

LEGAL AUDIT CHECKLIST FOR STUDY ABROAD  
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- I. Mission
  - \_\_\_\_\_ 1: Development of Mission for Institutional Study Abroad
  - \_\_\_\_\_ 2: Integrate Study Abroad Into Curriculum
  - \_\_\_\_\_ 3: Provide Leadership for Regional Accreditation Guidelines
- II. Administration of Programs
  - \_\_\_\_\_ 4: Limited or Full Centralization of Program Administration
  - \_\_\_\_\_ 5: Approve Programs Only Where Students are Able to Act as Intelligent Adult Consumers Abroad
- III. Linkage of all Study Abroad Program Administrators
  - \_\_\_\_\_ 6: Working Group of Study Abroad Administrators
  - \_\_\_\_\_ 7: Develop Personal Policy for International and Domestic Staff and Faculty
- IV. New Program Development and Evaluation
  - \_\_\_\_\_ 8: Academic and Student Services Review and Approval of New Programs
  - \_\_\_\_\_ 9: Development of Program and Student Evaluation Procedures
  - \_\_\_\_\_ 10: Development of Evaluation Forms
  - \_\_\_\_\_ 11: Additional Consideration: Confirm Accessibility for Students With Special Needs
- V. Language Level Evaluation
  - \_\_\_\_\_ 12: Review Programs to Confirm Appropriate Language Level. Students Should Be Able to Act as Adult Consumer Abroad
  - \_\_\_\_\_ 13: Develop Foreign Language Pre-Test & Post-Test Evaluation Form
- VI. Program Suspension and Cancellation
  - \_\_\_\_\_ 14: Develop Program Suspension and Cancellation Policy
- VII. Resident Director and Faculty Training
  - \_\_\_\_\_ 15: Develop Resident Director, Staff, and Faculty Training Manual
  - \_\_\_\_\_ 16: Provide Reasonable, Prudent, and Clear Policies and Procedures
  - \_\_\_\_\_ 17: Provide Forms and Methods for Immediate Documentation and Reporting for Special Situations (crime, violence, harassment complaints, etc.)
- VIII. Health and Safety Issues and Emergency Policies and Procedures
  - \_\_\_\_\_ 18: Develop Health and Safety Guidelines and Resources
  - \_\_\_\_\_ 19: Develop a Study Abroad Emergency Response Team
  - \_\_\_\_\_ 20: Collect and Distribute Statistics About Crime, Sexual Harassment and Assault, and Violence Abroad
  - \_\_\_\_\_ 21: Inform Students, Parents, and Administrators About Health and Safety Risks

- \_\_\_\_\_ 22: Where Risks Arise Abroad, Clarify Risks and Give Students Choices/Options
- \_\_\_\_\_ 23: Obtain Student Signature Agreeing to Cancellation Policy
- IX. Insurance Requirements for Risk Management
  - \_\_\_\_\_ 24: Major Medical Insurance Requirement with Limitations and Options
  - \_\_\_\_\_ 25: Provide for 24 Hour Assistance, Emergency Evacuation, and Repatriation of Remains
  - \_\_\_\_\_ 26: Additional Insurance Options and Information for Students
  - \_\_\_\_\_ 27: Liability Insurance for Institution
  - \_\_\_\_\_ 28: Personal Liability Insurance for Administrators
- X. Program Pre-Departure, On-Site and Re-Entry Information
  - \_\_\_\_\_ 29: Develop Policy on Necessary Support Programming, Orientation and Information
- XI. Release, Hold-Harmless, or Indemnification Agreement
  - \_\_\_\_\_ 30: Release Form: Review by Legal Counsel and Risk Manager
  - \_\_\_\_\_ 31: Choice of Law and Choice of Forum Clauses
  - \_\_\_\_\_ 32: Signature by Parent and/or Guardian
- XII. Contracts with Consortia, Colleges, Universities, Travel Providers
  - \_\_\_\_\_ 33: Due Diligence in Choice of Contracting Parties
  - \_\_\_\_\_ 34: Centralized International Contracts and Linkage Agreement Records
  - \_\_\_\_\_ 35: Contracts for Linkage Agreements and Travel Providers (Including Appropriate Consortium Agreements for Financial Aid)
  - \_\_\_\_\_ 36: Accurate and Consistent Publications & Advertising
- XIII. Conditions of Participation
  - \_\_\_\_\_ 37: Develop Conditions of Participation Form
  - \_\_\_\_\_ 38: Student Responsibility Information
- XIV. Application Procedures
  - \_\_\_\_\_ 39: Institution Specific Application Form
  - \_\_\_\_\_ 40: Appropriate and Consistent Application Standards
  - \_\_\_\_\_ 41: Clarify Approval to Access Documents
  - \_\_\_\_\_ 42: Clarify Student Privacy Rights, Including Information Releasable to Parents and Guardians
- XV. Participant Acceptance, Denial and Appeal
  - \_\_\_\_\_ 43: Develop Acceptance and Screening Guidelines
  - \_\_\_\_\_ 44: Special Considerations: Consistent Policies and Procedures
  - \_\_\_\_\_ 45: Provide Participation Support for Students With Special Needs
- XVI. Student Conduct
  - \_\_\_\_\_ 46: Development of Study Abroad Student Conduct Policy
  - \_\_\_\_\_ 47: Obtain Approval to Review Conduct Records and/or Support from Appropriate Judicial Affairs or Student Affairs Professional
- XVII. Maintenance of Appropriate Records and Transfer Credit Articulation

