

## **EDEGEWOOD COLLEGE**

### **RESPONSIBILITIES OF STUDY ABROAD PARTICIPANTS**

In Study Abroad, as in other settings, participants can have a major impact on their own health and safety abroad through the decisions they make before and during the program and by their day-to-day choices and behaviors.

Participants should:

- A. Assume responsibility for all the elements necessary for their personal preparation for the program, submit all required paperwork by established deadlines, and participate fully in orientations provided by Edgewood College (hereafter EC) and the study abroad provider/host university.
- B. Read and carefully consider all materials issued by EC/study abroad program/host university that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).
- C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.
- D. Consider their physical and mental health, and other personal circumstances when applying for or accepting a placement in a program, and make available to EC/study abroad program/host university accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- E. Obtain and maintain appropriate insurance coverage throughout the program and during any post-program travel as required by EC/study abroad provider/host country and abide by any conditions imposed by the carriers.
- F. Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.
- G. Understand and comply with the terms of participation, codes of conduct, academic policies, and emergency procedures of EC/study abroad program/host university.
- H. Accept responsibility for their own decisions and actions.
- I. Obey host-country laws.
- J. Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
- K. Avoid illegal drugs (as defined in your host country) and excessive or irresponsible consumption of alcohol.
- L. Follow the program policies for keeping program staff informed of their whereabouts and well-being.

## EDGEWOOD COLLEGE STUDY ABROAD STUDENT CODE OF CONDUCT

Edgewood College students are subject to the College's Student Code of Conduct, Alcohol and Drug Use Policy and Sexual Misconduct and Relationship Violence Policies during participation in a study abroad program. These policies can be found online in the [Edgewood College Student Rights and Responsibilities Handbook](#). While all of the policies apply, the following points are of particular importance for study abroad.

Misconduct which is subject to disciplinary action includes, but is not limited to, the following:

1. Possession and/or use of drugs (controlled substances) as defined by the host country(ies).
2. Excessive alcohol use. Excessive alcohol use includes but is not limited to the following:
  - Consumption of alcohol to the extent that the student requires medical intervention or transport.
  - Endangering self or others while under the influence of alcohol.
  - Causing property damage while under the influence of alcohol.
  - Causing a disruption to the program's educational mission while under the influence of alcohol.
  - Causing a disruption to the community while under the influence of alcohol.
  - Any incident of alcohol consumption that demonstrates a pattern of alcohol abuse.
3. Cheating, plagiarism or any form of academic dishonesty.
4. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens and/or endangers the health of any person.
5. Engaging in disorderly, lewd, indecent, and/or obscene behavior.
6. Attempted or actual theft of and/or damage to property of the College, property of any member of the College community, guest or visitor or other personal or public property, on or off-campus. Students accused of violating this policy will be required to cover the costs of repair or replacement.
7. Sexual misconduct as specified in the College's Sexual Misconduct policy.
8. Failure to comply with directions of College officials, program-specific expectations, law enforcement officers, or designated agents acting in performance to their duties and/or failure to identify oneself when requested to do so.

### DISCIPLINARY PROCEDURES

Edgewood College's general student policies also apply during study abroad programs and other international travel. These policies can be found online in the [Student Rights and Responsibilities Handbook](#). Edgewood expects study abroad participants to abide by the laws, regulations, and customs of the host country, community, institution, and program.

#### *Immediate Dismissal*

There are certain areas under which the faculty program director, resident director or designated EC staff have the authority to dismiss a student from a study abroad program. Any behavior that endangers another person or property can result in immediate dismissal. The following behaviors are among those that may result in immediate dismissal from the program or temporary suspension pending a final resolution of the matter:

- Conduct that violates EC Student Code of Conduct;
- Violation of the laws, rules and regulations, or customs of the host country, community, institution and program;
- Behavior that is disruptive and detrimental to the group learning process and academic success of the program;
- Behavior that gives the resident director or EC reasonable cause to believe the student's continued presence in the program constitutes a danger to the health or safety of persons or property, or threatens the future viability of the program.

- Excessive alcohol use (as defined above); physical or sexual assault; sexual harassment; possession, use or distribution of illegal drugs; setting a fire or possession of explosives; possession of a weapon, theft.

