



Code of Conduct Policies for the Center for Global Education

Approving University Official(s): Office of the University Provost

Responsible Office: Center for Global Education

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I. Policy Statement

The Center for Global Education maintains clear and accessible guidelines for student behavior and consequences resulting from violations.

II. Purpose

The Center for Global Education provides students with expectations for student conduct both prior to and during the program, with clearly articulated policies which may include the following: drug and alcohol use, culturally-appropriate behavior, sexual and relationship harassment or misconduct, rules related to travel and housing, and other policies that would carry disciplinary sanctions if violated.

The Center for Global Education sets high standards for student conduct in order to maintain the excellent reputation of CGE Programs. All CGE participants are subject to the Drew University Student Conduct Policy and Procedures and are expected to abide by these standards, as well as the standards and laws of the host country and partner institution(s) if applicable. By signing the Liability Waiver, the student accepts and agrees to abide by these standards and policies. Because the student is subject to the rules and regulations set forth by Drew University, they are also required to cooperate with University conduct processes. Violation of Drew policies or failure to cooperate with conduct processes can result in disciplinary action, including expulsion from the program or from the University.

III. Audience

Students enrolled in programs administered by the Center for Global Education.

IV. Procedures

A. GENERAL RESPONSIBILITIES

As a participant in the program and in furtherance of a student's education, the student is also responsible for researching and understanding issues that relate to health, political, legal, cultural and religious conditions in the host country/location.

While a participant in a CGE program, the student is responsible for their actions and behavior. The student agrees to be tolerant and respectful of their fellow participants, housing partners, academic partners, faculty and staff, local residents, visitors, and/or local authorities. It is required and is assumed that the student will have read, understood and agreed to all of the policies, obligations and requirements of the CGE program, as evidenced by their signature on the “Confirm Your Participation” and the Liability Waiver sections of their TREC application. The student is responsible for communicating information to the Program Director as well as any interested parties outside of CGE (such as family, emergency contacts, etc.) including but not limited to: confirmation of their arrival; their local phone number and address; updates on their health status or any medical situation; and their travel itineraries.

If a student fails to complete all post-decision documents required by the University and/or the provider prior to the program start date, they may be subject to disciplinary action, including program dismissal.

B. SAFETY

The most important factor in a safe study abroad or CGE off-campus experience is sensible, cautious behavior. The student is responsible for planning for their own safety by educating themselves and gaining a full understanding of the safety situation and laws of the host country and other travel destinations. For information on general safety, the student is required to consult any documentation received during orientation, Country Information for the program location posted on the Bureau of Consular Affairs – U.S. Department of State website (www.travel.state.gov), as well as any current U.S. Department of State-issued Travel Alert.

The student’s responsibility also extends to managing and maintaining safe, appropriate relationships with roommates, other program participants, faculty, staff, and others in the host community. Actions that jeopardize the student’s welfare or that of others in the host community, including but not limited to, fellow participants, staff and faculty, will not be tolerated and will be addressed immediately according to Drew University’s Student Conduct process to the extent possible.

C. DISCRIMINATION, HARASSMENT, BULLYING, ASSAULT AND ABUSE

As a participant in a CGE program, the student agrees to abide by all U.S., international and/or local laws prohibiting discrimination, harassment, verbal abuse, physical abuse/assault and bullying of any kind. This includes the use of any web-based media or electronic communication to harass, bully, intimidate, threaten, or cause another individual to feel threatened. Victims of such abuse should take any and all available measures to contact CGE for assistance. Such measures may include:

- Calling the Campus Security Emergency Number
- Contacting the Program Director
- Setting up a meeting with CGE staff
- Contacting CGE staff by email or phone
- Submitting a written grievance

D. PERSONAL HEALTH AND WELLNESS

The student is fully responsible for their personal health, well-being and actions. This includes situations where they may be under the influence of alcohol or drugs (legal or illegal). If the student is under medical treatment, takes medication, or has any medical or psychological conditions (including addictions), the student takes full responsibility for all consequences of these conditions. If a student has reason to doubt their ability to adhere to this requirement, CGE recommends that they seek the advice and approval of their doctor before confirming their participation on a CGE program. The student further understands that they should carefully assess, in conjunction with their parents and/or guardians, their maturity and ability to participate in an international or off-campus program.

