Emergency Contact Information

International SOS (call collect where available):

From the U.S., Canada:
**1-800-523-6586** or **1-215-942-8226**

From Mexico, or Central or South America:
**00-1-215-942-8226**

From Europe, CIS (Russia and former Soviet Republics),
Africa, or the Middle East:
**44-20-8762-8008**

From Asia, Australia, or the Pacific Rim:
**65-6338-7800**

Princeton University Public Safety (open 24/7):
**609-258-3333**
Introduction

Thank you for choosing to commit your time and energy to providing a quality study abroad experience for Princeton undergraduates. We appreciate your initiative, careful planning, and leadership in offering a study abroad program, and we aim to support you in your work. Faculty-led overseas programs give students the opportunity to learn both in and outside the classroom and to work closely with faculty in a new context. Students typically find that their experiences overseas are some of the most rewarding of their undergraduate career. Similarly, faculty report that teaching abroad allows them a different kind of teaching experience and one that they have found particularly rewarding.

This handbook is intended to provide faculty who teach abroad with information concerning the responsibilities that both faculty and students assume in participating in these programs. We recommend reading the International Travel Handbook, which contains useful general information about preparing for international travel. The handbook is available online at http://www.princeton.edu/oip/about/publications. Students will receive a hard copy when they attend a general pre-departure meeting.

The faculty director’s role is critical in programs abroad. You will wear many hats— from designing the academic content, to assisting with logistics, to managing the risks involved in overseas programs. Planning a study abroad program will require you to go beyond your usual on-campus duties to become a travel agent, bookkeeper, and a 24-hour contact. Leading a study abroad program means that you will spend much more time with your students, both in and out of class, and will likely serve as a close adviser and mentor.

Given the many uncertainties in today’s world, faculty leading programs abroad and the University offices supporting them must be ready to work together to respond in an effective and timely manner in the event of a crisis. For this purpose, and as a useful reference tool, all faculty program directors (including those who have previously led programs) should read this handbook carefully, keep a copy on hand, and attend a workshop that is offered each spring by the Office of International Programs.

This handbook was created with the help and guidance of a number of offices on campus: General Counsel, Dean of Undergraduate Students, Vice President for Campus Life, and Risk Management. It is updated annually, and we welcome any suggestions that will make it more useful to you.

Thank you again for your time and commitment in providing this valuable experience to our students. Remember that the Office of International Programs staff is available to provide support to faculty program directors, and we are happy to help at any point before, during, or after the program.

Office of International Programs
Princeton University
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I. Program Administration

Role and Responsibilities of the Program Director
Faculty leading study abroad programs are responsible for taking prudent and reasonable steps to ensure that their program is structured and implemented safely.

Specifically, program directors are responsible for:

- Serving as the academic and administrative representative of the program, which includes selecting students for the program; overseeing students’ arrival and housing; providing pre-departure and on-site orientations; and organizing academic activities.
- Developing the program and coordinating on-site delivery of the course(s), including engaging teachers and guides and arranging adequate transportation.
- Ensuring that print and web-based materials describing the program are reviewed by the Office of International Programs prior to distribution.
- Communicating information about the program and contact information to the parents of participants.
- Ensuring that a group travel “Event” request is created in Concur, the University’s travel registration system (http://travel.princeton.edu/undergraduate-students/register-group-travel), and that all participants complete their individual travel requests in Concur.
- Maintaining contact with appropriate host country institutions and governmental offices.
- Being on-site prior to the students’ arrival in the host country.
- Planning and organizing cultural orientation on site, including organizing and participating in cultural visits and excursions during orientation and throughout the program.
- Handling behavioral problems according to established procedures (see Chapter II in Rights, Rules, Responsibilities, http://www.princeton.edu/pub/rrr).
- Preparing for and responding to emergencies, as outlined in University regulations regarding emergency procedures.
- Attending to the health and well-being of program participants, including identifying in-country health services, learning how to summon local emergency services, assisting students with personal matters, and helping students adjust to a new culture.
- Maintaining clear financial records, including keeping track of expenses and saving receipts. See Section III.
- Maintaining organized records and files for all participants.
- Keeping Princeton informed about developments concerning the program and participating students. The Office of International Programs and the sponsoring program or department should be notified of any changes in itinerary or contact information. E-mail messages satisfy two necessities: communication and documentation.
- Documenting events and activities as well as problems;
- Submitting final grades and final report.
Note: When accompanying a student group, program directors are responsible, in the event they have knowledge of a medical emergency, for getting the student to an emergency care provider. If outside the U.S. at the time of the emergency, program directors should also contact International SOS.

If the student is incapable of providing consent, program directors are responsible for making reasonable efforts to contact the person that the student designated as his or her emergency medical contact on the Consent for Care form. After getting the appropriate immediate care and calling International SOS, program directors should notify Princeton Public Safety (609-258-3333) of the situation.

Program directors not traveling with students are responsible for ensuring that students know the University emergency protocol (see Section VI) for either international or domestic travel as appropriate.

Application Process and Admissions Screening
Because of the need to exercise reasonable care:
- All students in the program must complete the same admission process.
- Even if you know a student well, you should secure second opinions: letters of recommendation, transcript, etc.

A typical application includes personal data, an official transcript, a faculty recommendation, and a statement that indicates the academic and personal reasons for selecting the particular program. Only Princeton students in good standing may travel on University-sponsored study abroad programs. Interviews of program applicants are strongly recommended.

All eligibility criteria should be stated clearly in program publicity and informational materials, at information meetings, and on the program website.

Please note in your program materials that applications may be reviewed by the Office of the Dean of Undergraduate Students to evaluate applicants’ disciplinary records and determine a student’s eligibility for the program. All applications should include the following question and notification on the application form so that students are aware of the review.

Have you been subject to any disciplinary action at Princeton? YES NO

N.B.: A disciplinary record does not preclude approval to study abroad, but it will be reviewed by the Office of International Programs to determine if the record warrants withholding approval.

Information from other offices at Princeton, e.g., residential colleges, Office of the Dean of Undergraduate Students, University Health Services (with student’s consent) or others, may be requested as a part of the application review process to ensure that all students can have a safe and productive international experience. This review will occur again in May prior to the end of the semester.
A disciplinary record does not preclude approval to study abroad, but it will be reviewed by the Office of International Programs to determine if the record warrants withholding approval. Information from other offices at the applicant’s home institution may be requested as a part of the application review process to ensure that all students can have a safe and productive international experience.

Along with the standard criteria of academic preparedness, academic achievement, and demonstrated interest in the region and program, you may want to consider:

- **Ability to participate in a small group setting**: Ask applicants about experience in groups (lab or design groups, committees, trips with friends).
- **Attitude**: Is the student willing to try new things, even if he or she is nervous? Potential red flags include reluctance to accept responsibility in a group role and requests for exceptions.
- **Group diversity**: Group discussions and hours spent together traveling will be more productive and enjoyable if the group includes both introverts and extroverts, for example.

Once you select a group of students who are serious contenders for a place in your program, please forward your list to Kenneth Yanes, Assistant Director, Study Abroad Program, for student disciplinary and well-being reviews. Depending on your program’s application deadline, the lists should be sent by one of three review deadlines that are announced at the beginning of the spring semester. The earlier the names are submitted, the earlier the information will be reviewed by the relevant offices. Students should not be notified of acceptance to the program before the review is complete.

**Post-Acceptance Requirements for Student Participation**

After students have been accepted into the program, program directors must ensure that participants complete or are in possession of the following:

- Valid passport and visa (if applicable).
- Pre-departure orientation and on-site orientation.
- Travel request in Concur, Princeton University’s travel registration system
- Completion of the Terms and Conditions form
  

- Registration in the Department of State Smart Traveler Enrollment Program (STEP): [https://step.state.gov/step/](https://step.state.gov/step/)
- Princeton University Health Services Medical Profile and Consent for Care form (students can download this form from the University Travel Website: [https://travel.princeton.edu/undergraduate-students/undergraduate-travel-policies/university-sponsored-international-travel-terms](https://travel.princeton.edu/undergraduate-students/undergraduate-travel-policies/university-sponsored-international-travel-terms)).
Faculty directors should carry sealed envelopes containing copies of emergency medical information from all students.

- See sample Princeton University Health Services Medical Profile and Consent form in the Appendix.

- Medical insurance that covers the student while abroad. Students should review their health plan’s claim filing procedures for coverage abroad and make sure they carry their health plan ID cards with them. (See below for more details.)
- International SOS (ISOS) registration. All students attending a General International Predeparture Orientation will receive an ISOS card. You may also contact the Office of International Programs at 609-258-5524 to obtain ISOS cards for all students.
- All students with significant on-going health problems or allergies should obtain and wear a MedicAlert bracelet or necklace. Call 1-800-ID-Alert (1-800-432-5378) or visit http://www.medicalert.org.

Accommodating Disabled Students

Disability-based needs should be addressed in the program planning process to ensure that contracts with vendors or other institutions address how to provide accommodations for students with special needs.

It is the student’s responsibility to notify the University (which may mean you) if he or she desires accommodation for any disability. Occasionally, accommodations available in the U.S. may not be available at an institution abroad. For more information and/or guidance, contact Princeton’s Office of Disability Services (ODS): 609-258-8840, ods@princeton.edu, http://www.princeton.edu/ods.

Note: Students requesting academic accommodations are required to self-identify by registering with ODS and submit documentation prepared by a qualified evaluator.

Health Insurance

Health insurance is required for all students participating in Princeton programs, whether they are on campus or abroad. Students who have purchased the University’s Student Health Plan (SHP, http://www.princeton.edu/uhs/student-insurance/student-health-plan/) are covered under that plan during the summer as well as during the academic year. Students who are covered by private insurance (such as insurance provided via a parent/guardian’s employer) must ensure that their medical insurance also covers them during overseas study and in the specific country or region abroad to which they are traveling. Be aware that most health insurance plans, including SHP, pay claims from abroad on a reimbursement basis. This means payment must be made by the student at the time of care and then the student must wait for reimbursement from the insurance company.

For this reason, Princeton’s Office of Risk Management has a contract with HTH Worldwide insurance (www.hthstudents.com), a trusted provider for international education programs.
HTH provides short-term plans for health insurance that will pay the overseas provider directly.

Purchasing international health care coverage will enable students to obtain medical care without the requirement of a possibly large financial outlay prior to treatment. You can also choose to purchase this insurance for the whole group if you wish.

Contact Ms. Honora (Missy) McGinn, Assistant Director of Risk Management, regarding HTH Worldwide coverage. Missy is the contact with HTH in Risk Management and is happy to provide more information and answer any questions you might have. Her contact information is hmcginn@princeton.edu/8-3349.

