

ACCEPTANCE PACKET CHECKLIST

GRANADA, SPAIN

Please read this checklist and all materials in this packet as soon as possible. Many documents must be returned to Willamette University; we cannot accept late materials.

All underlined phrases represent hard copied documents you have received in this packet. **If you are missing any documents please contact Stacy West - it is important you maintain all documents through your semester abroad.**

- ❑ Read the entire Acceptance Packet Checklist now.
- ❑ Read all of the following sections of the enclosed Granada Essential Pre-Departure Information document.
 - *Planning Your Arrival* (Arrival Info, Passport/Visa, Dates, Flights/Tickets/Travel Partners, Transportation, Medical)
 - *Planning Your Life in Granada* (Housing, Staying in Contact, Budget)
 - *Planning Your Academic Experience* (Class Registration, Placement Test, DELE, On-site Administration)
- ❑ Read the enclosed Visa Checklist and review all information in the visa portion of this packet.
- ❑ Complete the Visa Checklist and send all necessary materials to Willamette University **by or BEFORE SEPTEMBER 30**. Review the Visa Checklist and follow the very specific instructions.
- ❑ Read and sign the following documents and return them to Willamette by **September 30** (it is okay to send these documents in the same envelope with your visa materials.)
 - Participation Agreement
 - Student Behavior Agreement
 - Student Academic Guidelines
 - Granada Spanish Language Agreement
- ❑ In addition to the original documents you send to WU, copies of all of the above mentioned materials are included in this packet. Keep these documents and bring them with you to Granada.
- ❑ Visit the Granada, Spain program website www.willamette.edu/go/granada and review all information.
- ❑ Visit the *Approved Students* portion of the website and find the *Forms* section.
 - As instructed in an earlier email, please complete the online form called Application for Approved Students by **August 31**.
 - Complete the Self-Disclosure Medical Form by **August 31**.
 - Complete the Course Selection Form by **October 7**.
 - Complete the Homestay Experience Form by **October 7**.
- ❑ Read the enclosed health insurance description and claim form provided by Cultural Insurance Services International (CISI.) You will receive your insurance ID card via email prior to your departure.
- ❑ Read the Arrival Information document included in this packet before making travel plans.
- ❑ Look for emails from Stacy West, she will be contacting you frequently with updates and more information regarding preparation for your experience in Granada, Spain.

Please use the following contact information to return the necessary documents and for questions:

Stacy West
Office of International Education
Willamette University
900 State Street
Salem, Oregon 97301
Phone: 503-370-6951
Fax: 503-370-6565
Email: swest@willamette.edu



GRANADA ESSENTIAL PRE DEPARTURE INFORMATION

1. Planning Your Arrival to Granada

DATES:

Arrival (Program Start Date) – Friday, January 6

Departure (Program End Date) – Saturday, May 26

Passport and Visa

If you have not applied for a passport by the time you receive this packet, you must submit an expedited application for a passport TODAY! (Seriously.)

A Long-Stay Student Visa is required for all U.S. citizens studying in Spain for more than 90 days. If you are not a U.S. Citizen you may also require a visa. If you are not a U.S. Citizen or you are a dual citizen please contact Stacy West soon to discuss options.

You must submit your visa materials to Willamette University by the visa deadline, **Friday, September 30**. See the [Visa Checklist](#) located within this packet. Please note that you will be submitting your passport as part of the visa application – therefore, you will be unable to travel internationally (including Canada and Mexico) until your visa has been processed and your passport has been returned to you. This process can take anywhere from 6 to 10 weeks if there are no complications with your visa application. If you plan to travel internationally between the visa deadline and the beginning of your program please contact Stacy West right away.

Arrival

Plan to arrive in Granada between 12:30 p.m. and 7:30 p.m. for the convenience of your host family on the arrival date listed above. After arriving in Granada you will make your own way directly to your host family's home. Your host family's address will be included in the pre-departure packet which you will receive 3-4 weeks prior to the start of your program. See the [Arrival Information](#) document included in this packet for specific information about arriving in Granada.

Early Arrivals

It is not necessary to arrive early. The first day of the program is the arrival day. Orientation will start the day after the arrival day. Classes do not begin until after a period of orientation, allowing you time to acclimate. Students who arrive before the arrival day are responsible for finding and paying for their own accommodations and food, and to navigate their way to these accommodations without the help of Willamette University or Granada on site staff.

Departure

The final day of the program is the day you are expected to leave your host family's home. There will not be any exams or program related activities on the departure date.

Flights, Tickets, and Travel Partners

Plan to be on-site no later than the first day of your program (January 6) until the last day of your program (May 26). For arrival, some students find that traveling in groups alleviates some stress and makes the experiences of long flights and airport transfers more enjoyable. Willamette University will provide you with a list of students enrolled in your program when it is available and confirmed. On-campus orientations are also a good place to meet fellow students and discuss travel plans prior to your departure.

