



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 harassment or assault, 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 Policies 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). By signing the Liability Waiver, you accept and agree to abide by these standards and policies. Because you are subject to the rules and regulations set forth by Drew University, you 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 your education, you are also responsible for researching and understanding issues that relate to health, political, legal, cultural and religious conditions in your host country.

While you participate in a CGE program, you are responsible for your actions and behavior abroad. You agree to be tolerant and respectful of your fellow participants, housing partners, academic partners, faculty and staff, local residents and local authorities. It is required and is assumed that you will have read, understood and agreed to all of the policies, obligations and requirements of the CGE program, as evidenced by your signature on the Liability Waiver and your acknowledgement of receipt of the CGE Policies Overview. You are responsible for communicating information to the program director as well as any interested parties outside of CGE (such as family, emergency contacts, etc.) including: confirmation of your arrival; your local

phone number and address; updates on your health status or any medical situation; and your travel itineraries.

B. SAFETY

The most important factor in a safe study abroad experience is sensible, cautious behavior. You are responsible for planning for your own safety by educating yourself and gaining a full understanding of the safety situation and laws of your host country and other travel destinations. For information on general safety, 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.

Your responsibility also extends to managing and maintaining safe, appropriate relationships with roommates, other program participants, faculty, staff and local residents. Actions that jeopardize your welfare or that of fellow participants, staff and faculty will not be tolerated and will be addressed immediately according to the Discipline Process section.

C. DISCRIMINATION, HARASSMENT, BULLYING, ASSAULT AND ABUSE

As a CGE Program Student, you agree 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 Emergency Number
- Setting up a meeting with CGE staff
- Contacting CGE staff by email or phone
- Submitting a written grievance

D. PERSONAL HEALTH AND WELLNESS

You are fully responsible for your personal health, well-being and actions. This includes situations where you may be under the influence of alcohol or drugs (legal or illegal). If you are under medical treatment, take medication, have addictions, or have any medical conditions, you take full responsibility for all consequences of these conditions. You further understand that you should carefully assess, in conjunction with your parents and/or guardians, your maturity and ability to participate in an international program. Actions that demonstrate that you are unable to accept this responsibility and effectively manage your condition(s) may result in disciplinary action. If you have reason to doubt your ability to adhere to this requirement, CGE recommends that you seek the advice and approval of your doctor before confirming your participation on a CGE program. You are responsible for completing the Travel Health Form.

E. HEALTH INSURANCE

Drew University is insured through Educational & Institutional Insurance Administrators, Inc. (EIIA). Drew's membership in EIIA's International Travel Program includes broad internationally valid health insurance coverage to students participating in a Global Education program.

Students traveling abroad on a shortTREC or the longTREC London Semester are automatically covered under this insurance policy. No "activation" is necessary. Students traveling abroad on a longTREC partner program are not covered by EIIA and should consult with the program provider. 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 EIIA International Travel Program (<https://www.eiia.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. You are also subject to your host country's laws regulating alcohol consumption and illegal substances. If you violate the laws of your host country or any country that you may travel while participating in a program, neither the Center for Global Education nor the Embassy/Consulate will intercede on your behalf. If you are dismissed from a program for drug- or alcohol-related reasons, you may not receive academic credit.

Students traveling abroad 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 Procedure section. 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 you choose to consume alcohol, you do so with the knowledge that you are responsible for your 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. The 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 you arrive at a program-related

event or activity under the influence of alcohol, as determined by the program director or related program staff, you will be asked to leave immediately.

“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 yourself 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 yourself 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 coordinate campuses 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 you to notify the program director and/or staff if you have been involved in any traumatic physical or emotional experience, or have been the victim of a crime. Your program director and/or staff will assist you with obtaining professional care or support as needed.

If you feel that you may have a problem with the use or abuse of alcohol, drugs, or other substances, the program director and/or staff will assist you in identifying available local resources.

You are responsible for understanding the scope of support available to you through your program, local authorities, and the U.S. Embassy, and for soliciting those resources in appropriate situations to support your 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 you engage in activities that:

- Violate the Center for Global Education policies, University Student Conduct Policies and Procedures and/or the policies of your host institution(s)
- Violate the laws of your host country
- Are harmful to you or to others
- Are disrespectful to a person(s) or culture

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

Your program director and/or program staff will document all incidents where a student is involved in a possible violation of the University Student Conduct Policies and Procedures. The incident will be addressed through the **Procedures for Student Conduct Policy Violations** found in the University's Student Code of Conduct. 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, a student may be given two to four days to leave the program, vacate assigned housing and organize transportation home. 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 you are involved in or found responsible for an assault or abuse of a fellow CGE Program Student, CGE staff, faculty, or a third party, you will be subject to CGE's discipline policy (see the CGE Discipline Procedure) 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.

VI. Related Information

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

Procedures for Student Conduct Policy Violations see the 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 Public Safety, phone: (973) 408-3379.

VIII. History

Enactment date: July 1, 2016.