As the program director you should consult with your own insurance company regarding health coverage while working abroad and purchase supplemental insurance if needed.

**Personal Property Insurance**
Program participants (including the program director) may wish to purchase insurance for personal equipment taken on the program, such as camera/video equipment, laptops, etc. Before purchasing insurance, check to see if an existing homeowners’ insurance policy would apply in a location abroad.

**Passport and Foreign Entry Requirements**
Remind students that they need a valid passport for the duration of the program. (Note: passports often must be valid for several months beyond the length of your stay.) The process of obtaining a passport can take four to six weeks, and sometimes longer, so ask students to plan ahead and apply in advance.

U.S. citizens should visit the U.S. Department of State Passport website (http://travel.state.gov/content/passports/english/passports.html) for information about obtaining or renewing a passport.

If your program’s host country requires a visa for entry or for stays over a certain number of days, students (and program directors) will need to apply to the Consular Services of that country. Some countries require entry visas, even for short stays or for transit through one country to the next. The requirements will be country-specific; you can obtain that information from the country’s consulate. A list of many embassies is available at http://embassy.org/embassies.

Princeton University has a new visa service, VisaCentral (CIBT), which assists University travelers in obtaining travel visas for countries (see http://visacentral.com/princeton). Service fees for Visa Central are discounted for all University travelers and can be paid by credit card. Even if you and your students decide to process visas directly with the consulates, CIBT can walk you through the entire documentation preparation process at no cost. The website includes comprehensive checklists of requirements for each country, consulate forms, and letter templates. If processed through VisaCentral for a fee, your document packets will be reviewed for accuracy and completion.
While VisaCentral is an excellent tool for many, an automated, electronic service cannot manage some complex visa processes. For example, international students or Green-Card holders often require more customized advising. Also, some visas applications require in-person processing or an interview, in which cases a visa service can help with advice but not the processing itself. As the OIP visa contact, Kenneth Yanes, Assistant Director of the Study Abroad Program (8-0484, kyanes@princeton.edu) can offer assistance in cases that are not fully covered by VisaCentral’s services. He will work with your program to assist with individual student cases that require more research and bureaucratic process.

Note: Your program participants will likely include both U.S. citizens and non-U.S. citizens. Non-U.S. citizens may be required to apply for visas in cases where U.S. citizens do not need visas for entry into foreign countries and vice versa.

Registering the Program with the University

Program directors are responsible for entering a group travel “Event” request in Concur (http://www.princeton.edu/concur), adding all of the travelers as “Attendees” (including him- or herself, if traveling with the group). Within Concur, program directors may delegate a department administrator to serve as their proxy. When the program director or administrator completes the event request, each of the travelers will receive an e-mail informing them that a travel request has been created for them. Each program participant (students and faculty) must then log in to Concur to submit an individual travel request, which confirms their participation in the group travel.

Students should be referred to the Undergraduate International Travel Checklist for step-by-step instructions for preparing for travel abroad (http://travel.princeton.edu/undergraduate-students/checklist/international).

As the group leader, you (or your delegate) must watch the attendee list in Concur to make sure all the attendees have submitted their travel requests. There will be automatic reminders sent to those who have not submitted a request, but it may be necessary to follow up with individuals as well. You must also remember to submit your own individual travel request.

Communication with Parents

Program directors should provide information to participants’ parents, including the program brochure and country-specific information from the U.S. Department of State (see http://travel.state.gov/content/passports/english/country.html). You may want to create a separate packet of information or letter specifically for parents.

✔ See Sample Letter to Parents in the Appendix.

An information packet for parents should include:

- Outline of the program highlighting academic and behavioral expectations.
- Detailed itinerary of the program for the entire period, indicating contact information for hotels or other accommodations.
- Emergency contact information for faculty director and Princeton contacts.

• A request that parents impress upon their children the need to act responsibly throughout the entire period of the trip.

**Liability, Risk Management, and Indemnification**

Leading a study abroad program involves a variety of risks, with a diverse range of legal issues that can arise from these risks. The chance that an individual will take legal action against the University or any of its representatives is not great enough to deter leading an overseas program. Nevertheless, measures must be taken to reduce risk and liability.

The University ordinarily will provide indemnification for a faculty or staff member acting appropriately within the scope of his or her employment, except in cases of willful misconduct or bad faith.

Full disclosure of risks reduces possible liability. Program directors should disclose risks to students and their parents in as much detail and as far in advance as possible. Participants need full information regarding the risks of an activity to make a truly informed decision about participation.

In addition, communicate your personal expectations frankly and clearly to students regarding behavior. You should do your best to inform students of behavior that will result in immediate expulsion from the program without the possibility of a refund.

**Program Cancellation**

A program may be cancelled by the Dean of the College, in consultation with the President, up to the time students are boarding their flight, if there has been a significant deterioration in the safety and security conditions pertaining to the group’s travel arrangements or in the sector of the country or countries where travel is to occur. Examples include acts of war, terrorism, or wide-spread civil unrest; an outbreak of a severe or infectious disease; major disruption of public utilities or services, or natural disasters such as hurricane or flood. The decision to cancel the trip will take into consideration information received by the Office of Risk Management from in-country U.S. Embassy officials, the appropriate U.S. State Department Desk Officer, and other officials from U.S. agencies, NGOs, or officials at local colleges and universities. As the University will not be responsible for the financial penalties resulting from program cancellation, it may be prudent to consider flight insurance. See Sending Students Home in Section VI for information about program cancellation once a program has started.
II. Academic Policies for Princeton Summer Courses Abroad

Eligibility
To enroll in a Princeton summer course, students must be matriculated students in good academic standing and not have graduated before the program begins. Students will not ordinarily be admitted if they are currently on disciplinary probation.

Withdrawal from Summer Courses
A designation of “W” for withdrawal will appear on the transcript if a student voluntarily withdraws after the midpoint of the course.

Deadlines for Course Work
All final work for a summer course must be submitted no later than one week after the last class session. If final work is scheduled to be submitted after the course disbands, instructors must make provisions for students to submit the work by the deadline. Instructors must confirm with the student that the work has been received. Students who do not receive such confirmation must follow up with the instructor. Students are responsible for submitting the work on time; travel plans and logistical issues are no excuse for non-submission or late submission of final assignments.

From time to time, serious illness or other emergencies may make it difficult for students to comply with the deadline. Instructors who receive requests for extensions must check with Dean Nancy Kanach, who will be available via email at all times, to approve these requests. Without formal approval, missing work must be counted as a “zero” or an “F” and averaged into the grade for the course

Submission of Final Grades
Instructors must submit final grades to the sponsoring department or program, and all grades must be sent to the Registrar within two weeks (including weekend days) of the deadline for submission of the final work for the course. For example, if a seminar ends on July 31 and concludes with a paper or take home examination (or any other work that is due after the close of the last class), the due date for that work can be no later than noon on August 7 (one week later). Grades would then be due by noon on August 21 (two weeks later). If all required course work is completed by the end of the course, then the grades would be submitted by August 14 or two weeks after the end of the course.

This policy is necessary to ensure that grades are in the hands of the Registrar in a timely fashion and that any follow-up that might be needed can take place long before the beginning of the new academic year. In some cases, a student’s eligibility to return to campus may be dependent upon the successful completion of a summer course.
III. Budgeting and Accounting for Department-Based Summer Study Abroad Programs and Global Seminars

For Princeton department or program-based, credit-bearing seminars and summer study abroad programs, each organizing department or program will submit a standard budget worksheet electronically to the Treasurer’s Office and the Office of International Programs. Although some departments may be able to submit their budgets earlier, all budgets should be submitted no later than March 1 each year.

The standard budget worksheet details fixed instructional costs (costs that remain the same regardless of the number of student participants and that are always non-taxable if covered by University scholarships or aid awards), variable instructional costs (costs that are charged on a per student basis but are always non-taxable), and non-instructional costs (costs that may either be paid to the provider in a lump sum or paid directly by the student but are always taxable to U.S. residents if covered by University scholarships or aid awards). The budget worksheet also details the amount and source of subsidies used to underwrite parts of the program and indicates the total advertised cost to students and the total program charge to be recovered by the department. The budget worksheet can be used to calculate the correct amount to charge as a nonrefundable deposit.

Upon approval, the budgets are sent to Student Accounts for data entry into a program budget template. Student Accounts will return the budget template to the program administrator. Once participants have been selected, departments should send a standard acceptance letter, which should include information about availability of funding for students on financial aid through OIP and other relevant sources. The letter (which may be in the form of an e-mail) should also include information about a required nonrefundable deposit that will be charged to the student account upon admission.

✔ See Suggested Acceptance Letter Template in the Appendix.

Once participants have accepted admission to the program, departments return the budget template generated by Student Accounts back to Student Accounts, with a full list of student participants and their student ID numbers. All programs will charge a non-refundable (except in the event of an emergency) deposit. The deposit amount will be based on a percentage of the advertised program cost total. The due date for the deposit will be set to coincide with Student Accounts billing dates.

The due date for the balance will be set to coincide with the next Student Accounts billing date (in order for the deposit and the balance to be charged in two separate billing cycles).

Scholarship funding offices will input their funding awards into the Student Activities Funding Engine (SAFE). Specifically, they will add credit to the student account, noting the specific funding source, and Student Accounts will extract this information and process the credit.
Student Accounts will process checks for awards that cover out-of-pocket expenses. If a student has direct deposit, the check will be deposited into his/her bank account. Otherwise the student can pick up the check at the Financial Service Center, 7th Floor New South. Departments should not handle checks or distribute them directly to students.

**Refund Policy**

Students who withdraw from a Princeton program after accepting a place but before the program begins will lose the non-refundable deposit and any unrecoverable costs. There are no refunds after the start of the program. Funders retain the right to recoup funds from the student account if the student does not follow rules regarding submission of a travel request, uses the funds for other purposes, or withdraws from the program. Students must understand that they are responsible for full payment of the amount owed to the department.