See the [Arrival Information](#) document included in this packet for more details.

Medical

Although it is not required for visa purposes, all students should schedule a physical or “check up” with their doctor before departure. If you are taking medication, please ensure that you bring sufficient supplies for the duration of your stay. U.S. refill medical prescriptions are not valid in Spain. Travelers who have pre-existing medical conditions should carry a letter from the attending physician, describing the medical condition and any prescription medications, including the generic name of prescribed drugs. Any medications being carried overseas should be left in their original containers

and be clearly labeled. Travelers should check with the foreign embassy of each country they are visiting to make sure medications, including over-the-counter medications, are not considered illegal narcotics.

2. Planning Your Life in Granada

Housing

The site director in Granada will place you (usually with another student) in a homestay in Granada. The homestay may be a family, a single woman, or a couple. Three meals a day, seven days a week, are included in the program cost. If you are a vegetarian you may have limited meal options and you should not expect your host family to be familiar with, or accommodate your dietary preferences. In general, homestay placements are within a 15 to 40 minute walk from CLM and generally the hosts are of an economic level that provides a relatively comfortable standard of living and modern home facilities. Take into account, however, that amenities such as internet, water, and electricity are extremely expensive and, thus, are used conservatively in Spain. Be aware that smoking is common in Spain and non-smoking households are rare. As a guest, you are the one who is expected to adapt to local customs and abide by household rules and expectations. Within the first few days of your arrival, try to reach an early understanding with your host regarding rules and customs in the household, especially with regard to such things as the use of hot water, use of phones, helping with meals, and having guests. Students will depart their homestays on the last day of the program.

Phone Calls

Unlike in the U.S., local calls are not free in Spain. Because phone service is extremely expensive, do not make any phone calls from your homestay without the permission of your host before each call. You may receive phone calls at your homestay, but please limit them in length as a courtesy to your host. A popular option for many students is to purchase a cell phone, which allows them to pay for their calls independent of their host – the Site Director in Spain recommends all students purchase cell phones. It is best to purchase a cell phone after arrival in Spain – during orientation the onsite staff will give students advice about how and where to purchase cell phones. U.S. cell phones will not work in Spain unless a new SIM card is purchased in Spain. Because of the busy schedule in the first week, students should not plan on being able to purchase a cell phone immediately. Students should plan alternate means of communication (phone card, internet calling) to contact parents, family, and/or friends upon arrival.

Computers and Email

You will have access to email through various local internet cafes as well as limited access at the Centro de Lenguas Modernas (CLM) computer lab. The CLM also has wireless internet, so you might consider bringing a laptop, although we would not advise you do so without first either purchasing insurance that will cover any loss or checking whether your parents/family's homeowner insurance will cover theft or damage while traveling. Please remember that internet access from your homestay is not normally an option.

Mail

Your friends and family should send mail to you at your host family's address. You will receive your homestay mailing address in your pre-departure packet.

Budget

It is extremely important that you consider the amount of money you will spend while you are abroad so you can plan your time abroad efficiently and economically. Below is a rough estimate of costs for which you should budget outside of the program fees. Keep in mind that program fees include tuition, housing, meals, some course materials, excursions, medical insurance, and on-site orientation. For more information about exact program fees contact your study abroad office.

You may need to make purchases in addition to those listed below, for example: luggage, other travel accessories, copies of essential documents, additional insurance to cover your belongings from loss, and other incidentals. Some of the below might not apply to you. For instance, if you already have your passport, you do not need to budget for that item. If you bring your laptop, you may not need to pay anything for internet use, etc.

Expenses	Per Semester	
Passport Visa fee	\$140 + any expedite fees \$140 (U.S Citizens)	
Airfare to Granada Transportation: airport to homestay	\$800-\$3,000 \$15-\$40	Flying to Madrid and taking a bus to Granada may be less expensive.
Homestay gift Cell phone purchase/rental Internet usage	\$10-\$25 \$50-\$70 \$10-\$50	
Cell phone usage Personal travel expenses Personal expenses	\$75-\$200 \$250-\$2,200 \$200-\$2,200	These expenses have been noted in ranges because there is such a variance in the amount students have spent.
Estimated total budget	\$2,335-\$7,975	This is only an estimate. Plan to make your own budget.

Spending Money

Current students estimate that you will need approximately \$20 per day to cover personal expenses such as toiletries, entertainment, and any personal weekend travel during the program. This amount constitutes only an approximate figure as there are clearly no limits to the amount of money a student with sufficient funds can spend. On the other hand, if you are on a limited budget you can certainly get by on less with careful planning.

Banking

The majority of students access their U.S. accounts in Granada via ATM and debit cards. If your card is due to expire during the course of the program contact your bank before you leave to have a new card issued. Inform your bank that you will be traveling overseas so that they do not flag international transactions and shut down your account.

