



## **Program Policies for the Center for Global Education**

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

**Responsible Office:** Center for Global Education

**Effective Date:** July 1, 2016

**Next review date:** July 1, 2028

### **I. Policy Statement**

The Center for Global Education prioritizes health, safety, and security in program development, implementation, and management.

### **II. Purpose**

The Center for Global Education's program policies help to ensure that students are trained to responsibly manage their own health, safety, and security while participating in a Global Education program.

### **III. Audience**

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

### **IV. Procedures**

#### **A. PASSPORTS**

Students must possess a valid passport with a minimum of 6 months of remaining validity past the end date of the program in order to participate in a Center for Global Education program outside the United States.

#### **B. VISAS**

It is a student's responsibility to secure any required visa documents when participating in a program outside of the United States. The Center for Global Education will provide general instructions; however, program participants are fully responsible for researching specific requirements for their selected destination. Ultimately it is the student's responsibility to meet the deadlines and submit the completed application in sufficient time for successful processing before departure.

### **C. COMMUNICATIONS AND CELL PHONES**

The Center for Global Education requires students to have an active phone number available to the program director and/or program staff for emergency contact purposes. Students may either use a local phone number or enable their U.S. phone number for calls abroad. London Semester longTREC students must have a UK phone number in order to register for travelcard and health services. Relying on WiFi spots for communication via messaging or VoIP (voice over internet protocol) is not dependable and will not ensure that the program director and/or program staff can reach a student in the event of an emergency. Students may choose to acquire a cell phone prior to departure or once they arrive at their program destination. CGE encourages program participants to research their options and choose the best provider or solution to meet their needs.

### **D. ARRIVAL GUIDELINES**

Participants must arrive on the specified program arrival date and before any cut-off time. If a student cannot arrive on the specified program arrival date, they must inform the Center for Global Education as soon as possible

Some programs include transportation from the arrival airport to the program site or assigned housing. Students arriving prior to the program arrival date and/or staying past the program end date are responsible for securing and paying for their own accommodation. A student whose scheduled flight has been delayed must contact the Faculty Director, program staff, or the Center for Global Education. Such students will be reimbursed for transportation to the program site or assigned housing with a valid receipt.

### **E. ORIENTATION**

Orientation meetings, both before the program begins and once on site, are mandatory for all CGE program participants.

### **F. ORGANIZED EXCURSIONS AND ACTIVITIES**

The program includes organized excursions as part of the academic and cultural experience. These activities are required components of the academic program and therefore attendance is mandatory unless otherwise specified by the program director. Excursion itineraries are based on availability and are subject to change.

### **G. INDEPENDENT TRAVEL**

Any travel outside the officially sponsored program activities is considered independent travel. This includes travel before, after, or during the program dates.

Students who plan to travel independently outside the host city or country, or on an overnight trip, at any time within the official dates of the program must notify the program director in writing prior to arranging plans and departing the program site. Once notification is made, students must provide in writing a copy of their travel plans, flight information, hotel or hostel information and emergency contact numbers to the program director. Students are fully responsible for advising their parents and/or guardians of their travel plans.

Under no circumstances should independent travel interfere with the student's program obligations.

The student is fully responsible for planning and managing all personal travel plans, including understanding the safety situation in any place visited. The Program Director and/or program staff may not be able to come to a student's aid should they need support outside of the host city or location.

Prior to the program start date and immediately after the program's conclusion, Drew University assumes no responsibility for the student. Drew University assumes no responsibility for the student during the program when the student is undertaking independent travel.

#### **H. OPERATING MOTOR VEHICLES**

Students participating in the Center for Global Education programs are not permitted to operate motor vehicles (including but not limited to automobiles, trucks, motorcycles, mopeds, motor scooters, off-road vehicles, boats, or personal watercraft) while participating in a Global Education program. Bicycles operated under human power are permitted. Unfamiliar roads, signage and road conditions and limited knowledge of local traffic laws and local rules of the road, can increase risks while driving abroad. Driving on an unfamiliar side of the road or an unfamiliar side of the car can also increase risk of injury or accident.

Students are advised to use caution when riding in vehicles abroad. Students should avoid riding in vehicles that are two-wheeled or three-wheeled, even when hiring a driver, hiring a taxi, or hailing a ride-share (e.g. Uber). Any vehicle that seems to be in poor repair and/or lacks seatbelts should be avoided. CGE recommends the use of public transportation, official taxis, or ride-share apps such as Uber, unless otherwise advised by the program provider, Department of State, or emergency assistance provider.