Actions that demonstrate that the student is unable to accept this responsibility and effectively manage their condition(s) may result in disciplinary action, including dismissal from the program when the student's continued participation is deemed a threat to the student's well-being or that of others.

A student is responsible for completing the Travel Health Form for shortTREC, theoTREC, and the London Semester longTREC, which is a required post-decision document. Students who do not submit their Travel Health Form 14 days prior to the program start date may be withdrawn from the program.

E. INTERNATIONAL TRAVEL INSURANCE

Drew University is insured through Educational & Institutional Insurance Administrators, Inc. (EIIA). EIIA's International Travel Insurance Program includes broad coverage for international travel, including emergency medical care, lost/stolen checked baggage, lost/stolen travel documents, identity theft, emergency evacuation for medical, security, or natural disaster purposes, and emergency translation services.

Students traveling abroad on a shortTREC, theoTREC, or the London Semester longTREC are automatically covered under this international insurance policy. No "activation" is necessary.

Please note that students traveling abroad on a Global Partner Program longTREC are not covered by EIIA and should consult with the program provider.

Please note that the EIA International Travel Insurance Policy does not cover routine or preventative health care. It is critical that students maintain appropriate health insurance while traveling overseas. If there are any questions, students should consult with CGE staff.

For a complete description of coverage, please review the EIA International Travel Program (<https://www.eia.org/international-travel/>) Brochure and Insurance Summary.

F. ALCOHOL AND DRUGS

The Center for Global Education maintains clear, consistent policies in regards to alcohol and drugs and follows Drew's Community Standards. The student is also subject to their host country's laws regulating alcohol consumption and illegal substances. If the student violates the laws of the host country or any country to which the student may travel while participating in a program, neither the Center for Global Education nor the Embassy/Consulate will intercede on the student's behalf. If the student is dismissed from a program for drug- or alcohol-related reasons, they may not receive academic credit.

Students traveling abroad or off-campus on any Drew-approved program, including Global Partner Program longTRECs, remain subject to Drew's student conduct policies as well, including restrictions on the use of alcohol and/or drugs. Any incidents involving alcohol or drugs will lead to disciplinary action as outlined in the Disciplinary Process section and/or Drew's Student Conduct Process. Sanctions may include being sent home from the program. Specific sanctions from the host country for alcohol- or drug-related legal violations may also occur. Drew does not encourage the use of or condone any behaviors that are detrimental to the health and welfare of the individual, the Drew program and its local partners, or the local community.

1. ALCOHOL

Alcohol may be consumed, but not abused, by students who are of legal age in their host countries. If the student chooses to consume alcohol, they do so with the knowledge that they are responsible for their actions at all times. The Center for Global Education prohibits the use of alcohol that is illegal in the host country and the illegal distribution of alcohol to students who are not of legal drinking age in their host countries. CGE will impose serious sanctions on any student who commits an alcohol infraction, including drunkenness and/or any abuse of alcohol. Participation in any program-sponsored event while under the influence of alcohol is not permitted. If a student arrives at a program-related event or activity under the influence of alcohol, as determined by the Program Director or related program staff, they will be asked to leave the premises immediately and may be sent home at the discretion of the CGE and/or the Program Director.

“Alcohol abuse” includes, but is not limited to, the following signs or incidents:

- Presence at a program event under the influence of alcohol or showing signs of alcohol use (disruptive behavior, smell of alcohol, etc.).
- Inability to make deliberate and appropriate decisions due to alcohol use.
- Involvement in potentially harmful behavior to self or others.