3. Planning Your Academic Experience in Granada

Withdrawal and Refund Policy

All withdrawals must be made by the student in writing to Willamette University's Office of International Education at Willamette University. Applicants canceling fewer than 60 days prior to the start date of the program will forfeit \$300 of the program fee as well as any unrecoverable costs. Cancellations made fewer than 30 days prior to the start of the program will forfeit \$500 of the program fee as well as any unrecoverable costs. No refunds will be made after the start date of the program.

Class Registration

Review mandatory and elective course choices on the Granada website: willamette.edu/go/granada

All classes are taught in Spanish at the Centro de Lenguas Modernas (CLM), where both Spanish and international students study languages. Your CLM courses will include other foreign students studying Spanish, not Spaniards. The last week is exam week and no rescheduling can be made to accommodate an early departure. Please plan accordingly. Classes are generally scheduled between Monday-Friday 8:30 a.m.-2:30 p.m. and Monday-Thursday 3:30p.m. -8:30 p.m. You will not be in class this entire time; individual schedules will vary depending on course preferences. You will pre-register for your courses online through the Willamette University website (see your [Acceptance Packet Checklist](#) for more information.) **Take the process of selecting courses very seriously.** Unlike at many of your universities there is no "Add/Drop" period in Granada to change your course selection. Start talking to your academic advisors and study abroad advisors about course selection as soon as possible.

Placement Test

You will take a language placement test after you arrive in Granada and before beginning your intensive language courses at CLM. Preparation for this test is very important as it will determine your level of language study in the program. We strongly recommend that you review your Spanish texts prior to your arrival in Granada.

DELE

Along with regular courses and exams, you will also participate in the DELE (*Diplomas de Español como Lengua Extranjera*). The Ministry of Education administers this exam in Granada at the end of each semester. Those who receive high marks on the DELE will be officially certified as having a level of Spanish sufficient to complete any professional or academic

activity in Spain. This exam is recognized internationally and could be compared to the TOEFL (Test of English as a Foreign Language) exam in the United States. Studying for this exam is gradual and continuous throughout the semester and it is recommended that you start reviewing your texts before arriving in Spain. More information regarding this exam will be given to you in your pre-departure packet and during the on-site orientation in Granada.

Onsite Administration

Mark Bennett is the Site Director for the Granada program and María Ortega Titos is the Program Coordinator. Mark and María are responsible for the academic and administrative program planning, as well as providing invaluable support to students throughout the semester.

Orientations

Your study abroad office is responsible for preparing an on-campus orientation prior to your departure. Please consult your advisor for more information on specific dates and times. An on-site orientation and walking tour will take place during your first days in Granada. You will be able to ask questions about the program and receive advice on making a successful transition to Spanish life and being a good homestay guest.

Excursions

You will receive an excursion schedule for the term at the beginning of your program. During the semester you visit Madrid for four nights. You will also visit other places of interest in and around Andalucía and Granada. Participation in excursions is required and there are no refunds for missed trips. Guests, including family members, are not allowed on these academic excursions.

Personal Travel and Travel Guides

While most weekends are free time for students, independent travel on weekends should not interfere with regular class attendance or program excursions. Rather than taking long trips to far away places, we strongly recommend that you focus your travel during the program to nearby sites within Spain where there is plenty to see and do. Save your more distant sightseeing after the program. Friends and family who are visiting will not be allowed to participate in program activities or excursions and should be discouraged from coming within the program dates.

It is highly recommended that before you travel abroad you consider visiting your local bookstore to pick up a copy of a student travel guide on Spain and/or Andalucía. Travel guides will be an invaluable resource to you for useful, up-to-date advice on transportation, economical lodging, and cultural information. They will also provide current information on items such as estimated costs of living, safety issues, weather information, and local customs. *The Lonely Planet, Let's Go, Rough Guide* and *Footprints* guides are recommended travel books for students. Often, used guides can be found at a used-book rate (be cautious that the book is not too out-dated). If not, the full price version is well worth the investment.

ARRIVAL INFORMATION

GRANADA, SPAIN

Friday, January 6 is the scheduled arrival date for the spring 2012 Granada, Spain program. Your host family will be waiting for you at their home between 12:30pm (12:30) and 7:30pm (19:30) on Friday, January 6.

If your plans change at any time or if you are delayed and will not be able to arrive at your host family's apartment between 12:30 and 19:30 it is essential that you notify your site director Mark Bennett immediately. Mark's cell phone number is 677 52 53 15 – if calling from the U.S. dial 011+34 first.

The final day of the program (May 26) is the day you are expected to leave your host family's home. There will not be any exams or program related activities on the departure date.