**Basic Accounting Processes**

**I. Program Credit Cards**

a. Once a detailed budget has been submitted and approved and a final list of participants is provided to the Office of the Treasurer and the Office of International Programs, the Office of the Treasurer may issue a program credit card to the sponsoring department, which may have a higher than normal per transaction cap and will have ATM options. The program administrator should notify the Departmental Credit Card Program with details about transaction limits (may be set higher than the standard $2500) and cumulative monthly limits for each card ($10,000). (A billing cycle runs from the 16th of a month to the 15th of the following month.) The program administrator should also ensure that the Credit Card Program has the complete name and contact information for each card holder, as well as the name and contact information for the individual who will be reviewing and reconciling transactions. Each card holder must attend a brief tutorial about using the card at the time s/he picks up and signs for the card.

b. If there are multiple program directors for a single program or seminar, only one of them should use the credit card to make purchases on behalf of the group. These expenses are to be kept separate from the directors’ own, personal expenses (see below). In certain situations, more than one program director may be able to use the same card; however, student program participants and other individuals should never be allowed to use the card to make purchases or withdraw cash.

c. The transaction limit can be raised temporarily to accommodate a purchase over the established limit. Program directors should contact their department administrator to make the appropriate arrangements well in advance of the expected purchase. Department administrators should also be contacted immediately if a card is lost or stolen.

d. The program credit card may carry an ATM option, through which cash can be withdrawn in the local currency. ATM machines have varying transaction limits, generally not greater than the equivalent of $600-$700 per attempt and $2000 per day.
e. Program administrators may make special arrangements with the Office of the Treasurer to postpone the approval of credit card transactions in workflow until program directors return and all receipts are available.

II. Other Forms of Payment for Program Expenses

a. Where a credit card is not relevant, program directors may access cash in the local currency by withdrawing funds from an ATM, using the program credit card. Where no ATMs are available, cash can be accessed via wire, foreign draft, or international money order. Any payments that involve federal tax withholding can only be made in U.S. dollars.

b. To wire funds to a foreign bank account, the following information will be required:
   i. Name and address of bank
   ii. Name and address of bank account holder
   iii. Bank account number
   iv. Swift Code (unique Bank Identifier) and IBAN (Unique Account Identifier).

c. Group expenses can also be pre-paid by the department or can be invoiced to the department. This may be especially useful for very large purchases, especially those in excess of the pre-determined maximum transaction amount for program credit cards.

III. Receipts for Purchases

a. Program directors must provide receipts for all program purchases in excess of $25 (or equivalent in foreign currency). Department administrators will also be required to fully document the appropriateness of all program expenses when reconciling accounts.

b. If receipts are in a foreign language, an English translation should be provided.

c. For program expenses under $50, the program director may utilize the Unreceipted Record of Expenses form (see Appendix for a copy of the form) instead of providing a receipt, only in the following situations:
   i. A one-time incidental service is performed (such as carrying luggage or providing on-site translation) by a non-professional individual who cannot provide a receipt;
   ii. Food is purchased for the group at a market, fair booth, kiosk or street vendor, or in a similar situation where a receipt cannot be provided;
   iii. Lodging is provided by a private, non-profit or charitable organization that does not provide receipts;
   iv. An entrance fee is required for a local museum or attraction that does not issue tickets or receipts;
   v. Transportation is provided for the group via public transportation (such as a local bus or ferry), or private driver and no ticket or receipt can be issued;
vi. Miscellaneous charges related to running the program such as internet café fees, telephone charges, postage, and items purchased on behalf of the group from a private individual or non-commercial entity.

d. In the event that a receipt is lost, the program administrator will need to submit a “Missing Original Receipt” form: http://finance.princeton.edu/form-library/cash-handling-receipts/missing-original-receipts/.

IV. Payments to Foreign Vendors for Services Performed

a. Taxes should not be withheld on honoraria and payments to foreign vendors (non-U.S. citizens) for services that are performed entirely outside the U.S. A W-9 form is not required as long as all services are performed outside the U.S.; however, when paying honoraria, the recipient of the payment should complete an international Honorarium Acceptance Form (http://finance.princeton.edu/form-library/buying-paying/honorarium-acceptance-international.pdf?sq=payment in foreign currency).

b. Payments may be made in the form of foreign draft checks or wire transfers. Information about how to request an international wire transfer can be found here: http://finance.princeton.edu/how-to/buying-paying/how-to-pay/request-a-wire-transfer-s/?sq=international wire transfer.

V. Program Director Personal Expenses

a. The director’s personal expenses (lodging, meals, travel, visa and related costs, and incidentals) should be kept separate from all other program-related expenses. Some of the director’s expenses (such as airfare) may be prepaid by the department. Remaining expenses can be charged to a personal credit card (and be reimbursed once receipts are submitted) or can be covered by a travel advance or per diem.

b. If program directors prefer not to keep receipts for meal and incidental purchases under $50, they may elect to receive per diem, as long as the employment period lasts eight weeks or less, and documentation regarding the period of paid status is provided.

c. If a program director takes any meals with students, charging that meal to the general program budget, s/he may not also take per diem for that meal. In this case, the daily per diem should be prorated to reflect the number of meals charged to the program.

d. Departments may establish their own per diem rate per program and per country, as long as the rate is at 55% or below the State Department standard. For international per diem rates, see http://aoprals.state.gov/web920/per_diem.asp.

e. Incidental expenses are defined as fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; transportation between places of lodging or business and places where meals are taken; and the mailing costs associated with filing travel vouchers and payment of employer-sponsored charge card billings.
**VI. Princeton Travel Policies and Forms**

a. For detailed explanations on how to handle specific expense issues that apply to international travel (such as airline tickets, cancellation fees, computer connection fees, and excess baggage fees), see: [http://finance.princeton.edu/policy-library/travel-entertainment/travel-policy/](http://finance.princeton.edu/policy-library/travel-entertainment/travel-policy/)

b. For relevant forms, see: [http://finance.princeton.edu/](http://finance.princeton.edu/)
IV. Effective Program Leadership: Advice and Best Practices

This section provides advice and information on best practices for handling aspects of program leadership that are distinct from on-campus responsibilities.

Preparing Students for the Experience

Faculty program directors must hold (1) a pre-departure orientation on the Princeton campus and (2) an on-site, in-country orientation prior to the beginning of the program. Students should be required to attend both orientations. The main objective of the on-site orientation session is to review information that students have previously received about the program and host country. Both orientations allow students to bond with each other and with the faculty director and other staff and are good opportunities to have students discuss and examine their expectations and motivations for participating in the program. Orientation for a faculty-led program is best viewed as an ongoing process, starting well in advance of departure and continuing throughout the program.

Pre-departure Orientation

- If you are traveling to Africa, Asia, Central or South America, Eastern Europe and former Soviet republics, and the South Pacific (except Australia and New Zealand), contact Princeton University Health Services (UHS) at 609-258-3141 to arrange for a group health briefing (preferred method) or tell students to make appointments at University Health Services. Travelers who have chronic medical condition or are pregnant should make an appointment regardless of destination.

At a minimum, students should receive the following prior to departure:

- Program overview, including program calendar/itinerary, course descriptions, and information about credit and evaluation.
- Staff contact information.
- Costs and refund policy.
- Financial aid and funding information.
- Information about the hosting country and city, including country-specific information from the U.S. Department of State (see http://travel.state.gov).
- Country-specific safety and health issues, including necessary immunizations and information about access to health care, physical access issues, assistance in an emergency, and embassy registration.
- Country-specific information related to gender roles, receptivity to public displays of affection, attitudes about homosexuality, culturally appropriate behavior, and the consequences of inappropriate behavior.
- Outline of program drug and alcohol policies and country drug and alcohol laws.
- Information about services and conditions available on the Princeton campus that will not be available at the program site. This information can be particularly important with differences that students may perceive as negative. If students are prepared for
these differences in advance, they may use “overcoming” such stresses as a bonding experience.

- Resources available in a crisis, including information about how to access local emergency medical services.
- Policies regarding use of cars and other modes of transportation.
- Behavioral expectations.
- Information about cultural adaptation and culture shock as well as re-entry or reverse culture shock.

All programs should create and distribute a packet that includes site-specific information, maps, schedules, contacts, etc. This packet should review the academic and behavioral standards of the program. It may also include names and addresses of recommended restaurants, pharmacies, banks, shops, and post offices.

It is advisable to address health-related concerns at the pre-departure orientation session and again during your on-site orientation. You should provide students with basic program emergency information, such as the nearest local hospital/clinic and the phone number for emergencies (equivalent to 911).

**On-site Orientation**

During the on-site orientation, you should review the program schedule and requirements and set ground rules. You should repeat this information even if you have reviewed it in the pre-departure orientation. Inform students of local laws, regulations, customs of the host country, community, etc. Provide location-specific safety information, such as areas that might not be safe at night or places where political demonstrations might occur.

Remind students that they are serving as ambassadors of Princeton; review behavioral expectations.

It can be fun to take at least one group photo on site (preferably with some students wearing Princeton attire). This photo can be used for program-specific and general promotion and publicity. Photos of students engaging in program activities are useful for promotional purposes.

**Culture Shock**

Be aware of possible indicators of culture shock in students, including compulsive eating or lack of appetite; feelings of helplessness, irritability, and loneliness; homesickness; sleeping more than usual; feeling depressed; getting angry easily; decline in inventiveness, spontaneity, or flexibility; stereotyping of host country/culture; increase in physical ailments or pains; inability to work effectively; boredom; or unexplainable crying. Most study abroad participants will experience some form of culture shock. However, some might experience it after only two days in the host country, others not until two or three weeks into their stay. In addition, the concrete indicators of culture shock vary from individual to individual.

Encourage students to take care of their health, sleep, and eat well.
Community Building
Seasoned study abroad program directors often report that their biggest challenges abroad are not emergency situations, public transportation strikes, fluctuating currencies, or language barriers, but problems with student behavior. Those who have successfully traveled with students for many years advocate discussing appropriate student conduct and behavior-related problems in the pre-departure orientation as well as upon arrival.

To begin, emphasize that study abroad is an academic experience, and that academic responsibilities take priority over personal interests. Planting this idea helps to combat the occasional notion that study abroad is a travel vacation. Also, refrain from referring to the experience as “a trip,” but instead refer to it as a program or course to emphasize its educational goals.

While abroad, you may want to meet with students (or hold office hours) regularly to discuss non-academic issues such as language issues, housing, health concerns, personal difficulties, and other student concerns.

Holding a required mid-program meeting to have students evaluate and discuss the academic and non-academic aspects of the program is also a good idea. Program directors have reported highly successful sessions specifically arranged to share and discuss impressions, cross-cultural adjustment, personal activities, inappropriate behavior, etc. These sessions can also help to build group cohesiveness, alleviate possible cliques and divisions, and help manage students’ expectations.

Reinforce the concept of students as “cultural ambassadors” and emphasize that their conduct will be seen as representative of the U.S. and of Princeton University. Students need to be reminded that while the consequences of poor behavior at Princeton usually reflect solely on themselves, their misconduct abroad will be attributed to the entire group. In addition, be honest with your students about how their poor behavior reflects poorly on you, as the faculty director, to your local colleagues. Most importantly, participants need to understand that the viability of a program rests in their hands.