## **I. PROHIBITED HIGH-RISK ACTIVITIES**

Participants are prohibited from participating in any of the following activities while enrolled in a global education program: skydiving/parachuting; hang gliding; hot air ballooning; bungee jumping; mountain climbing; caving/spelunking, otherwise known as potholing; ziplining; motorcycle riding; participation in contests of speed using a motorized vehicle or bicycle; and SCUBA diving—unless SCUBA diving is assigned as part of the curriculum of study for course credit. This is not an exhaustive list; if there are questions about other activities, please contact CGE.

## **J. INSURANCE**

Students enrolled in an international shortTREC or the London Semester longTREC are automatically covered under Drew's insurance policy with Educational & Institutional Insurance Administrators, Inc. (EIIA). Students enrolled in a Global Partner Program longTREC are not covered by Drew's EIIA International Insurance and should consult with their program provider about adequate insurance coverage.

EIIA's International Insurance Program allows students to receive a refund for any of the covered reasons described in their trip cancellation or trip interruption coverage. It is the student's responsibility to read and understand the terms of this coverage and what it does and does not include and evaluate whether the coverage meets their individual needs. Students should discuss with their parents/guardians whether they wish to purchase additional trip interruption/cancellation coverage at their own expense from an independent travel insurance provider. Students can read more about EIIA's coverage at <https://www.eiia.org/international-travel/>.

## **V. Consequences of Violating this Policy**

Non-compliance with this University policy may result in the following issues as discussed below, in addition to potential violations, disciplinary action and/or sanctions by the University in accordance with the policies and procedures of the Offices of the University Provost and Campus Life and Student Affairs.

### **A. VISAS**

Failure to comply with international immigration requirements may inhibit the student from entering the host country. Additionally, it is the student's responsibility for researching and abiding by the immigration requirements of any country a student will travel to or through during the program. The Center for Global Education cannot intercede if a student does not obtain the appropriate visa and/or are denied a visa.

### **B. COMMUNICATIONS AND CELL PHONES**

If a student fails to secure a local phone number or international service-enabled U.S. number during the program and/or does not provide that information to the program director and/or program staff, the student will be in violation of program policy and will be subject to disciplinary action.

**C. ARRIVAL GUIDELINES**

Students who fail to arrive when airport pickup is available are responsible for their own transportation to the program site or assigned housing. These students are also responsible for making contact with the Director and/or program staff in order to meet up with the group and gain access to their housing.

**D. ORIENTATION**

Failure to participate in orientation meetings may jeopardize a student's participation in the program. Orientation meetings will cover topics such as Health and Safety, Housing, and Academics. For this reason, it is mandatory that a student attends all orientation meetings and completes all requirements post-acceptance and/or outlined during orientation meetings. Failure to comply may result in disciplinary action including removal from the program.

**E. ORGANIZED EXCURSIONS AND ACTIVITIES**

Students on a CGE program are expected to attend and participate in all components of a TREC, unless they are permitted to miss an activity due to illness or are permitted to do so for another reason deemed appropriate by the faculty director and/or CGE. If a student is routinely late to a program's activities and/or disrupts the planned activities or excursions due to their behavior, disciplinary action may be taken, including dismissal from the program. Dismissal from the program may entail loss of credits. If a student is dismissed from a program, no refunds for the program fee will be granted and scholarship funds will be removed from the student's account. Dismissal from the program will be at the sole discretion of CGE and/or Drew University administration.

**F. INDEPENDENT TRAVEL**

Students must notify the program director for any independent travel during the time a CGE program is running. The student must provide all required information regarding their independent travel to the faculty leader prior to departure on such travel. Failure to do so may result in disciplinary action, including dismissal from the program. Dismissal from the program may entail loss of credits. If a student is dismissed from a program, no refunds from the program fee will be granted and scholarship funds will be removed from the student's account.

**VI. Contacts**

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

For Emergencies: Campus Security for After-Hour Study Abroad Emergencies, phone: (973) 408-3379 or via the LiveSafe App.

## **VII. History**

Policy enactment date: July 1, 2016.

Policy last updated December 2024.