Traveling from Madrid to Granada:

By Air

If you are arriving into Madrid from the U.S., please note that you will likely arrive in a different terminal than your domestic flight from Madrid to Granada. You may have to take a bus between terminals. Take a look at the Madrid Barajas International Airport website to understand the terminal layout and transportation options between terminals. Go to the website for the Aeropuertos Españoles y Navegación Aérea (www.aena.es) and select "Madrid Barajas." If you fly to Granada it is advisable that your flight from the U.S. and your flight to Granada are part of the same itinerary. If the tickets are purchased separately and your flight into Spain is delayed which causes you to miss your flight to Granada, you may be required to purchase another ticket. Airlines do not forgive missed flights caused by other airlines if the itineraries are "unlinked."

Once you arrive in Granada take a taxi to your host family's home. The flat rate taxi ride is approximately €25, but, depending on the amount of luggage you are carrying, you may end up paying close to €30. Sharing the taxi ride with another student, even if you are going to different homes, will make the ride less expensive for each student. The route from the Granada Airport to your homestay will probably be about 30 to 45 minutes.

By Bus

When you arrive in Madrid take a taxi from the airport to the *Estación Sur de Autobuses* bus station. Buses leave the station for Granada every one to two hours between 7:00 and 19:00, and every three to five hours before 7:00 and after 19:00. The bus ride from Madrid to Granada will last approximately five hours. The bus ride should cost about €18,00 one way.

Visit www.alsa.es to find exact schedules and to plan your journey.

When you arrive in Granada take a taxi to your host family's address. The cost should be around €10 depending on the distance from the bus station to your host family's residence.

Early Arrivals

It is not necessary to arrive early. The first day of the program is the arrival day. Orientation will start the day after the arrival day. Classes do not begin until after a period of orientation, allowing you time to acclimate. Students who arrive before the arrival day are responsible for finding and paying for their own accommodations and food, and to navigate their way to these accommodations without the help of Willamette University or Granada site staff. The following hotels have been recommended by past students, all prices are approximate. Single rooms may be less expensive but can have limited availability.

Hotstal Britz

Cta. Gómez 1
Tel - 958 223 652
Habitación doble - € 50

Hostal Lisboa

Plaza Carmen 29
Tel – 958 221 413
Habitación doble - €50

Hotel Montecarlo

C- Acera del Darro, 44
Tel – 958 25 79 00
Habitación doble - €60

Hotel Tryp Albayzin

C- Carrera del Genil, 48
Tel – 958 220 002
Habitación doble - €83

STUDENT ACADEMIC GUIDELINES Granada, Spain Study Abroad Program

This is a Willamette University program designed to support the Independent Liberal Arts Colleges Abroad (ILACA) Consortium.
ILACA Consortium members: Gonzaga University, Pacific Lutheran University, Seattle University,
University of Portland, University of Puget Sound, and Willamette University.

Students enrolled in the WU Granada, Spain program will approach their academic work with dedication and integrity, understanding that they are responsible for enhancing their own learning through personal effort. Further, students agree to be fully prepared for each class session, abide by the required attendance policy in place for each course in their program, and abide by minimum and maximum course load requirements.

Students also agree not to engage in academic dishonesty, plagiarism, cheating, use of unauthorized materials, or engaging in accessing or distributing confidential academic materials. Specifications of these violations are described below:

Academic dishonesty: Knowingly presenting false or falsified materials or information in any form toward fulfilling any academic assignments.

Plagiarism: The act of presenting the ideas or writings of another as one's own. This includes copying or paraphrasing passages from books, periodicals, the web, or other documents without appropriate citations. It may also include copying or paraphrasing the direct or mechanically reproduced statements of others and representing them as one's own.

Self-Plagiarism: The submission of one's own course assignments or research papers in whole or in part for one course that are being or have been submitted to other courses at any time. All work submitted for each course must be original work specific to and for that course, unless otherwise permitted by the instructor.

Cheating: The act of copying or paraphrasing from examinations or other written work of current or former students, with or without the knowledge or compliance of the person from whom the materials are copied or paraphrased. Persons who knowingly assist cheating are also guilty of cheating.

Use of unauthorized materials: The use of any books, papers, notes or other materials for reference during closed book examinations or other academic exercises unless specifically allowed by the instructor.

Accessing or distributing confidential academic materials: Includes obtaining unauthorized access to examination questions or answers and/or distribution of such knowledge or materials to others.

ACADEMIC GUIDELINES VIOLATIONS REVIEW

Alleged violations will be reviewed and sanctions administered in accordance with the Student Behavior Agreement. **Information regarding students who violate these policies may be provided to the students' home institutions. The home institution may elect to impose additional sanctions.**

In addition to other possible sanctions outlined in the Agreement, violations of the Academic Guidelines may result in:

- a failing grade of "F" for submitted work found to have violated the Guidelines and
- a failing grade of "F" for the course on the Grade Report, if the submitted work comprises enough of a percentage of the final grade for the course that an "F" on the submitted work will result numerically in a final grade of "F".

