099-MISC, Miscellaneous Income. If your net earnings are $400 or more, you must pay self-employment tax. Use Schedule SE, Self-Employment Tax, to figure this tax.

Form 1040NR. If you file Form 1040NR, report the taxable amount on line 12. Generally, you must report the amount shown in box 2 of Form(s) 1042-S, Foreign Person’s U.S. Source Income Subject to Withholding. See the instructions for Form 1040NR for more information.

Form 1040NR-EZ. If you file Form 1040NR-EZ, report the taxable amount on line 5. Generally, you must report the amount shown in box 2 of Form(s) 1042-S. See the instructions for Form 1040NR-EZ for more information.

Other Types of Educational Assistance

The following discussions deal with common types of educational assistance other than scholarships and fellowships.

Fulbright Grants

A Fulbright grant is generally treated as a scholarship or fellowship in figuring how much of the grant is tax-free. Report only the taxable amount on your tax return. See Reporting Scholarships and Fellowships earlier.
Poll Grants and Other Title IV Need-Based Education Grants

These need-based grants are treated as scholarships for purposes of determining their tax treatment. They are taxable to the extent used for qualified educational expenses during the period for which a grant is awarded. Report only the taxable amount on your tax return. See Reporting Fellowships and Scholarships, earlier.

Payment to Service Academy Cadets

An appointment to a United States Military Academy is not a scholarship or fellowship. Payment you receive as a cadet or midshipman at an armed services academy is pay for personal services and will be reported to you in box 1 of Form W-2. Include this pay in your income. In the year you receive it unless one of the exceptions, discussed earlier under Payment for Services, applies.

Veterans’ Benefits

Payments you receive for education, training, or subsistence under any law administered by the Department of Veterans Affairs (VA) are tax free. Do not include these payments as income on your federal tax return.

If you qualify for one or more of the education benefits discussed in chapters 2 through 12, you may have to reduce the amount of educational expenses qualifying for a specific benefit by part of all of your VA payments. This applies only to the part of your VA payments that is required to be used for education expenses.

You may want to visit the Veteran’s Administration website at www.vba.va.gov for specific information about the various VA benefits for education.

Example

You have returned to college and are receiving two education benefits under the latest GI Bill: (1) a $1,540 monthly basic housing allowance (BHA) that is directly deposited to your checking account, and (2) $5,840 paid directly to your college for tuition. Neither of these benefits is taxable and you do not report them on your tax return. You also want to claim an American opportunity credit on your return. You paid $5,000 in qualified education expenses (see chapter 2, American Opportunity Credits, later). To figure the amount of credit you must first subtract the $3,840 from your qualified education expenses because this payment under the GI Bill was required to be used for education expenses. You do not subtract any amount of the BHA because it was paid to you and its use was not restricted.

Qualified Tuition Reduction

If you are allowed to study tuition free or for a reduced rate of tuition, you may not have to pay tax on this benefit. This is called a “tuition reduction.” You do not have to include a qualified tuition reduction in your income.

A tuition reduction is qualified only if you receive it from, and use it at, an eligible educational institution. You do not have to use the tuition reduction at the eligible educational institution from which you received it. In other words, if you work for an eligible educational institution and the institution arranges for you to take classes at another eligible educational institution without paying any tuition, you may not have to include the value of the free courses in your income.

The rules for determining if a tuition reduction is qualified, and therefore tax free, are different if the education provided is below the graduate level or is graduate education.

You must include in your income any tuition reduction you receive that is payment for your services.

Eligible educational institution. An eligible educational institution is one that maintains a regular faculty and curriculum and normally has a regularly enrolled body of students in attendance at the place where it carries on its educational activities.

Officers, owners, and highly compensated employees. Qualified tuition reductions apply to officers, owners, or highly compensated employees only if benefits are available to employees on a nondiscriminatory basis. This means that the tuition reduction benefits must be available on substantively the same basis to each member of a group of employees.

The group must be defined under a reasonable classification set up by the employer. The classification must not discriminate in favor of owners, officers, or highly compensated employees.

Payment for services. Generally, you must include in income the part of any qualified tuition reduction that represents payment for teaching, research, or other services by the student received as a condition of receiving the qualified tuition reduction. This applies even if all candidates for a degree must perform the services to receive the degree. (See below for exceptions.)