Student-Faculty Contract
Consider creating a “student-faculty” contract specifically tailored to your program. You can create one in advance or work collaboratively with participants to identify acceptable and unacceptable behaviors that the group can agree upon and create a “contract” that the students sign on-site.

✔ See Sample Student-Faculty Agreement in the Appendix

In addition to the expected (“don’t be late for bus departures”), ask students to decide on actions to avoid such situations. For example, students can agree to check that everyone is awake at a certain time or phone a classmate after their alarm has rung. The students may also agree upon consequences and/or group response to behavior that undermines the smooth operation of the program. Students should also be informed of the procedure to follow if they experience the consequences of such behavior (for instance, if they are left behind because
they miss a field trip departure). There is no need for complete agreement—consensus should be the desired goal.

It may be more important to emphasize what the students should do, rather than what they should not do. This applies to peer interactions as well. For instance, if one student sees another student displaying inappropriate behavior, that student should step forward to stop it. Encourage this type of response and allow a healthy kind of peer pressure to flourish.

Ask students to discuss how personality conflicts can undermine the atmosphere of the program. Although it may seem like common sense, you may need to regularly remind students to:

- Be polite and listen to one another.
- Respect each other, leaders, and local people.
- Honor diversity and differences within the group.
- Fight fair and attack the problem, not people.
- Look for compromises.
- Be aware of stress related to group travel.

The program director has primary responsibility for mediating conflicts among students. Be alert to group dynamics and address any concerns you may perceive. Make sure you follow up on your stated consequences. It is important to do what you said you would do if students violate agreed-upon rules.

**Responsible Use of Alcohol**

See also *Alcohol Policy as It Applies to Study Abroad Programs* in Section V.

Responsible use of alcohol should be emphasized at the pre-departure orientation and should also be discussed during your on-site orientation. Students should be encouraged to use good judgment if consuming alcohol at private homes or other accommodations during non-program hours. If members of the group are misusing or abusing alcohol, students should be encouraged to discuss these issues with the faculty program director. Peers should look out for each other and keep each other safe.

In addition to posing a health and safety risk, alcohol misuse and abuse are the primary sources of behavioral problems and personality conflicts between group members. To begin discussions of this issue, it is helpful to ask students to discuss the consequences of alcohol misuse, such as the following:

- Tardiness or poor attendance at classes and activities.
- Negative student interactions as a result of alcohol-induced behavior.
- Animosity or breakdown of community among members due to such behavior.
- Poor reflection of group to local community and faculty.
- Undue stress on faculty director that requires excessive attention and time.

Discuss with students their perception of alcohol use in the host culture, comparing and contrasting with alcohol use in the U.S. Share your knowledge of alcohol use in the host
culture and remind students of the difference between alcohol use and alcohol misuse and abuse. Don’t make light of incidents of abuse (such as joking about hangovers).

**Handling Complaints**

In order to eliminate confusion, disorganization, and competing priorities, the program director should serve as spokesperson for the entire group. Students should be reminded that handling complaints is one of the program director’s responsibilities and that the program director will communicate participants’ needs and desires to the appropriate party (e.g., staff at a host university, a hired guide or driver, hotel staff) in both academic and non-academic settings.

Note: The program director should document all student complaints and the program’s response to them.

**Handling Minor Behavioral Problems**

Minor behavioral problems are not serious enough to warrant immediate dismissal from a program but can have a negative effect on the program. In addition, behavior allowed to continue may affect the atmosphere and morale of the entire group. Minor problems may escalate into major problems. Examples of minor behavior problems include:

- Excessive tardiness to class or class activities.
- Personality conflicts between program participants.
- Indifferent or rude behavior towards guests or invited speakers.

One should err on the side of strictness when facing even a seemingly minor disciplinary problem. Depending on the circumstances, you may wish to discuss the problem individually with the student or students or allow it to be openly discussed during a general debriefing session. Additionally, warnings can and should be issued.

If you are unsure as to how to address a problem, feel free to contact Victoria Jueds, Associate Dean of Undergraduate Students, to discuss your concerns (609-258-3054, vjueds@princeton.edu).

Whether the behavioral problems are minor or significant, we recommend you make a written record of your observations and discussions with the student. Be sure to document any verbal and written warnings that you issue. Should the behavior persist, Dean Jueds will work with you to assess the situation and, if necessary, will facilitate the dismissal of a student from the program.

✔ See Sample Behavior Contract and Sample Expulsion Form in the Appendix.
V. Princeton University Policies and Applicable Laws

Contractual Agreements
Contractual understandings may be established by oral discussions as well as written agreements with other institutions or service providers. Written agreements are preferable to oral understandings because they are easier to refer to and enforce. Contracts need to address numerous issues including liability, insurance, indemnification, choice of law, and jurisdiction. All contractual agreements for services related to Princeton-sponsored international travel must be reviewed by the Office of General Counsel. Such agreements for services include but are not limited to agreements established for housing, meals, tour guides, hired drivers, on-site administrators, and teachers.

Note: All non-Princeton program staff must receive information about and agree to abide by Princeton’s policies related to conduct, including sexual harassment, alcoholic beverages, and student conduct.

Conflict of Interest
Employees of Princeton University who act on its behalf have an obligation to avoid activities or situations that may result in a conflict of interest or the appearance of a conflict of interest. Employees must not use their University positions to influence outside organizations or individuals for the direct financial, personal, or professional benefit of themselves, members of their families, or others with whom there is a personal relationship.

All employees have an affirmative obligation to examine carefully any situation where there is potential for a conflict of interest or the appearance of a conflict of interest. Faculty who are concerned that a conflict may exist, or who are uncertain as to the impact or appearance of their activities, should always consult with their department chair or the Office of the Dean of the Faculty prior to engaging in the activity.

Transportation
Undergraduate students receiving Princeton sponsorship may not rent or drive cars or motorbikes in foreign countries or be driven by graduate students unless the graduate students are staff of the program (exception: Canada).

If program staff members drive students in any vehicles, they are required to meet the driving qualifications established by the Office of Risk Management. They must obtain appropriate insurance coverage and be aware of and abide by local traffic laws.

Undergraduate students are prohibited from driving in any official capacity in connection with their Princeton study abroad program.

If the program includes bus, air, or train travel, research the carrier’s reputation and consult with Risk Management if any previous questionable conduct is uncovered. In general, it is
better to postpone an excursion than to travel with a questionable driver or under questionable conditions.

**Confidentiality**

It is University policy to deal directly with students about their academic, personal, and medical records, although we encourage students to communicate with others (e.g. their parents) about these matters.

A variety of legal, policy, and ethical obligations affect the use of student information.¹

The University’s Information Security Policy states:

Personally Identifiable Information (or “PII,” as used in this Policy) is information that can be used (either alone or in combination with other information) to identify, contact, or locate a unique person. Examples include (but are not limited to): name, social security number, address, birth date, telephone number, account numbers, etc.

All Personally Identifiable Information in the possession of Princeton University is considered confidential unless:

1. The information is designated as “Directory Information” (Policy Section IV) by the appropriate Information Guardian; ² or
2. The Information Guardian has otherwise authorized its disclosure.

The University requires that the following pieces of PII may not be collected, stored or used except in situations where there is legitimate business need and no reasonable alternative:

- Social Security Number,
- Date of birth,
- Place of birth,
- Mother’s maiden name,
- Credit card numbers,
- Bank account numbers,
- Income tax records, and
- Driver’s license numbers.

Personally Identifiable Information is considered confidential and thus may only be shared on a “need to know” basis with authorized individuals. (Note: sharing student information administrators in an emergency is permitted.)


² The guardian of an information collection (“Information Guardian”) is typically the head of the department on whose behalf the information is collected or that is most closely associated with such information. For a list of the University’s Information Guardians and designated contacts, see [http://www.princeton.edu/oit/it-policies/it-security-policy/information-guardians/](http://www.princeton.edu/oit/it-policies/it-security-policy/information-guardians/).
In addition, student information is regulated by federal privacy laws and may not be shared outside the University except in certain situations or with consent. Faculty should familiarize themselves with Princeton’s guidelines as stated in Rights, Rules, Responsibilities (see http://www.princeton.edu/pub/rrr). In the event of any question or concern related to the program, contact Princeton’s Office of the General Counsel (609-258-2500).

The federal privacy law is the Family Education Rights and Privacy Act of 1974 (or “FERPA”). This law protects the privacy of student education records maintained by colleges and requires that education records be kept confidential. The statute defines the phrase “education records” broadly as “those records, files documents, and other materials which 1) contain information directly related to a student; and 2) are maintained by an educational institution or by a person acting for such agency or institution.” Digital records are covered by FERPA.

Education records may be disclosed with the consent of the student, if the disclosure meets one of the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on release of directory information. For more information, review the University’s statement regarding FERPA in Rights, Rules, Responsibilities (http://www.princeton.edu/pub/rrr).

See also Confidentiality in Emergencies and Crisis Situations in Section VI.

**Discipline and Study Abroad**

All Princeton students participating in study abroad programs are expected to abide by the policies spelled out in Rights, Rules, Responsibilities (http://www.princeton.edu/pub/rrr). Faculty and staff members leading or participating in study abroad programs should familiarize themselves with these policies as well.

Students on study abroad programs are also expected to obey the laws of the country in which they are studying.

**Behavioral infractions:** The University expects that students on study abroad will act with a considerate regard toward others throughout the program. Actions that will not be tolerated and that may result in termination of the student’s participation, and that will also be subject to University discipline, include (but are not limited to):

- Behavior that endangers the student or others.
- Violation of the policy regarding respect for others.
- Behavior that is harassing, intimidating, or offensive to individuals.
- Sexual harassment.
- Sexual assault.
- Disorderly conduct.
- Willful damaging or destruction of property.
- Assault.
- Theft.
- Violation of the Alcohol Policy as It Applies to Study Abroad Programs (see below).
• The possession, use, or distribution of illegal drugs or drugs for which a prescription is required but not obtained.

Any suspected misconduct, including sexual harassment, should be reported to Dean Nancy Kanach without delay, so that Dean Kanach can confer with the Office of the Dean of Undergraduate Students about an appropriate response and, when necessary, assist with the investigation.