In cases where an allegation is made in connection with a course taught directly by the host university rather than by WU instructors or visiting faculty, students will be subject to the policies and procedures of the host university. However, in such cases the Site Director will still conduct a review in accordance with the Student Behavior Agreement and may issue a sanction in addition to any penalties imposed by the local university.

By means of my signature below, I hereby acknowledge that I have read and understand the above Academic Guidelines.

PRINT NAME OF PARTICIPANT

SIGNATURE OF PARTICIPANT

DATE

STUDENT BEHAVIOR AGREEMENT

Granada, Spain Study Abroad Program

This is a Willamette University program, designed to support the Independent Liberal Arts Colleges Abroad (ILACA) Consortium. ILACA Consortium members: Gonzaga University, Pacific Lutheran University, Seattle University, University of Portland, University of Puget Sound, and Willamette University.

Participants in the Willamette University Granada, Spain Program are, at all times, expected to: exhibit sensitivity to the host culture; respect and observe local rules and laws; and conduct themselves in ways that demonstrate a high regard for the intellectual and cultural experience in which they are engaged. The Student Behavior Agreement includes policies based on such expectations and the assertion that students are both adults and guests abroad. As students and adults, Granada participants are expected to abide by this Agreement and are legally subject to the same laws and regulations that govern the host country's citizens and any other laws which are applicable to the student's immigration status in the host country. Granada participants must still abide by the policies and regulations of their enrolling and home institutions, hereafter referred to as "home institutions."

Willamette University strives to maintain a positive and respectful environment for all members, advocating respect and consideration towards all students, staff, faculty, members of the host institutions and citizens in general. You are privileged to be a guest in another country and responsible for maintaining a positive attitude and demonstrating respect towards both yourself and others. For the duration of your time in a WU program, recognize that you reflect WU, your home institution, and your own country, and you are expected to be a positive advocate.

WU and your home institution hold you responsible for knowing and abiding by this Agreement. This Agreement exists to facilitate a positive educational environment as well as ensure a safe, developmental and rewarding experience abroad.

In addition to this Agreement, Granada program participants are subject to the rules of conduct, academic procedures, academic honor codes, and student disciplinary procedures of the University of Granada (*La Universidad de Granada*) and the Center of Modern Languages (*El Centro de Lenguas Modernas, CLM*).

Student Responsibilities

Students are expected to follow WU's Granada program rules and regulations. Those who choose to engage in unacceptable conduct and violate this Agreement are subject to appropriate review and sanctions, up to and including removal from the program. Information regarding students who violate WU Granada program policies may be provided to the students' home institutions. The home institution may elect to impose additional sanctions.

The following are prohibited throughout the student's participation in a WU program:

- Violence against others. This is defined as striking or doing any other physical harm to another or threatening to do so.
- Sexual assault. This is defined as an offense committed when a student subjects another person to sexual contact without having first obtained explicit consent or when he or she knows or should have known the person was incapable of consent by reason of mental disorder, mental incapacitation, intoxication, or physical helplessness.
- Verbal abuse to faculty, staff, students, homestay families, host community members, or representatives from WU or ILACA institutions.

- Disruption or obstruction of classes at the WU program center, the CLM and local university, or disruption or obstruction of other program activities.
- Damage to WU property, property of host universities, property of hosts or host families, apartments, facilities used by WU, or the property of fellow students.
- Possession or the use of firearms or other dangerous weapons.
- Possession or use of fireworks, incendiary devices, dangerous explosives or other dangerous instrumentalities or substances.
- Theft.
- Unauthorized entry into or use of WU program center facilities, equipment, or technology or host university/partners' facilities, equipment, or technology.
- Use of program technology for any unlawful or impermissible purpose.
- Violations of residential guidelines or rules, including specific and reasonable requests from a homestay family.
- Criminal behavior or violation of local laws.
- Failure to follow the established guidelines, local attendance policies, directives, timetables and reasonable instructions of the program staff or faculty members.
- Failure to attend required classes, events, and excursions, unless otherwise noted on a syllabus or excused.
- Obtaining unauthorized access to, viewing of, copying or distributing confidential information.
- Falsification, forgery, or alteration of documents.
- Harassment of any person, not limited to members of the program community. Harassment is defined as any conduct that either in form or operation unreasonably discriminates among individuals on the basis of age, disability, national origin, race, marital status, religion, gender, gender identity, gender expression or sexual orientation, and that is sufficiently severe or pervasive that it interferes with work or academic performance because it has created an intimidating, hostile, or degrading working or academic environment. Sexual harassment is a type of gender discrimination which is defined as any sexual advance, any request for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such advances, requests, or conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic experience; or such conduct is unwelcome and sufficiently severe or pervasive that it interferes with work or academic performance.
- Stalking of any person.
- Failure to obey the drug and alcohol-related laws.
- Abuse of alcohol or controlled substances, even when lawfully possessed.
- Participation in any activity which recklessly or intentionally endangers the safety of self for others.
- Unreasonably limiting the freedom of movement of others.

