

### Planning Your Program

Thank you for choosing to provide an education abroad experience for Ohio University students! As a university sponsored activity, all aspects of the program are subject to university policies. Three important policies to keep in mind as you move forward with your planning are: **03.003—American with Disabilities Act Compliance, 03.004—Harassment, and 40.001—Equal Employment and Educational Opportunity.**

Taken together, these policies prohibit discrimination against any student or employee on the basis of race, religion, color, sex, sexual orientation, national origin, ancestry, age, gender, gender identify or expression, mental or physical disability or veteran status. The means **discrimination is prohibited at any stage of your process**, including hiring of assistants or selecting participants. The policies provide individuals an opportunity complain to university officials for full investigation.

To ensure equal access to education abroad opportunities, you should avoid the following: requiring proof of employment eligibility from international students during the application/selection process; choosing participants based on specific male/female limit; or basing decisions on known or perceived disabilities (including mobility challenges) or age. **Remember—you cannot require individuals to report a disability during the hiring or participant selection process!**

### Preparing for Travel

Once you have hired your assistants and/or chosen your participants, you must provide them an opportunity to disclose any accommodations they require due to a disability. To receive an accommodation, the employee or student must register with the Disability Services, located at Crewson House. The office's staff will work with you to identify reasonable accommodations. Disability Services can be reached at (740) 593-2620.

### Compliance & Travel Away from Campus

Employee and student participants in an education abroad program are still subject to Ohio University policies, including the Student Conduct Code. Please keep the following in mind:

- Harassment is a form of discrimination. Harassment occurs when any conduct directed toward an individual or group based on the categories listed above is severe enough so as to deny or limit a person's ability to participate in or fully benefit from the University's educational and employment environments, or severe enough that it creates an intimidating, offensive, or hostile environment. Typical harassment scenarios are: frequent requests for dates or sex, pejorative comments or jokes, lewd or offensive materials, and unwelcomed touching of any kind. **If you observe, receive a report of harassment, or receive a complaint of harassment, university policy requires that it is reported to the Office for Institutional Equity.**

-Familiarize yourself with the Student Code of Conduct, which prohibits harm to self, harm to others, harm to property, academic dishonesty, and disruption of university activities. **Violations should be reported to University Judiciaries.**

- Amorous relationships between students and **anyone with grading, advising, or supervisory authority** over the student are prohibited. This means any individuals acting as employees during the travel cannot start or continue an amorous relationship with any student participant.



Several offices are available to answer your questions and provide assistance:

- For questions about harassment or discrimination, contact the Office for Institutional Equity Director at (740) 593-2620. Executive Director Laura Myers is the university Title IX/ADA/504 Coordinator.
- If you have any questions about immigration status and work eligibility, contact International Student and Faculty Services at (740) 593-4330.
- If you have any questions about the Student Conduct Code, contact University Judiciaries at (740) 593-2629.
- For all other question, please contact the Office of Education Abroad can be contacted at (740) 593-4583.