**Investigation of alleged infractions:** When any form of misconduct is reported or suspected, contact Dean Kanach and Dean Victoria Jueds without delay. Alleged violations of policy must be investigated promptly, and certain types of incident must be addressed centrally from the Princeton campus, for example, by deans at the Office of the Dean of Undergraduate Students or by the Honor Committee. A prompt discussion with Deans Kanach and Jueds will ensure that the proper procedures are followed.

**Academic infractions:** All students are expected to act with integrity with respect to their academic work. Any suspected violation of the University’s policies regarding academic integrity (plagiarism, unauthorized multiple submission, cheating on a quiz or test, etc.) must be immediately reported to Dean Jueds.

**Adjudication and program participation:** If the alleged offense is one that is handled by the Committee on Discipline, as in the case of plagiarism or unauthorized multiple submission, and the student’s absence from campus makes such adjudication impracticable, the student may be permitted to continue in the study abroad program until the adjudication occurs. If, however, the student’s alleged conduct may pose a threat to the safety of any person, the objective of the program itself, or the student’s ability fully to participate in the program, the student may be required to leave the program and return home.

When an honor code violation is reported, there will be an immediate investigation so that information can be gathered as quickly as possible while the details are still fresh. A member of the Honor Committee will be on call throughout the summer to conduct such investigations. Suspected violations can be reported to the Honor Committee through Dean Jueds. A decision about the student’s status in the program pending adjudication and a decision about the student’s grade will be made by the instructor in consultation with the Office of International Programs in light of all available information.

**Reporting Potentially Illegal Activity**
(see [http://www.princeton.edu/reportingillegalactivity](http://www.princeton.edu/reportingillegalactivity))

Princeton University is committed to conducting its academic and administrative responsibilities in an ethical and lawful manner and in accordance with applicable laws, regulations, and University policy. The University depends on its faculty, academic professionals and staff to share in this responsibility through the timely reporting of suspected illegal activity.

Members of the University community who commit illegal activity are subject to disciplinary action, up to and including termination of employment or student status, and/or criminal
prosecution. The University reserves the right to refer for prosecution activity of any kind for any reason.

**No retaliation:** All reports of suspected illegal activity are viewed by the University as a service that will not jeopardize employment nor result in retaliation of any kind.

In accordance with the standards of the Princeton University community and federal, state and local laws, Princeton University is committed to the investigation of and necessary corrective actions for all potentially illegal activity that is reported.

All members of the University faculty and staff who suspect or observe potentially illegal activity are responsible for reporting their concerns immediately.

For suspected crimes in progress or where there is an imminent or serious threat to individual safety, you should immediately report the matter to local law enforcement and to Princeton’s Department of Public Safety (609-258-3333).

**For all other suspected illegal activity (i.e., that not in progress or posing an imminent or serious threat to safety):**

- Where a University student (undergraduate or graduate) is reasonably believed to be involved in the activity (either as a victim or a perpetrator), faculty, academic professionals, and staff should report the matter to the Office of the Vice President for Campus Life (609-258-3056).
- Otherwise, all concerns should be reported to their department chair or supervisor. Department chairs or supervisors should then immediately contact the Office of the Dean of the Faculty (for faculty and academic professionals) or the Office of Human Resources (for staff). In instances where individuals are uncomfortable with this approach or unable to report their concern to their department chair or supervisor, they may report directly to the Office of the Dean of the Faculty (609-258-3021) or the Office of Human Resources (609-258-4131).
- In instances where individuals are uncomfortable with these options, or if they wish to remain anonymous, or if all avenues have been exhausted and a sufficient response has not been received, they may report concerns using the University Hotline (1-866-478-9804 or [https://secure.ethicspoint.com/domain/media/en/gui/27291/index.html](https://secure.ethicspoint.com/domain/media/en/gui/27291/index.html))

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**Alcohol Policy as It Applies to Study Abroad Programs**
The following information does not supplant Princeton’s Alcohol Policy (see *Rights, Rules, Responsibilities*, [http://www.princeton.edu/pub/rrr](http://www.princeton.edu/pub/rrr)); rather, it clarifies how this policy applies to study abroad. The list below offers guidance in that regard:

**Expectations of Faculty, Administrators, Program Directors, and Agents of the University (Collectively, “University Representatives”)**

- University Representatives are prohibited from providing alcohol to or purchasing alcohol for the students participating in their study abroad programs.
In choosing facilities to provide meal services for students, University Representatives should seek to avoid facilities that allow unlimited self-service of alcoholic beverages included in the price for meals. In addition, to the extent possible, University Representatives should clarify to the facility and the students that pre-paid meals do not include alcohol.

If students are individually purchasing alcohol at a group function in the presence of the University Representative, it is the responsibility of the University Representative to monitor responsible alcohol consumption and discourage excessive consumption of alcohol. In addition, as a University Representative, you are in a position of authority and responsibility and must be capable of addressing an emergency should it arise.

**Expectations of University Students**

- As noted above, unless otherwise specified, students are expected to comply with Princeton’s alcohol policies as set forth in *Rights, Rules, Responsibilities* (http://www.princeton.edu/pub/rrr).
- University students are expected to know and abide by the legal drinking age of the country or countries in which they are studying.

**Drug Policy**


All University policies regarding illegal substances (i.e., substances illegal in the United States) or drug paraphernalia apply to students on a Princeton study abroad program. In addition, students should be aware that criminal penalties for the possession, use, or distribution of illegal drugs may be more severe in the host country than in the U.S.

**Sexual Harassment and Assault**

Program directors should review “Anti-Harassment Policy and Grievance Procedures,” “Study Abroad Faculty Sexual Assault/Harassment Initial Response,” and “Frequently Asked Questions Regarding Allegations of Sexual Misconduct and the University Discipline Process,” included in the Appendix.

All University policies regarding sexual assault and harassment apply to Princeton students on a Princeton study abroad program.

As the faculty member in charge of the program, you have certain responsibilities when an incident of alleged sexual assault or harassment is reported to you, including the obligation to initiate an investigation of the matter by contacting Deans Kanach and Jueds. For that reason, if a program participant approaches you about a possible case of sexual assault or harassment, you are advised to inform him or her that you are not a confidential adviser and that you are obliged to take action when such an incident is reported to you.
Students who believe they have been victims of sexual assault or harassment are strongly encouraged to contact the SHARE (Sexual Harassment/Assault Advising, Resources, and Education) Office for support and guidance. A SHARE advocate can be reached during working hours at 609-258-3310; after 5 p.m. and on weekends, a SHARE advocate can be reached by calling University Health Services at 609-258-3139 or Public Safety at 609-258-3333. International SOS can also assist in identifying local resources (see information on International SOS in Section VI).

Text from Rights, Rules, Responsibilities (http://www.princeton.edu/pub/rrr, Section 1.2.3 Sexual Misconduct):

Princeton University does not tolerate sexual misconduct. Sexual misconduct is harmful to the well-being of our community members, the learning/working environment, and collegial relationships among our students, faculty, and staff. All forms of sexual misconduct are regarded as serious University offenses, and violations will result in discipline, including the possibility of suspension, expulsion, or termination of employment. State and federal laws also address conduct that may meet the University’s definition of sexual misconduct, and criminal prosecution may take place independently of any disciplinary action instituted by the University (see section 1.3 “The University, the Law, and Property Rights”). In seeking to create a community free from sexual misconduct, the University expects all members of the community to take responsibility for their actions in the realm of sexual activity and encourages the reporting of sexual misconduct.

**Definition of Sexual Misconduct**

A broad range of behaviors may be classified as sexual misconduct. Sexual misconduct can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships. In determining whether the alleged conduct constitutes sexual misconduct, consideration will be given to the totality of circumstances involved in the incident, including the nature of the sexual conduct and the context in which the alleged incident occurred. Sexual misconduct includes the behaviors described below.

*Non-Consensual Sexual Penetration (commonly referred to as rape)*: Any act of vaginal or anal penetration by a person’s penis, finger, other body part, or an object, or oral penetration by a penis, without consent. Such an act involving force, duress, or inducement of incapacitation will be deemed especially egregious.

*Non-Consensual Sexual Contact (commonly referred to as sexual assault)*: Any sexual touching other than non-consensual sexual penetration without consent. Such an act involving force, duress, or inducement of incapacitation will be deemed especially egregious. Examples of non-consensual sexual contact may include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including over clothing; removing the clothing of another person; and kissing.
Sexual Exploitation: Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute non-consensual sexual penetration or non-consensual sexual contact. Examples may include: recording, photographing, transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved; voyeurism (i.e., spying on others who are in intimate or sexual situations).

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any University activity or benefit; or (2) Submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions; or (3) These behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual’s educational experience, working conditions, or living conditions by creating an intimidating, hostile, or offensive environment.

Sexual harassment is also a violation of the Nondiscrimination/Anti-Harassment Policy and Complaint Procedures. The full text of the Nondiscrimination/Anti-Harassment Policy and Complaint Procedures, including examples of prohibited conduct, resources, and options for addressing concerns, can be viewed online at: www.princeton.edu/diversity/policy/antiharassment. Members of the University community are expected to be familiar with and adhere to the regulations set forth in this policy.

Sexually Inappropriate Conduct: Unwelcome sexual conduct that may not rise to the level of sexual harassment or sexual exploitation, but that is sexual in nature. Examples may include: obscene or sexually offensive gestures and comments; and lewdness.

The consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation regarding sexual misconduct.

What Are Consent and Incapacitation?

In reviewing possible violations of sexual misconduct, the University considers consent as the voluntary, informed, uncoerced agreement through words and actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate.

Indications that consent is not present include: when physical force is used or there is a reasonable belief of the threat of physical force; when duress is present; and when a person is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the person is in a state of incapacitation.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
• Consent on a prior occasion does not constitute consent on a subsequent occasion.
• The existence of a prior or current relationship does not, in itself, constitute consent.
• Consent can be withdrawn or modified at any time.
• Consent is not implicit in a person's manner of dress.
• Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent.
• Silence, passivity, or lack of resistance does not necessarily constitute consent.
• Initiation by someone who a reasonable person knows or should have known to be deemed incapacitated is not consent.

In the context of this policy, incapacitation is the state in which a person’s physical ability is so limited, or perception or judgment is so impaired, that he or she lacks the capacity to make or act on conscious decisions. The use of drugs or alcohol can cause incapacitation. An individual who is incapacitated is unable to consent to a sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where a person knows or ought reasonably to have understood that the individual is incapacitated, constitutes sexual misconduct.