Review Procedures

The Site Director (or designee) will inquire into the circumstances surrounding an incident. If the Site Director (or designee) determines that further action is appropriate, the student(s) involved will participate in these Review Procedures:

- Students will be notified verbally or in writing by the Site Director (or designee) of the incident and of the time and place to meet with the Site Director (or designee) to discuss it. The meeting may be in person, or, at the election, of the Site Director (or designee) by telephone.
- Students may be accompanied by a third party if they choose, but that party may not be an attorney.
- At the meeting, student(s) will be informed of information that has been reported about the incident in question.
- At the meeting, students may present any relevant information, including written statements from witnesses. The Site Director (or designee) will determine relevance.

- If the student admits to the behavior, the incident will be discussed, and appropriate sanctions will be determined.
- If the student denies involvement in the incident, the discussion will focus on the available information. The Site Director (or designee) will make a determination as to whether the student has breached this Agreement based on available information. The Site Director (or designee) has reasonable time in which to render a final decision in each case. Students will be notified as soon as possible after a decision has been reached. Sanctions for breach of this Agreement are in effect as soon as a decision has been rendered. A student will be notified verbally or in writing of the decision.
- If a student fails to accept receipt of written notice or otherwise fails to participate in these procedures, the Site Director (or designee) may find that he student has engaged in the alleged breach and impose sanctions.

Should a breach be discovered at the end of the program or after a student has left the program, WU may notify the home institution. In this situation, all documentation and pertinent information on the case will be forwarded to the accused student's home institution for review.

Interim Suspension

In cases where the Site Director (or designee) reasonably believes that there is potential for further harm to self or others, the Site Director (or designee) may immediately remove any student from his/her residence or the program until the Site Director (or designee) speaks with the student. If after speaking with the student, the Site Director (or designee) reasonably believes that there is potential for further harm to self or others, the interim suspension may be continued until the student has been notified of the decision rendered at the conclusion of the review process set forth above. The student is responsible for any costs associated with suspension.

Appeals

If a sanction of Disciplinary Probation or Dismissal has been imposed, a student may request an appeal. All requests for the hearing of an appeal must be directed to the Director of International Education at WU.

A request for an appeal must be submitted by the student within five days of the student being notified of a decision. The student may give the appeal request to the Site Director who will fax or email the appeal to the Director of International Education at WU. The student may also send the appeal directly to the Director of International Education at WU. All sanctions remain in effect until any appeals have been considered and responded to in writing.

The WU Director (or designee) will first determine whether the appeal will be heard. If the appeal will be heard, the WU Director (or designee) will review the record and consult with site staff and others regarding pertinent information. An appeal is not a rehearing of the case.

Sanctions

Sanctions can take a variety of forms, and can be issued in combination, depending on the violation in question.

1. Written Warning:

A written notice is given to the student that the violation/incident is unacceptable and placed in the student's file on site. Written warnings will not be communicated to the student's home institution on the first offense. However, the warning will remain in the student's on-site file and will be communicated to the student's home institution if additional incidents occur (see below).

2. Letter of Reprimand:

A written notice is given to the student that the violation/incident is unacceptable. A copy of the letter of reprimand will be sent to WU and the student's home institution and additional sanctions may apply (see below). This sanction may be used if a student incurs repeated minor violations/incidents (see above) and/or more severe single violations/incidents.

3. Disciplinary Probation:

A written notice is given to the student that the violation/incident is unacceptable. A copy of the notice of probation will be sent to WU and the student's home campus. Specific conditions will be set which the student must meet in order to continue participation in the program, and additional sanctions may apply (see below). Disciplinary probation may be applied in the case of repeated violations/incidents of any severity and/or single violations/incidents of high severity.

4. Dismissal from the Program.

A written notice is given to the student terminating his or her status as a participant in the program. A copy of the dismissal notice will be sent to WU and the student's home campus. All WU affiliated institutions and individuals in the host country will be notified that the student's affiliation with the program is terminated. No refunds will be granted for any of the program fees and all costs associated with the dismissal are the responsibility of the student including any expenses incurred for loss of use of air tickets or change fees. Dismissal may be applied in the case of repeated offense of any severity and/or single violation/incidents of high severity.