- \_\_\_\_\_ 48: Maintain Appropriate Records
- \_\_\_\_\_ 49: Clarify What Information May be Released to Parents or Guardians
- \_\_\_\_\_ 50: Document Articulation Process
- \_\_\_\_\_ 51: Require Academic Advisement Form Signed by Advisers
- \_\_\_\_\_ 52: Consider Including Letter Grades on Transcript for Non-Accredited Programs
- \_\_\_\_\_ 53: Develop Policy for Non-Approved Program Participation
- XVIII. Electronic Mail Communication and Internet Access
  - \_\_\_\_\_ 54: Develop Electronic Mail Form
  - \_\_\_\_\_ 55: Disseminate Rules for Appropriate Communication by E-Mail
- XIX. Medical and Psychological Evaluation and Information
  - \_\_\_\_\_ 56: Have Students Complete Medical Conditions Form, Including Clear and Detailed Request for Assistance With Special Needs
  - \_\_\_\_\_ 57: Use of Medical Review and Psychological Approval Form
  - \_\_\_\_\_ 58: Develop Guidelines for Psychological Review and Approval
  - \_\_\_\_\_ 59: Give Students Pre-Departure and On-Site Centers for Disease Control and Prevention and Other Medical and Health Risks and Information and Documentation
  - \_\_\_\_\_ 60: Give Students Instructions for 24 Hour Contact Abroad and in the US for Obtaining Medical and Health Assistance
  - \_\_\_\_\_ 61: Give Students Instructions on How to Obtain Medical and Health Assistance if Separated from the Group
  - \_\_\_\_\_ 62: Develop Emergency Medical and Health Emergency Response Procedures and Team in US and Abroad
  - \_\_\_\_\_ 63: Have Students and Administrators Complete Approval Consent Form for Emergency Medical Care
  - \_\_\_\_\_ 64: Special Consideration: Pregnancy and Abortion Abroad
- XX. Parental Information and Approval
  - \_\_\_\_\_ 65: Develop Clear Guidelines for Parental
  - \_\_\_\_\_ 66: Make Available Information About Program Details, Health and Safety Risks to Parents With Approval to Release Information from Student
  - \_\_\_\_\_ 67: Develop Parental Approval of Participation Policy
- XXI. Budget Preparation and Record Keeping
  - \_\_\_\_\_ 68: Develop Appropriate Budget Procedures
- XXII. Financial Support and Advisement
  - \_\_\_\_\_ 69: Develop Cost Sheet Including All Relevant Program Costs
  - \_\_\_\_\_ 70: Students Should Sign Program-Related Charges and Financial Aid Responsibilities Form
  - \_\_\_\_\_ 71: Require Financial Aid Meeting for All Students or Provide Resources
- XXIII. Immigration Requirements and International Law

- \_\_\_\_\_ 72: Provide Information About Passports and Visas
  - \_\_\_\_\_ 73: Require Registration at US Embassy or Consulate (WARDEN)
  - \_\_\_\_\_ 74: Confirm that Program Complies With International Law
  - \_\_\_\_\_ 75: Provide Information to Students About Similarities and Differences Between US and International Law
  - \_\_\_\_\_ 76: Clarify Program Limits in Supporting Students Following Violation of International Law (Imprisonment, etc.)
- XXIV. International Air Transportation and In-Country Travel Arrangements
- \_\_\_\_\_ 77: Develop Basic Travel Policies, Including Closing a Program if Transportation is Unsafe
  - \_\_\_\_\_ 78: Appropriate Air and Ground Carriers
  - \_\_\_\_\_ 79: Provide Information About Transportation Risks
  - \_\_\_\_\_ 80: Complete Comprehensive Background Checks About Travel Providers
  - \_\_\_\_\_ 81: Review Institutional Policy on Use of Personal and Rental Cars
  - \_\_\_\_\_ 82: Give Students Choices in Their Travel Arrangements
  - \_\_\_\_\_ 83: Develop Policy on Risk-Limited Activities (Trekking, Mountain Climbing, Bungi, SCUBA Diving, etc.)
  - \_\_\_\_\_ 84: Have Travel Professionals Support Travel Arrangements
  - \_\_\_\_\_ 85: Make Provisions for Consultation About Last-Minute Changes in Transportation Arrangements
  - \_\_\_\_\_ 86: Have Provisions for Student and Staff Evacuation (War, Kidnapping, Terrorism, etc.)
- XXV. Drug and Alcohol Policy
- \_\_\_\_\_ 87: Educate Students About Use and Abuse of Drugs and Alcohol
  - \_\_\_\_\_ 88: Tailor Campus Drug and Alcohol Policies
  - \_\_\_\_\_ 89: Develop Policy on Program Payment for Alcohol
  - \_\_\_\_\_ 90: Develop Policy on Use of Alcohol at University Events
  - \_\_\_\_\_ 91: Document Drug and Alcohol Policy Violation
- XXVI. Sexual Harassment and Assault Policy
- \_\_\_\_\_ 92: Collect Statistics Regarding Sexual Harassment and Assault Abroad and Disseminate to Students and Parents
  - \_\_\_\_\_ 93: Develop Written Policy Regarding Response to Complaints of Sexual Harassment and Assault Complaints and Disseminate to Students and Parents
  - \_\_\_\_\_ 94: Educate Students About Differences in Other Countries, Women's Rights, Gay and Lesbian Rights, and Other Gender Issues and Laws
  - \_\_\_\_\_ 95: Create and Review Evaluations With Particular Attention to Issues Raised by Students About Sexual Harassment
  - \_\_\_\_\_ 96: Respond to Evaluations and Allegations of Sexual Harassment and Assault in the US and Abroad Immediately

XXVII.Special/Other Policies

\_\_\_\_\_ 97: Review Special Issues for Your Institution (Religion,  
etc.)