Resolution of Complaints and Grievances in Matters Involving Sexual Misconduct

Members of the University community who believe they have been subjected to sexual misconduct are encouraged to learn about their options by first contacting the University’s Sexual Harassment/Assault Advising, Resources, and Education (SHARE) office (see www.princeton.edu/uhs/student-services/share). SHARE is a confidential resource offering confidential support and advocacy services, and provides information about the roles and reporting obligations of other offices at the University in order to empower persons who have experienced sexual misconduct to make informed decisions about their options, which may include counseling, medical services, and/or interim measures, such as accommodations with respect to classes or housing or a “Dean’s no contact order” (DNCO). Other confidential resources on campus include Counseling and Psychological Services, University Health Services, the University Ombuds Office, and Princeton-affiliated chaplains.

Members of the University community who seek University action in response to an act of sexual misconduct may: (i) request interim measures from the appropriate dean/official; (ii) file an internal complaint against another member of the University community with the appropriate dean/official, and (iii) contact the Department of Public Safety for assistance in filing a criminal complaint and preserving physical evidence. An individual also may contact local law enforcement to file a criminal complaint.

Members of the University community who feel that the University has failed to fulfill its obligations under Title IX of the Education Amendments of 1972 (not to discriminate on the basis of sex in its programs and activities) may utilize the University’s Title IX grievance procedures to bring concerns regarding the University’s non-compliance with its Title IX obligations to the attention of the University Title IX Coordinator for the purpose of obtaining a prompt and equitable resolution of the community member’s grievance. Procedures for filing and resolving Title IX grievances may be accessed at www.princeton.edu/diversity/policy/title_IX.
Under certain circumstances, University offices which are not confidential resources may be obliged to investigate and report allegations of sexual misconduct internally or externally (e.g., to external law enforcement), so that appropriate action may be taken. Where necessary, these steps may be taken against the wishes of the reporting individual, though every effort will be made to accommodate the preferences and sensitivities of the individual. Offices where confidentiality may be limited for these reasons include the Department of Public Safety, the Office of the Dean of Undergraduate Students, the Office of the Dean of the Graduate School, the Office of the Dean of the Faculty, the Office of Human Resources, the Title IX Coordinator in the Office of the Provost, the residential colleges, external organizations such as Womanspace, and local law enforcement agencies. Under federal law, the Department of Public Safety may be required to disclose publicly a reported incident of sexual misconduct, although that disclosure will not include the name or other personally identifiable information of the reporting individual.

In order to encourage reports of sexual misconduct, the University may offer leniency with respect to other violations which may come to light as a result of such reports, depending on the circumstances involved.

Retaliation against anyone involved in filing an internal or external complaint of sexual misconduct, or participating in the complaint process, is prohibited and will not be tolerated.

**Procedures for Dismissal from a Program**

Should there be any cause for dismissal of a student, the program director should review the course of action for dismissal with the Office of International Programs and the Office of the Dean of Undergraduate Students before taking action.

If you have not already done so, document the cause for dismissal and the program’s response in writing.

- See Sample Expulsion Form in the Appendix.

At the direction of the Office of International Programs and/or the Office of the Dean of Undergraduate Students, provide a copy to the student and inform the student that a report will be filed and that the case may be adjudicated through the University discipline process upon his or her return to Princeton. (A copy should also be submitted to the Office of International Programs and the Office of the Dean of Undergraduate Students.)

**Voluntary Withdrawal from a Program**

If a student has arrived at the program site and decides to withdraw, he or she must begin by discussing the situation with Princeton program director on site. The program director should consult with Dean Kanach to determine whether a solution exists for the situation. If, after consultation, the student still plans to withdraw from the program, he or she must submit a signed and dated statement to the program director. This statement must indicate that the student understands that effective as of the date indicated, he or she will no longer be considered a student in the program and is therefore responsible and liable for his or her own behavior, transportation home, insurance, etc. The program director should fax this signed
and dated statement to Dean Kanach immediately. Dean Kanach will also ordinarily contact
the student’s parents.

As noted in the Refund Policy stated in Section III, students who withdraw from a Princeton
program after accepting a place but before the program begins will lose the non-refundable
deposit and any unrecoverable costs. There are no refunds after the start of the program.

Consideration will be given to the student who leaves a study abroad program because of an
emergency situation or illness (either personal or of a family member). In such cases, the
program director will want to be supportive of the participant, but should outline, in writing,
the consequences that returning home will have on the participant’s ability to complete the
course and receive credit. The student should sign a written statement of withdrawal that
indicates that he or she will be financially responsible for costs incurred in leaving early.
VI. Safety and Crisis Management

Safety is a prime concern of all who are involved in study abroad ventures. Although statistics are in short supply, it is generally considered that study in a foreign country is no more dangerous than study in the U.S. On the other hand, there are risks unique to settings abroad, and when incidents occur, the impact on participants and their families is often more profound because of the unfamiliarity of the context and the distance that separates participants from their primary sources of consolation and support.

It is important for program directors to obtain and review the relevant U.S. Department of State International Travel Information (Travel Alerts, Travel Advisories, Country-Specific Information, International Travel Safety Information for Students, and Tips for Traveling Abroad). Travel is ordinarily not permitted to countries for which the U.S. State Department warns U.S. citizens against travel (see http://travel.state.gov). Some exceptions have been made, but permission is granted only after a thorough assessment of possible risks to program participants; individuals seeking exceptions should consult Dean Kanach.

If traveling on a foreign airline, verify that the country’s aviation standards comply with FAA standards for international air travel. If standards are not in compliance and if it is not feasible to use a different airline, contact the Office of Risk Management. For more information, see the FAA’s International Aviation Safety Assessments Program webpage: http://www.faa.gov/about/initiatives/iasa.

The program director is responsible for the health and safety of the group at all times for the duration of the program. For this reason, if only one Princeton representative is accompanying the group, he or she may not travel independently of the group overnight. At all times, the faculty director must:

- Be available 24-7 to respond to emergencies related to program participants.
- Carry a cell phone.
- Be prepared to communicate via e-mail, fax, or telephone with Princeton Public Safety and/or the Office of International Programs in the event of an emergency.

If there are two program directors and one director travels independently from the group for a day or overnight, he or she should:

- Be certain that the other program director is prepared to take charge of the program and provide for the health and safety of all participants.
- Provide the other program director with his or her itinerary complete with telephone contact information and clear instructions as to how he or she may be reached.
- Carry a cell phone.

In addition to providing information about safety in program materials and during pre-departure and on-site orientations, the program director should consider the following guidelines to ensure safety:

1. Anticipate potential safety issues, even if they seem unlikely, and develop contingency plans in advance.
2. Follow the U.S. Department of State recommendations in “A Safe Trip Abroad,” found in the Appendix.
3. Stress that program participants should make you aware of any and all of their independent travel plans, even if they are just out of town for a weekend.
4. Confirm that participants’ travel requests have been approved in Concur and that they have registered with the U.S. State Department’s Smart Traveler Enrollment Program (STEP), https://step.state.gov/step/.
5. Encourage students to keep their documents (passport, etc.) and a small supply of cash accessible. A photocopy of their passport should be kept separately from the actual passport.
6. Keep a list of phone numbers—including those of the American embassy, the local police, International SOS, and key Princeton University offices—with you at all times.
7. Remind students not to dress “American”; try to blend in by dressing as the locals do.
8. Discourage students from discussing politics loudly and aggressively in public situations, especially in English.
9. Encourage students to:
   - Seek international news from a variety of sources, including local papers and news broadcasts and U.S. news sources.
   - Talk with you about local sentiment, safety procedures, and communication plans.
   - Consult the U.S. State Department website (http://travel.state.gov) for travel warnings and travel alerts.

Handling Emergency Situations

As someone responsible for leading a Princeton study abroad program, you may find yourself facing an emergency involving one or more of the students who are in your care. Students can and do become ill, suffer accidents, fall victim to muggings and assaults, find themselves caught up in potentially violent political situations, and fail to return on time to programs at the end of long weekends.

In the case of an emergency, you should be prepared to be on-call 24 hours a day until the emergency is resolved. Princeton has a contract with International SOS to provide Princeton study abroad faculty and students with around-the-clock assistance for medical, personal, travel, security, and legal problems. For immediate help in any emergency, you should call the International SOS network of multilingual specialists. For more information, see the section on International SOS below.

While it is, of course, impossible to plan for all contingencies involving students abroad, you do need to follow procedures to react in a responsible and level-headed way when emergencies do arise. You need to be prepared to provide—in a consistent and predictable way—for the safety and well-being of the students. You also need to take reasonable and prudent measures to limit the University’s legal liabilities.
Definition of an Emergency

For our purposes, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of program participants. Emergencies may include incidents that are “newsworthy” and reach U.S. news agencies and cause alarm to parents or colleagues.

Emergencies include, though are not confined to, the following:
- Physical assault.
- Disappearance, hostage taking, or kidnapping of a student.
- Robbery.
- Sexual assault or rape.
- Serious illness, physical or emotional.
- Psychological crisis.
- Significant accident and/or injury.
- Hospitalization for any reason or length of time.
- Terrorist threat or attack.
- Local political, natural, or man-made crisis or disaster in the vicinity of students, accommodations, or classrooms that could affect students’ safety or well-being.
- Infectious disease among participants or outbreak of an epidemic.
- Arrest or questioning by the police or other security forces.
- Crimes against a student.
- Crimes committed by a student.
- Death of a student.

Emergencies merit thorough preparation and immediate response. Work with the Office of International Programs in responding to specific incidents.

Emergency/Crisis Protocol

1. Take any necessary steps to secure the immediate physical safety of students and colleagues. In the case of a medical emergency, always ensure that the student is in the care of qualified emergency personnel before taking further steps.

2. In all emergency and urgent situations, International SOS should be contacted before attempts are made to contact the University. International SOS can provide referrals to reputable clinicians in the program area (see section on International SOS below).
   - From the U.S., Canada, Mexico, or Central or South America: +1-215-942-8226
   - From Europe, CIS (Russia and former Soviet Republics), Africa, or the Middle East: +44-20-8762-8008
   - From Asia, Australia, or the Pacific Rim: +65-6338-7800

3. Contact Princeton Public Safety at 609-258-3333. If possible, Public Safety should be contacted within two hours of discovery of a situation. Public Safety will immediately contact the Office of the Vice President for Campus Life. This office will oversee:
a. Contacting staff in the Office of International Programs and sponsoring department/program.
b. Calling students’ emergency contacts.
c. Addressing U.S.-based and non-U.S. based media, as necessary.