### ***Alcohol and Drug Use Policy Violations***

If a student is alleged to have violated the EC Alcohol and Drug Use Policy or participated in the above-mentioned behaviors while participating in a study abroad program, he or she may be referred to the EC Student Conduct Process for a hearing upon his or her return to EC or via phone or email while abroad. This may be in addition to any action taken by the on-site resident director. Consequences for drug and alcohol violations may include, but are not limited to, some form of disciplinary probation, required attendance at educational programs, referral for assessment and treatment, and suspension or expulsion from EC for sale of illegal drugs or repeated violations of College policies.

### ***Sexual Misconduct and Relationship Violence Violations***

All College employees, unless they are “Confidential Support Contacts,” have a duty to report incidents of sexual misconduct. Program participants may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared with the College’s Title IX Coordinator. Employees must promptly share all details of the reports they receive.

Refer to the EC Sexual Misconduct and Relationship Violence Policy for definitions, procedures, support resources, and information about Title IX.

Reports of sexual misconduct will be taken seriously and incidents will be responded to in a prompt, fair, and equitable manner. Upon receiving a report, the College will take appropriate steps to prevent the recurrence of the misconduct and address its effects. There is a fundamental difference between criminal law and the College’s disciplinary actions. A person who commits a sexual assault, as defined by criminal law, may be subject to prosecution by the laws of the host country. If that person is a student, faculty or staff member, and the College concludes that the conduct adversely impacts the Edgewood College Community, that person may also be subject to disciplinary procedures by the College, regardless of whether or not the incident occurred on the College’s premises or the accused has been convicted of any crime. Laws and the Sexual Misconduct and Relationship Violence Policy apply to all relationships within the College community between and among students, faculty, and staff regardless of their gender identity.

### ***Housing Regulation Violations***

In the event of serious infractions of housing regulations, the resident director, in consultation with the EC Dean of Students Office and the Center for Global Education will warn students in writing about possible expulsion from the housing facility or other consequences. Repeated offenses or severe infractions of the housing rules and regulations as established by the local facilities may result in removal from housing and dismissal from the study abroad program.

### ***General Procedures***

In the event of an infraction that does not cause immediate danger, but where there is an allegation of a violation of the laws, regulations, and customs of the host country, community, institution or program or a violation of the EC Student Rights and Responsibilities Handbook, the following procedures will apply.\*

1. The on-site resident director representing Edgewood’s Dean of Students Office will investigate the alleged violation using the resources available to him or her.
2. The student will be informed, in writing, of the alleged violation and will be given an opportunity to respond in person and present supporting materials and accounts from other parties. The on-site resident director representing the Dean of Students Office will immediately inform and consult with the Dean of Students Office regarding the alleged violation and the process to be pursued in investigating it.
3. The on-site resident director may, with the concurrence of the Dean of Students Office, temporarily suspend the student pending final resolution of the matter.

4. After the facts have been examined, the on-site resident director will, after consulting with and receiving authorization from the Dean of Students and the Center for Global Education, take appropriate action and inform the student in writing of the decision.
5. Sanctions, if the resident director finds the allegation has been proven, may include the following:
  - a. Letter of warning
  - b. Reassignment to another housing location, if available
  - c. Referral to the EC Student Conduct Process for a hearing upon return to EC or via distance
  - d. Dismissal from the study abroad program, which may also mean suspension from Edgewood College for that semester or summer session or expulsion from the College. See EC Student Rights and Responsibilities Handbook for details on suspensions and expulsions.
  - e. Other action deemed appropriate to the specific case (See EC Student Rights and Responsibilities Handbook for list of judicial sanctions)

\* If the resident director is not an Edgewood employee, decisions about disciplinary procedures may be made by the host university or program provider. Additional procedures at Edgewood may also apply.

### ***Consequences of Dismissal***

If a student is dismissed from a study abroad program, the following consequences may apply:

1. Suspension or expulsion from Edgewood College.
2. Student may not earn credit or may receive a failing grade for all academic work completed up to the date of dismissal. In some cases students may be given incompletes and be allowed to complete coursework upon return to the U.S.
3. Student is subject to the refund or withdrawal policy of their program or university.
4. All benefits, including housing, meals, and excursions will be forfeited within 48 hours of the dismissal decision.
5. Student will be responsible for making and paying for all travel arrangements back to the U.S.
6. The Center for Global Education may contact the student's emergency contact within 24 hours of the dismissal, that the student is no longer enrolled in the program and has been asked to return home at his/her own expense.