5. Additional Sanctions

Additional sanctions applied as a condition for continuing in the program may include but are not limited to:

- Restitution/Fine: This involves charges to be paid for damages, theft, or penalty.
- Formal Apology: This involves the requirement to present a written apology to program staff or instructors, students, and/or community members (host families, host institutions, neighbors, etc.) affected by the conduct.
- Community Education or Service: This involves students being required to perform an educational task or to provide service to a group as assigned for a limited period of time. These efforts will generally relate to the violation in question.
- Required Assessment and/or Participation in Drug, Alcohol, or Other Professional Counseling: This involves requiring the student to be assessed by a qualified professional and/or attend a specified number of sessions with a specific individual or treatment program for professional drug, alcohol, or mental health counseling.
- Behavioral Contract: This involves a contractual agreement between the student and WU specifying certain types of behaviors that will or will not be engaged in by the student as a condition of continuing on the program.
- Loss of Privileges: This means that a student's privileges to use facilities or to participate in activities or events will be withdrawn temporarily or permanently.
- Housing Change or Termination: This means that a student may be required to leave his or her housing and move to alternate housing or obtain housing accommodations independently. No refunds will be provided. Any costs relating to new accommodations are the student's responsibility. Depending on the situation, housing termination may be grounds for immediate dismissal from the program.

I have read and understand the foregoing. As a condition of being permitted to participate in this WU program, I agree to be bound by the foregoing.

PRINTED NAME OF PROGRAM PARTICIPANT

SIGNATURE OF PROGRAM PARTICIPANT

DATE



GRANADA CONTRATO PARA HABLAR ESPAÑOL

This is a Willamette University program, designed to support the Independent Liberal Arts Colleges Abroad (ILACA) Consortium. ILACA Consortium members: Gonzaga University, Pacific Lutheran University, Seattle University, University of Portland, University of Puget Sound, and Willamette University.

Instructions: read and sign both the English and Spanish version of this contract.
Form due date is listed in your Approved Student Packet Checklist.

Como estudiante del programa de inmersión española en Granada, y como estudiante comprometido con el aprendizaje de la lengua española, acepto hablar español durante toda mi estancia en España. Voy a hacer un esfuerzo especial en no hablar inglés en el *Centro de Lenguas Modernas* (CLM) ni dentro de la oficina de WU. Me comprometo, además, a pasar mi tiempo fuera de las clases con aquellos que se entreguen plenamente a la tarea de hablar español, poniendo especial empeño en pasar mi tiempo, siempre que sea posible, con hispanohablantes.

Comprendo que los profesores de los departamentos de español de ILACA, los administradores internacionales de educación de ILACA, la Universidad de Willamette y su personal en Granada han acordado establecer la regla del uso exclusivo del español en mi propio beneficio y en el beneficio de todos aquellos participantes del programa de Granada.

Entiendo que se establece una correlación directa entre el tiempo que dedico al uso del español y el nivel de fluidez conseguido. Reconozco por tanto, que cumpliendo la norma del uso exclusivo del español estoy aumentando mi competencia en el idioma a la vez que profundizo mucho más en mi conocimiento de la cultura en la que estoy inmerso.

Acepto que romper la norma de la utilización exclusiva del español implica menoscabar mi propio progreso en el idioma y que además estoy obstaculizando el progreso de otros miembros del grupo en su conjunto.

Teniendo todo esto en cuenta firmo este contrato para manifestar mi pleno compromiso de hablar español durante el transcurso del programa.

NOMBRE DE PARTICIPANTE

FIRMA DE PARTICIPANTE

FECHA



GRANADA SPANISH LANGUAGE AGREEMENT

This is a Willamette University program, designed to support the Independent Liberal Arts Colleges Abroad (ILACA) Consortium. ILACA Consortium members: Gonzaga University, Pacific Lutheran University, Seattle University, University of Portland, University of Puget Sound, and Willamette University.

Instructions: read and sign both the English and Spanish version of this contract.
Form due date is listed in your Approved Student Packet Checklist.

As a student of the Granada Spanish immersion program, and as a committed learner of Spanish, I agree to speak the target language at all times while in Spain. I am going to make a special effort not to speak English at the *Centro de Lenguas Modernas* (CLM) and the WU program center. I also will prioritize spending time outside of classes only with those who are fully committed to speaking Spanish, especially Spanish citizens.

I understand that a Spanish-only rule has been established by ILACA professors and ILACA international education administrators and the onsite staff for my benefit and for that of all the Granada program participants.

I accept that there is a direct correlation between the time I dedicate to using the target language and the level of fluency I achieve. I therefore recognize that by adhering to the Spanish-only rule I will be increasing my proficiency in the language while at the same time deepening my understanding of the culture.

I agree that by breaking the Spanish-only rule I am undermining my own language progress and that of other members of the entire group.

I therefore sign the Granada Spanish Language Agreement in full agreement with the Spanish-only rule.

PRINTED NAME OF PARTICIPANT

SIGNATURE OF PARTICIPANT

DATE

PARTICIPATION AGREEMENT Granada, Spain Study Abroad Program

This is a Willamette University program, designed to support the Independent Liberal Arts Colleges Abroad (ILACA) Consortium. ILACA Consortium members: Gonzaga University, Pacific Lutheran University, Seattle University, University of Portland, University of Puget Sound and Willamette University.

