STUDY ABROAD PROGRAM DISMISSAL PROCEDURES

Prior to departure of any program it is imperative to explain clearly what the expectations/rules are for the program. These expectations/rules need to be repeated at least 1 time to ensure that all students have had the opportunity to hear them. The Study Abroad Office recommends that you detail your program expectations/rules and also deliver them via email or hard copy.

Along with detailing your expectations/rules, it is imperative that you clearly indicate the potential consequences if an expectation/rule is violated. Consequences can take many forms from loss of class points, inability to participate in an activity, to full dismissal from the program. The Study Abroad Office fully supports the implantations of expectations/rules as well as potential consequences so long as they are clearly defined to all parties. Expectations/rules can be amended based on new information while on a program. Such amendments need to be clearly documented and articulated to all participants.

What are some standard expectations/rules?

* Meeting time policies
* Curfews
* Alcohol consumption
* Participation with site visits
* Conduct (site visit/evening)

In the event that a trip leader believes a student may be best served through dismissing them from the program, please contact the Study Abroad Director via the 24 hour Emergency line at 801-388-9061

A student is being dismissed, what should you do? Please see the Faculty Guide Book for a full description of the process. Please document every aspect of the dismissal.

* It is important to remember that the student’s safety is your number 1 concern.
* Inform the student of your decision.
* Provide/offer assistance in helping the student rebook their flight (if they purchased their own flight). If the flight was purchased through Study Abroad, please let the Director of Study Abroad rebook the flight.
* Provide a ride to the airport for the student. This may be charged to your trip P-card. Please keep the receipt as any additional expense accrued in getting the student home will be added to their trip cost.
* Make sure they understand where to go once at the airport and how to get home.
* Only after the student has been taken to the airport and the flight ticket updated, are you free of further responsibility. If there are issues with these duties, the Study Abroad Director may provide assistance in your stead.
* Never leave a student behind. You are never to leave a student that has been dismissed from a program anywhere other than an airport from which they can get home. We must make sure they have an opportunity to get safely home.

It is extremely unlikely that you will encounter this situation.