## EDGEWOOD COLLEGE

### INTERNATIONAL TRAVEL WAIVER AND RELEASE AGREEMENT

I, the undersigned, am an Edgewood College student participating in a study abroad program. My participation in this program is completely voluntary. I hereby agree to the following:

1. I understand and agree that my withdrawal, departure or dismissal from a program prior to its formal completion will result in forfeiting the deposit and will require me to pay all costs incurred on my behalf. I understand and agree that if I withdraw, depart or am dismissed from a program after the program begins, I may not be eligible for any academic credits and may automatically be suspended or expelled from the College.
2. Edgewood College endeavors to take reasonable steps to provide a safe experience in its program abroad. However, I understand that the College cannot guarantee my safety nor assume financial responsibility in connection with my participation in the program. Risks of a program abroad include, but are not limited to: traveling to and within, and returning from one or more foreign countries; criminal and terrorist acts; foreign political, legal, social, and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions. I am willing to accept these risks.
3. Edgewood College is not responsible for any injury or loss to me which occurs during, or results from, participation in the program.
4. As consideration for my participation in the program, I agree to indemnify, release, and hold Edgewood College, its trustees, officers, employees and agents (hereinafter "Releasees") harmless from any claims by me or any third person relating to any loss or damage to property, personal injury, or death arising out of or resulting from my participation in the program regardless of the negligence or fault of the Releasees. This waiver and release of claims does not apply to intentional acts of misconduct by EC.
5. I realize that accident and health insurance, as well as insurance for medical evacuation and repatriation, applicable outside of the United States, are required for my participation in the program. I acknowledge that I am ultimately responsible for obtaining insurance sufficient for my needs while outside the U.S. and for treatment in the event I return to the US for medical treatment during or after the program.
6. Each country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior which violates those laws or standards could harm the College's relations with those countries and the institutions therein, as well as my own health and safety. I understand that regardless of my citizenship, I will be subject to the laws of the host country. I will become informed of, and will abide by, all such laws and standards of the host country. I will also comply with EC/study abroad program/host university rules, standards, and codes of student conduct.
7. I will accept termination of my participation in the program by the College with no refund of fees and accept responsibility for transportation costs home if I fail to maintain acceptable standards of conduct as established by EC/study abroad program/host university. Appropriateness of conduct will be judged based on local laws, regulations, customs, and on program rules and schedules, and at the discretion of the resident director, EC Dean of Students, and the Center for Global Education.
8. The College has the right at any time to make cancellations, substitutions, or changes to the program in case of emergency, changed conditions, or in the interest of the program.

9. If I should become incapacitated or unable to make decisions regarding my health and medical treatment due to a medical emergency, I hereby agree and consent to authorize EC employees and representatives to take such acts to obtain medical care to preserve my health and welfare until such medical emergency is over or I regain the capacity to make my own health care and medical decisions.
10. I agree to release EC from any responsibility should I engage in any independent travel during the program (including, but not limited to, alternate transportation to/from the program site, recreational travel before, during, or after the program, or other activities not directly related to program participation). Furthermore, I agree to inform the EC/host university/study abroad provider of overnight absences during the program and provide an itinerary of anticipated travel so that I may be contacted in the case of an emergency.
11. I approve and consent that the Dean of Students Office can release to the Center for Global Education and the Program Director(s)/Study Abroad Program/Host University information regarding any academic, emotional, medical, or behavioral problem that I may be experiencing at Edgewood College and during the study abroad program. I understand that this information will be shared confidentially only with the Program Director(s) responsible for the program for which I applied for the purpose of evaluating my qualifications for study abroad.

***I HAVE READ RESPONSIBILITIES OF STUDY ABROAD PARTICIPANTS, EDGEWOOD COLLEGE STUDY ABROAD STUDENT CODE OF CONDUCT, AND EDGEWOOD COLLEGE INTERNATIONAL TRAVEL PARTICIPANT WAIVER AND RELEASE AGREEMENT, FULLY UNDERSTAND THE TERMS, HAVE HAD THE OPPORTUNITY TO BARGAIN OVER THE TERMS OF THE AGREEMENT, AND BY SIGNING THE WAIVER AND RELEASE, I AGREE TO THE TERMS OF EACH DOCUMENT.***

Name (please print): \_\_\_\_\_

Signature of Participant: \_\_\_\_\_

***\*Digital Signatures will not be processed.***

Edgewood ID: \_\_\_\_\_

Date \_\_\_\_\_

***Review. Print Page 6. Sign. Upload in AbroadOffice.***