This is an agreement between _____ (print participant name) and Willamette University (WU). Participants in Willamette University's Granada, Spain program must complete and return this form to WU by the due date noted on the Acceptance Packet Checklist.

Please initial below, signifying your agreement to the following conditions:

1. _____ I have read, understand and agree to the Willamette University's Granada, Spain Program Student Behavior Agreement. I understand that I can be dismissed from the program if my behavior is found to violate the Student Behavior Agreement. I further understand that if my enrollment is discontinued by the host institution, this will result in my dismissal from the program.
2. _____ I have read and understand the program's Withdrawal/Refund Policy (found on the Granada Program website willamette.edu/go/granada.) I understand that, should I cancel or defer my participation prior to the start date of the program, I may be assessed a penalty based on the date of my cancellation or deferment. If I cancel after the program has begun, I understand that I am responsible for the full cost of the program and will receive no refund.
3. _____ I understand that my home enrolling university will grant academic credit for work satisfactorily completed during the program, in accordance with the rules and regulations of the enrolling home university.
4. _____ I understand that WU is not responsible for loss, damage or injury resulting from the acts or omissions of any company, agency, person (including myself), or vendor not totally under the control of WU.
5. _____ I understand that I am solely responsible for making all my travel arrangements and obtaining my passport and/or ensuring its validation for at least 6 months after the end of the program. It is my responsibility to observe all rules governing visas and other travel documents. It is my responsibility to submit all materials related to the visa application to WU in a timely manner to meet the deadline. I further understand that WU is not an agent of any consulate and is therefore not responsible for changes to the visa application requirements or process.
6. _____ I understand that all medical insurance coverage provided to me as a participant in the program begins two days before the program date and expires two days after the last day of the program, or upon termination of my participation in the program, whichever comes first. Coverage is as specified in the insurance policy.
7. _____ I understand that services are provided only to program participants and will not be provided to, nor will responsibility be assumed for, accompanying dependants, family members, or others.
8. _____ I hereby waive all claims for property damage, bodily injury, and any other harm whatsoever, against WU should I choose to borrow, rent, lease, drive, or be a passenger in a vehicle of any kind, whether solely or jointly with others. Furthermore, I release and agree to hold WU harmless with respect to all claims for property damage, bodily injury, and any other harm whatsoever, if I am a passenger in a vehicle rented, leased or borrowed by any other participants, accompanying dependents, accommodation hosts, family members, or others during the program.

9. _____ I acknowledge that WU is in no way responsible for travel to and from the program and any non-program related travel I may undertake.

10. _____ I acknowledge that WU is neither responsible to provide services on site prior to the start date of the program, nor beyond the end of the published termination date of the program. I understand that the program is in no way responsible to assist me with accommodations, medical coverage, meals or any other goods or services outside the published program dates. I understand that any responsibility WU may have expires with the termination of the program, or the termination of my participation in the program, whichever comes first. At no time will WU be responsible for a student's legal defense or support.

11. _____ I understand that I am solely responsible for my legal immigration status in my program country and in all other countries that I may visit before, during and after the program.

12. _____ I understand that visiting friends and family will not be allowed to participate in program related activities or excursions, and that the ILACA institutions discourage friends and family from coming to visit during the dates of the program.

13. _____ I affirm that I provided complete and accurate answers regarding my physical and emotional history on the Self Disclosure Medical Form (found on WU's website: willamette.edu/dept/oie/granada/approved/). I am fully aware of the possible consequences of falsification of medical data as medical misinformation places me at risk during my participation on the program.

14. _____ I understand that an emergency may develop which necessitates the administration of medical care. Therefore, in the event of injury or illness, I authorize WU to secure any appropriate treatment including the administration of an anesthetic and surgery. I understand that such treatment shall be solely at my expense. Notwithstanding this paragraph, I understand and agree that WU has no obligation to provide or seek out any medical treatment.

15. _____ I release Willamette University and all their respective officers, employees, agents, and volunteers from any and all liability and expense in any way resulting from or arising out of my participation in the program, including but not limited to liability and expense attributable to any injury, death, property damage, lost wages, economic loss, emotional distress, psychic injury, pain, or suffering of any kind whatsoever.

By means of my signature below, and initials above, I hereby acknowledge that I have read, and agree to, the above conditions of participation.

SIGNATURE OF PARTICIPANT

DATE

PRINT NAME OF PARTICIPANT

PRINT CURRENT MAILING ADDRESS OF PARTICIPANT

PRINT CURRENT TELEPHONE NUMBER AND EMAIL ADDRESS

SIGNATURE OF PARENT/GUARDIAN (if participant is claimed as a dependent on income tax)

DATE

PRINT NAME OF PARENT/GUARDIAN