Exceptions. You do not have to include in income the part of any scholarship or fellowship that represents payment for teaching, research, or other services if you receive the amount under:

- The National Health Service Corps Scholarship Program, or
- The Armed Forces Health Professions Scholarship and Financial Assistance Program.

Education Below the Graduate Level

If you receive a tuition reduction for education below the graduate level (including primary, secondary, or high school), it is a qualified tuition reduction and therefore tax free, only if your relationship to the educational institution providing the benefit is described below.

1. You are an employee of the eligible educational institution.
2. You were an employee of the eligible educational institution, but you retired or left on disability.
3. You are a widow or widower of an individual who died while an employee of the eligible educational institution or who retired or left on disability.
4. You are the dependent child or spouse of an individual described in (1) through (3), above.

Child of deceased parents. For purposes of the qualified tuition reduction, a child is a dependent child if the child is under age 25 and both parents have died.

Child of divorced parents. For purposes of the qualified tuition reduction, a dependent child of divorced parents is treated as the dependent of both parents.

Graduate Education

A tuition reduction you receive for graduate education is qualified, and therefore tax free, if both of the following requirements are met.
• It is provided by an eligible educational institution.
• You are a graduate student who performs teaching or research activities for the educational institution.

You must include in income any other tuition reductions for graduate education that you receive.

How To Report

Any tuition reduction that is taxable should be included as wages in box 1 of your Form W-2. Report the amount from Form W-2, box 1, on line 7 (Form 1040 or Form 1040A) or line 1 (Form 1040EZ).

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FOR STUDENTS UNDER THE AGE OF EIGHTEEN:

I hereby give permission for my son, daughter or ward to participate in the event described above. As his/her parent or guardian, in consideration of his or her participation in the event, for myself, my heirs, executors, administrators and assigns, and on behalf of my child(ren) or ward, I hereby waive and relinquish any and all rights, claims, demands and causes of action which any of us may have and agree not to make any claim or file any lawsuit against the State of Ohio or the University of Cincinnati, its trustees, officers, employees or agents by reason of participation in the event. I am aware of the nature of this event, including any special risks, and I have advised my child or ward of the need to follow any safety instructions and to be personally responsible for his or her behavior. I also agree to indemnify the University of Cincinnati, the State of Ohio, and their employees from any damages or injuries that my child or ward may cause through participation in this event.

EMERGENCY TREATMENT AUTHORIZATION AND RELEASE

I authorize the treatment of my child or ward in the event he or she becomes ill or is injured while participating in the event. Although an effort will be made to contact parent(s) or guardian, I hereby authorize medical treatment, including hospitalization or surgery, in the event I cannot be reached.

I have read the above and agree on behalf of myself and/or my child or ward.

Signature of Parent or Legal Guardian  Date
PERMISSION AND RELEASE FORM
SPECIAL EVENT: STUDENT TRIP, OUTINGS, and/or ACTIVITIES

NAME OF STUDENT (print): ___________________________ Age ________________

As a member or guest of ____________________________________________, I will
participate in ______________________________________________________
activity(ies)

at _____________________________________________________________ on _________________ (dates).

location of activity(ies)

The risks associated with this activity includes, but are not limited to:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please note the following reminders:
• The UC Student Code of Conduct applies to students engaged in clubs and other student activities.
• UC Rules require students to maintain Student Health Insurance or other medical insurance.
• UC Student Organizations are not part of, nor do they act on behalf of, the University of Cincinnati. Do
NOT assume that club members or activities are covered by UC liability insurance.

FOR STUDENTS EIGHTEEN YEARS OF AGE OR OLDER:

In consideration of my participation in this event, for myself, my heirs, executors, administrators and assigns, I
hereby waive and relinquish any and all rights, claims, demands and causes of action which I may have and agree
not to make any claim or file any lawsuit against the State of Ohio, the University of Cincinnati, its trustees,
oficers, employees and agents, as well as the ____________________________ (name of organization) by
reason of my participation in the event. I also agree to indemnify the University of Cincinnati, the State of Ohio,
and their employees from any damages or injuries that I may cause through my participation in this event. I have
been advised of the nature of this event, including any special risks, and I agree to follow any safety
instructions, and to be personally responsible for myself and my behavior.

I have read and agree to the above.

________________________________________________________________________

Signature of Adult Student Date

Medical information (including medications or allergies) related to medical conditions that are relevant to this
event or for which I will require special accommodations:

________________________________________________________________________

________________________________________________________________________

In case of emergency contact: ___________________________ at telephone number: ____________