



## **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, 2024

### **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**

You must possess a valid passport in order to participate in a Center for Global Education program outside the United States.

#### **B. VISAS**

It is your 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 your responsibility to meet the deadlines and submit the completed application in sufficient time for successful processing before your departure. Failure to comply with international immigration requirements may inhibit you from entering the host country. Additionally, it is your responsibility for researching and abiding by the immigration requirements of any country

you will travel to or through during your program. The Center for Global Education cannot intercede if you do not obtain the appropriate visa and/or are denied a visa.

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

The Center for Global Education requires you to have a local service phone number available to your program director and/or program staff for emergency contact purposes. Relying on WiFi spots for communication is not dependable and will not ensure that your program director and/or program staff can reach you 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. We encourage our program participants to research their options and choose the best provider to meet their needs.

If you fail to secure a locally serviced phone plan during your program and/or do not provide that information to the program director and/or program staff, you will be in violation of program policy and will be subject to disciplinary action.

#### **D. ARRIVAL GUIDELINES**

Participants must arrive on the specified program arrival date and before any cut-off time. If you cannot arrive on the specified program arrival date, you must inform the Center for Global Education.

Some programs include transportation from the arrival airport to the program site or assigned housing. 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. 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. Failure to participate in orientation meetings may jeopardize your participation in the program. Orientation meetings will cover topics such as health and safety, housing and academics. For this reason, it is essential that you attend all orientation meetings.

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

Your program includes organized excursions as part of your academic and cultural experience. These activities are required components of the academic program and therefore attendance is mandatory unless otherwise specified by your 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. Students must provide a copy of their travel plans, flight information, hotel or hostel information and emergency contact numbers. 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.

You are fully responsible for planning and managing all personal travel plans, including understanding the safety situation in any place you visit. Your Director and/or program staff may not be able to come to your aid should you need support outside of your host city.

## **H. OPERATING MOTOR VEHICLES**

Students participating in the Center for Global Education programs are not permitted to operate motor vehicles (including automobiles, trucks, motorcycles, mopeds, motor scooters, or off-road vehicles) while participating in a Global Education program. 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.

We recommend the use of public transportation at all times.

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

For insurance purposes, participants are prohibited from participating in any of the following activities while enrolled in a global education program: skydiving/parachuting, hang gliding, bungee jumping, mountain climbing, pot-holing, ziplining, motorcycle riding and scuba diving—unless scuba diving is assigned as part of the curriculum of study for course credit.

## **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 you from entering the host country. Additionally, it is your responsibility for researching and abiding by the immigration requirements of any country you will travel to or through during your program. The Center for Global Education cannot intercede if you do not obtain the appropriate visa and/or are denied a visa.

**B. COMMUNICATIONS AND CELL PHONES**

If you fail to secure a locally serviced phone plan during your program and/or do not provide that information to the program director and/or program staff, you 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 your participation in the program. Orientation meetings will cover topics such as Health and Safety, Housing and Academics. For this reason, it is essential that you attend all orientation meetings.

**VI. Contacts**

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

For Emergencies: Public Safety for After-Hour Study Abroad Emergencies, phone: (973) 408-3379.

**VII. History**

Policy enactment date: July 1, 2016.