Involvement in an incident related to or a consequence of alcohol use including, but not limited to:

- Damage to property
- Complaints concerning behavior or disruption
- Disturbances resulting in intervention by local authorities
- Issues requiring medical assistance
- Injury to self or others
- Transportation to a hospital

2. DRUGS

The Center for Global Education has a zero tolerance policy for purchase, possession, use, or distribution of any drugs considered to be illicit, illegal, or a controlled substance. Any violations will be grounds for dismissal. Students are further cautioned that the possession of drugs is often dealt with harshly by local, host-country law enforcement and neither the University nor the U.S. Embassy can obtain release from jail.

The use of illegal drugs and the abuse of alcohol are seriously detrimental to one’s health and well-being. Drew urges students involved with either to obtain the necessary assistance from medical professionals and counselors. Please contact the University Counseling and Consulting Services on the Drew campus or the appropriate office on the coordinating campus(es) for possible treatment and assistance locations providing alcohol detox and drug rehabilitation, as well as the associated counseling.

G. RESOURCES AND SUPPORT

The Center for Global Education strongly encourages students to notify the Program Director and/or staff if they have been involved in any traumatic physical or emotional experience, or have been the victim of a crime. The Program Director and/or local staff will assist the student with obtaining professional care or support as needed.

If the student feels that they may have a problem with the use or abuse of alcohol, drugs, or other substances, the Program Director and/or staff will assist the student in identifying available local resources.

The student is responsible for understanding the scope of support available to them through the program, local authorities, and the U.S. Embassy, and for soliciting those resources in appropriate situations to support their safety and that of fellow students.

V. Consequences of Violating this Policy

Non-compliance with this University policy may result in potential violations, disciplinary action and/or sanctions by the University via the procedures outlined below:

DISCIPLINARY PROCESS

Drew University will take disciplinary action if the student engages in activities that:

- Violates the Center for Global Education policies, University Community Standards, and/or the policies of the host institution(s)
- Violates the laws of the host country
- Are harmful to themselves or to others
- Are knowingly disrespectful to a person(s) or culture

The student is responsible for any fees incurred due to extenuating circumstances, damages, theft, or other financial loss. The student is responsible for paying any fees, costs, or services.

The Program Director and/or local program staff will document all incidents where a student is involved in a possible violation of CGE policies, the University Student Conduct Policy or Community Standards. The incident will be addressed through the **Procedures for Student Conduct Policy Violations** found in the University Student Conduct Policy and Procedures (Daniel's Dictionary). In its sole discretion, Drew reserves the right to expel a student from the program.

If a student is dismissed from the program, repayment for costs or fees incurred by Drew and any personal financial obligations are the full responsibility of the student. The student will not be entitled to refunds of any kind. With the exception of immediate dismissal as determined by the Program Director and/or Drew staff, a student may be given two to four days to leave the program, vacate assigned housing, and organize transportation home. During such times that a student has been expelled from the program but is still awaiting transportation home, they cannot participate in the program and will not be supervised by Drew University faculty or staff or local program staff. Note that in some countries and under some visas, if students are no longer eligible for the program, visas may become invalid and students may need to leave the host country within a certain time period or risk immigration violations.

DISCRIMINATION, HARASSMENT, BULLYING, ASSAULT AND ABUSE

If a student is involved in or found responsible for an assault or abuse of a fellow CGE Program student, CGE staff, faculty, or a third party, they will be subject to CGE's discipline policy, the University's Student Conduct Process, as well as local and U.S. law.

NOTIFICATION

Information concerning disciplinary actions may be shared with the Program Director and/or staff and the Director of the Center for Global Education.

The University, consistent with the Family Educational Rights and Privacy Act (FERPA), may notify parents or legal guardians of a health and safety emergency or when a sanction for a violation under the student conduct code has been applied.

VI. Related Information

U.S. Department of State website: www.travel.state.gov; EIIA International Travel Program (FAQs and Summary): <https://www.eiaa.org/international-travel/>.

For Procedures for Student Conduct Policy Violations, see the Drew University Student Code of Conduct policy.

VII. Contacts

The following office can address questions regarding this Policy: Center for Global Education, phone: (973) 408-3438.

After-Hours Study Abroad Emergencies: Department of Campus Security, phone: (973) 408-3379.

VIII. History

Enactment date: July 1, 2016.

Last revised December 2024.