4. Notify other on-site staff.

5. Notify student participants and de-brief as needed to keep them calm.

6. Contact host university.

7. Document the situation. Start a journal. Save copies of all e-mails. Take notes on all discussions.

8. Other steps may be necessary but will depend on the situation. Consult the relevant section of this faculty handbook.

Psychological and Psychiatric Emergencies
The following are some examples of student behavior that may indicate psychological and/or psychiatric problems:

- Recurrent disruptive behavior.
- Missing classes, inability to complete work.
- Signs of depression (lethargy, sadness, withdrawal from friends and activities, tendency to isolate self from others).
- Signs of severe anxiety, such as panic attacks.
- Signs of an eating disorder, such as food binging and purging (vomiting), extreme thinness, not eating or eating very little, very frequent and prolonged exercising.
- Self-destructive or self-injurious behavior, such as cutting oneself or threatening self-harm.
- Heavy use of alcohol and/or disruptive behavior while intoxicated.
- Use of illegal drugs.
- Signs of mania, such as rapid speech, racing thoughts, erratic, impulsive behavior, grandiose or unrealistic plans or thoughts.
- Symptoms of possible psychosis, such as paranoia, delusions, hearing voices, or severely disorganized thoughts.

In a situation in which it appears that the student may pose an imminent risk to him or herself or someone else, you must obtain immediate medical care from a hospital or psychiatric facility.

As soon as the student is under medical care, contact Princeton Public Safety at 609-258-3333. Public Safety will notify the appropriate dean in the Office of the Dean of Undergraduate Students (ODUS), who will contact the Office of International Programs (OIP).
If the student appears to pose no imminent risk to himself or anyone else, the program director should gather as much information as possible by speaking with the student and others who may have information about his or her behavior. Unless it then appears that there is no basis whatsoever for concern, the program director must arrange for the student to be evaluated by a qualified psychological or psychiatric clinician, to assess the level of risk the student may pose to him or herself or others, and to evaluate the student’s readiness to remain in the program. Whether or not the director concludes that the student must be evaluated, the director must notify Dean Kanach as soon as possible of the reason for initial concern, and apprise her of the reason(s) for the decision regarding the evaluation.

International SOS can provide referrals to reputable clinicians in the program area (see section on International SOS below).

Before the student is evaluated by the clinician, it will be necessary for him or her to sign a release that authorizes the clinician to share the evaluation results with the program director as well as with any medical staff or administrators at Princeton University who may need access to that information.

✔ See Authorization for Release of Information form in the Appendix.

Thereafter, the program director should inform Dean Nancy Kanach (OIP) and Dean Michael Olin (ODUS) of the student’s condition on a frequent and regular basis and consult with them about the feasibility of the student’s remaining in the program and—if the student does remain in the program—what may be required in terms of the student’s medical treatment and behavior.

If additional guidance is needed regarding a student’s psychological status and/or the appropriate treatment program, the program director can contact Princeton University Counseling and Psychological Services (CPS) at 609-258-3285 (Monday-Friday, 8:45 a.m.-4:45 p.m.). If calling outside of these hours, dial Public Safety at 609-258-3333 and ask for the number of the counselor on call.

*If a student attempts suicide,* or makes a gesture that appears knowingly self-destructive even if not lethal (taking prescription or over-the-counter medication well over the recommended dose, combining medications with alcohol, cutting oneself while under the influence of drugs or alcohol), the student’s participation in the program ordinarily will be terminated once he or she has received necessary medical attention and been stabilized. In such circumstances, the program director should (1) notify Princeton Public Safety at 609-258-3333. Public Safety will notify the appropriate dean in the ODUS. ODUS and OIP will coordinate parental notification and any further support needed at/from Princeton; and (2) contact International SOS directly to discuss arrangements for transporting the student home.

Bear in mind that other students in the program who may have been negatively affected by a student’s worrisome or disruptive behavior may also benefit from attention and counseling.
International SOS

International SOS provides Princeton travelers with worldwide quality health care and emergency assistance services 24 hours a day. International SOS services are designed to help with any medical, personal, travel, security, and legal problems that may arise. Call International SOS at any time to speak with a physician or security specialist about simple or critical matters.

Carry the International SOS membership card with you at all times. It includes the telephone numbers of the three International SOS alarm centers. In the event of an emergency, call one of phone numbers listed on the card. If you do not have a card, you can print one at http://www.internationalsos.com (log in with membership number 11BSGC000022).

To use any of International SOS’s services, contact any alarm center by calling directly, calling collect, or calling the toll-free number. To ensure a prompt response when calling, you should be prepared to provide the following:

- Your name, location, age, sex, and nationality.
- Princeton University’s International SOS membership number: 11BSGC000022.
- The telephone number from which you are calling (in case you are disconnected).
- Your relationship to the Princeton University employee or student (if the person calling is not the employee or student).
- Name, location, and telephone number of the hospital, clinic, or treating doctor

Although members can contact any International SOS alarm center at any time, we recommend that in the event of an emergency, the closest lead alarm center be contacted. Be sure to know a country’s outbound international dialing code and procedures for making a collect call before travel to that country.

<table>
<thead>
<tr>
<th>If calling from:</th>
<th>Call alarm center in:</th>
<th>At this number (call collect):</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. or Canada</td>
<td>Philadelphia, PA</td>
<td>1-800-523-6586 1-215-942-8226</td>
</tr>
<tr>
<td>Mexico, South or Central America</td>
<td>Philadelphia, PA</td>
<td>00-1-215-942-8226</td>
</tr>
<tr>
<td>Europe, CIS (Russia and former Soviet</td>
<td>London</td>
<td>44-20-8762-8008</td>
</tr>
<tr>
<td>Republics), Africa, or the Middle East</td>
<td>Singapore</td>
<td>65-6338-7800</td>
</tr>
<tr>
<td>Asia, Australia, Pacific Rim</td>
<td></td>
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</tr>
</tbody>
</table>

Confidentiality in Emergencies and Crisis Situations

FERPA (sometimes known as the Buckley Amendment) may conflict with the desire of parents and others to receive information about on-site events or activities, although it permits disclosures in the event of a health and safety emergency. Some of these conflicts
can be avoided by having students sign appropriate authorization forms that recognize that program staff will disclose information to their families in case of emergency. If program staff believe that certain information must be disclosed for a health or safety emergency, they should first contact Princeton’s Office of the General Counsel (609-258-2500) for guidance if at all possible. In rare cases when that is not possible—in cases of serious and immediate medical emergency, for example—the best guideline is to act in the way that will be of most benefit to the students.

Remember to document all emergencies thoroughly and to communicate with the Office of International Programs about the situation.

**Sending Students Home**

One or all students may need to return to the U.S. early. You should communicate with students during orientation about the circumstances under which returning home or being sent home may happen and clearly describe grounds for expulsion from the program.

When contemplating evacuation, expulsion, or program cancellation, program directors should consult with Dean Kanach

In consultation with and at the direction of the Office of International Programs and the Office of the Dean of Undergraduate Students, the program director may send individual students home in response to:

- Criminal activity on the part of the individual: arrest, drug use, etc.
- Behavior that endangers the student or others.
- An emotional crisis that greatly affects an individual.
- Serious illness, including psychological illness.
- Inappropriate behavior on the part of the individual: a continuing pattern of culturally inappropriate behavior that does not improve with advising and that endangers the program’s relationship with the local community or behavior that is insensitive to other group members or damaging to the program group’s morale.

The program director, in consultation with and at the direction of the Office of International Programs and the Travel Oversight Group, may cancel the program in response to:

- Death of a program participant or staff member.
- Kidnapping of a program participant or staff member.
- An outbreak of an infectious disease.
- A natural disaster.
- A political or civic emergency.

**Documenting Incidents**

All emergencies should be documented as completely as possible and as soon as possible after they occur.

✔ See Sample Incident Report in the Appendix.
Minor emergencies or incidents may not require implementing the full emergency/crisis protocol, but you must still document them thoroughly. The Office of International Programs should be provided with documentation within 24 hours of any incident. In documenting an incident, make note of the following:

- Date and time of incident.
- Location of incident.
- Names of all students involved.
- Names of all others present.
- How and when you learned of the incident if you were not present.
- Brief description of the incident.
- Brief description of your response to the incident.
- Names and contact information of any physicians, officials, or police involved.
- If a student was injured or ill and received medical attention, a description of the treatment and any recommended aftercare, including the names of medication.
- If a student was incapable of making decisions (about medical treatment, for instance), explain who made those decisions.
- Notes regarding contact with students’ parents and any Princeton University offices.

**Guidelines for Media Inquiries**

Media contact will probably arise from three scenarios:

- Interest in the program’s presence in the local community and activities.
- Interest in the University’s efforts in the region.
- An emergency involving a student or staff member.

The first scenario is a happy one. Enjoy the press that the program receives and do your best to be accurate during the interview. Take charge of the reporter’s presence on the program site by putting together an itinerary and alerting students to the reporter’s presence. Allow students to avoid the public eye if they wish.

The second scenario arises from increasing interest in the University’s international presence and initiatives. The reporter may view you as a spokesperson for administrative policies, but do not hesitate to redirect the interview and focus on the merits of your program. Encourage the reporter to use online resources, if available, to learn about general policies.

The third scenario demands a much more disciplined response. If a program participant is involved in an emergency, among your first actions will be to contact Princeton Public Safety. The string of events that follow from that phone call will include support and guidelines for media inquiries.

If contacted by the media during an emergency or incident and you have not been in contact with Princeton, please use the following statement:
My responsibility is to the students on this program, their families, and Princeton University. I will be happy to discuss this matter with you after I have contacted these parties. Thank you for your understanding.

You may be put in the role of de facto spokesperson. Do not release the names of students or speak on Princeton’s behalf without contacting the Office of Communications, which will provide support and assistance in developing responses to media inquiries.
VII. Post-program Activities

To provide continuity and feedback and make suggestions for future program improvements, returning faculty are expected to submit an end-of-program report to the sponsoring department or program and Dean Kanach. This report should be submitted within one month after return to campus so that the insights, suggestions, and comments can influence the planning for the following year’s program.

Once back on campus, you may want to maintain contact with your students. You might suggest to them some of the following ways to use the interests and skills they gained abroad:

- Develop a student website for the program.
- Share their experiences by speaking at events on campus.
- Participate in the annual Study Abroad Fair.
- Get connected with area studies programs.
- Join international organizations and clubs.
- Continue foreign language study or take courses with an international focus.
- Continue studying the host country by taking related courses, reading international papers, viewing films and videos, writing research papers, etc.
- Think about when and how to return abroad. Students may be interested in
  - participating in study abroad programs during the academic year (http://www.princeton.edu/oip/sap);
  - doing an international internship (http://www.princeton.edu/oip/iip);
  - applying to graduate schools abroad;
  - applying for post-graduate scholarships to study and/or conduct research abroad, such as Fulbright, Marshall, Rhodes, Mitchell, etc. (http://www.princeton.edu/oip/fellowships);
  - participating in postgraduate internships such as Princeton in Asia, Princeton in Latin America, and Princeton in Africa;
  - finding employment possibilities in multinational companies;
  - joining the Peace Corps;
  - applying to serve in the U.S. Department of State;
  - returning to visit host family and friends.
VIII. Useful Contact Information

Note: When calling the U.S. from abroad, dial the international dialing code of the country from which you are calling + 1 + area code + local number.

Communications, Office of ................................................. 609/258-3601
Fax: 609/258-1301
Lauren Ugorji, Assistant Vice President for Communications.......... 609/258-5732
lauren@princeton.edu
Martin Mbugua, Director of Media Relations & University Spokesperson 609/258-5733
mmbugua@princeton.edu
Daniel Day, Director of News & Editorial Services......................... 609/258-9610
dday@princeton.edu

Dean of the Faculty, Office of the ........................................... 609/258-3021
dof@princeton.edu

Dean of Undergraduate Students, Office of the (ODUS)............... 609/258-3055
Fax: 609/258-3831
Kathleen Deignan, Dean of Undergraduate Students ............... 609/258-5431
kdeignan@princeton.edu
Michael Olin, Associate Dean of Undergraduate Students ........... 609/258-3052
molin@princeton.edu
Victoria Jueds, Associate Dean of Undergraduate Students ........ 609/258-3054
vjueds@princeton.edu

Disability Services ............................................................. 609/258-8840
ods@princeton.edu
Eve Woodman Tominey, Director ........................................... 609/258-8840
etominey@princeton.edu

General Counsel ............................................................... 609/258-2500
Fax: 609/258-2502

Health Services (UHS) ......................................................... 609/258-3129
Fax: 609/258-7636
John Kolligian, Executive Director ........................................ 609/258-1430
jkjr@princeton.edu
Peter Johnsen, Director, Medical Services ............................... 609/258-4460
johnsenp@princeton.edu

Princeton University Public Safety is open 24/7. To reach Princeton University in emergencies or after hours, call: 609/258-3333.

44
Calvin Chin, Director, Counseling and Psychological Services…… 609/258-6638
cc23@princeton.edu

International Programs, Office of 609/258-5524
oip@princeton.edu
Fax: 609/258-1019

Nancy Kanach, Senior Associate Dean of the College
Director, Office of International Programs
nkanach@princeton.edu

Mell Bolen, Director, Study Abroad Program
mbolen@princeton.edu

Kenneth Yanes, Assistant Director, Study Abroad Program …… 609-258-0484
kyanes@princeton.edu

International SOS
From the U.S., Canada, Mexico, or Central or South America…… + 1-215-942-8226
(Philadelphia)
From Europe, CIS (Russia and former Soviet Republics),
Africa, or the Middle East……………………………………      + 44-20-8762-8008
(London)
From Asia, Australia, or the Pacific Rim…………………………   + 65-6338-7800
(Singapore)

Public Safety, Department of 609/258-3333
(available 24/7)  609/258-1958
Fax: 609/258-1000

Risk Management 609/258-3046
Fax: 609/258-3448

Megan Adams, Director……………………………………… 609/258-2169
adamsmn@princeton.edu

Honora “Missy” McGinn, Associate Director …………………… 609/258-3349
hmcmginn@Princeton.edu

SHARE (Sexual Harassment/Assault Advising, Resources, and Education) 609/258-3310

Jacqueline Deitch-Stackhouse, Director ……………….……… 609-258-1898
jd3@princeton.edu

Philip Hickey, Prevention Coordinator …………………….…… 609-258-1703
phickey@princeton.edu

After 5 p.m. and on weekends, a SHARE advocate can be reached by calling University Health Services at 609-258-3139 or Public Safety at 609-258-3333.
IX. Acknowledgements

Material in this handbook has been adapted from the following websites and publications:

- Faculty Guide for Short-Term Study Abroad Programs, Office of International Education, Carnegie Mellon University
- Faculty Handbook for Duke Summer Programs, Office of Study Abroad, Duke University
- Faculty Handbook, Office of Study Abroad, Michigan State University
- Program Development Kit for Directors and Designers of International Programs, Office of International Programs, Rice University
- Education Abroad: How to Design a Faculty-Led Program, Education Abroad Office, Washington State University
- Learning Abroad Center (http://www.umabroad.umn.edu), University of Minnesota
X. Appendix: Handbook for Faculty-led Study Abroad Programs

Templates and Forms

- Suggested Acceptance Letter Template
- Sample Letter to Parents
- Unreceipted Record of Expenses
- Sample Student-Faculty Agreement
- Incident Report
- Behavior Contract
- Expulsion Form
- Authorization for Release of Information Form (Princeton University)
- Terms and Conditions of Participation in Princeton University Sponsored International Travel
- Travel Medical Profile and Consent for Care

Princeton Policies

- “Anti-Harassment Policy and Grievance Procedures” (Princeton University)
- Study Abroad Faculty Sexual Assault and Harassment Initial Response (Princeton University)
- Frequently Asked Questions Regarding Allegations of Sexual Misconduct and the University Discipline Process (Princeton University)

Safety-Related Travel Resources

- International SOS Information Sheet and Frequently Asked Questions
Suggested Acceptance Letter Template

Dear X,

Congratulations! We’re very pleased to inform you that you’ve been selected for the [] program, to be held in [] from [] to []. [Include information about any funding that the program is offering the accepted student.]

Students who wish to seek funding to help meet the cost of the program can do so via Princeton’s Student Activities Funding Engine (SAFE), which coordinates the application process for Princeton funding opportunities (see www.princeton.edu/studentfunding). Please note that deadlines for various funding opportunities differ, and some funding opportunities require students to be on financial aid and/or may have additional eligibility requirements. Students on financial aid may also apply for loans through the Office of Financial Aid.

To accept or decline a place in the [] program, you must send an e-mail to [] no later than [date] indicating your decision. Once we receive your e-mail accepting a place in the program, you will be responsible for paying a required nonrefundable $[] deposit that will be charged to your student account. If you are planning to accept a place on the program, please confirm in your e-mail that you have a valid passport. If you do not have a passport, apply for one immediately requesting expedited service. If you are not a U.S. citizen, you should be sure that your home country passport is valid and that you will be able to reenter the U.S. upon conclusion of the program.

As students respond, accepting a place in the program, departments should send a standard response:

Dear X,

We are delighted that you have accepted a place in the [] program. We will charge your student account the non-refundable deposit of $[]. [Note: This is a good opportunity for departments to announce dates for mandatory meetings and pre-departure sessions.]
Sample Letter to Parents

April 2007

Mr. and Mrs. ___________
Address
Address

Dear __________,

We are very excited about the inaugural Princeton Global Summer Seminar in Hanoi for June 17 until July 28, 2007, and are very pleased that <student_name> will participate. This seminar, “America and Vietnam at War: Origins, Implications, and Consequences,” will be an extraordinary immersion in the exotic and historically fascinating culture and history of Vietnam. This letter will provide a brief itinerary and description of the program and inform you of the University's policies and expectations for overseas travel.

The fifteen Princeton students will travel from various parts of the United States, although groups may congregate in New York and possibly San Francisco to travel together. Each student is responsible for making his/her travel arrangements. Students should arrive in Hanoi by Friday, June 15, 2007. Students will be housed at the Bao Khanh Hotel, at 22 Bao Khanh Street, Hoan Kiem District, Hanoi, at the edge of the historic “Thirty-Six Streets,” the original center of Hanoi. Most classes and seminars will be conducted at the Social Sciences and Humanities Faculty, National University of Hanoi, at 336 Nguyen Trai Road, Thanh Xuan, District, Hanoi, Vietnam.

Students will study Vietnamese language for the first five weeks as part of their immersion in Vietnamese culture. From Monday through Thursday, I will conduct one seminar daily starting with the French colonial period, through the American period and, end with the highly promising reconciliation that has taken place in recent years between the U.S. and Vietnam. In parallel, Vietnamese historians, writers, experts, and former high administration officials will conduct seminars discussing roughly the same subject as we will discuss in my seminar to provide diverse perspectives.

There will regularly be field trips in and out of Hanoi on Fridays and occasionally on Saturday. We will travel to the imperial capital of Hue and the ancient, trading capital at Hoi An, and to the spectacularly beautiful Ha Long Bay. We also plan community service including joining a two-day service with the Vietnam Youth Union to work with rural farmers in repairing the dikes for rice paddy. In Hanoi we will visit museums, the Hoa Lo prison museum, the One Legged Pagoda, discuss Buddhism with a monk in a Buddhist Pagoda, hear a discussion by a famous historian at the Van Mieu Confucian Temple, visited by both President Clinton and President Bush during their state visits to Vietnam. We are also tailoring some community service in Hanoi to the interests of the students.

The seminar will end on July 28, allowing students to return home or travel in the region afterward.

We want to share with you information from U.S. Government agencies about political, cultural, and personal security issues relevant for travelers to Vietnam. (Please read the enclosed consular information sheet.) Although we have spent considerable time in planning this trip so that it will be as safe as possible, all travel abroad entails risks and even the most experienced leader cannot prevent all accidents. Please read the enclosed information carefully so that you too will be aware of the factors students have taken into account when considering whether to participate. All students have read this information, are aware that there may be other risks not mentioned in these materials and
assumed any risk that may be involved in their participation. Additional health information has been provided to students the University Health Service’s “international travel” nurse.

From my experience living in Hanoi from 1995-97, opening the U.S. Embassy, and in frequent visits since then, Vietnam is one of the safest, friendliest, most hospitable countries in the world. Americans are treated with warmth, respect, and sought after as friends.

Concerning its responsibilities for students, the University distinguishes between seminar-related and personal activity. We have organized the students' participation in the seminars, accommodations, and field trips, and have taken care to make this as safe and productive an experience as possible for the students. To this end, I will stay in the Trang An Hotel two minutes away from the Bao Khanh, and will be available around the clock for help. We are arranging rental of cell-phones for any student who wishes to have one, whereby they can keep in close touch with each other, me, and be able to contact their families at will. Each room in the Bao Khanh has an internet connection, so that contact can also be maintained through the student's laptop. The individual rooms also all have AC, TV, and mini-fridges.

But it is understood that the students will be on their own, and responsible for their own actions, when not involved in seminar-related activities, and this would involve, for example, evening and weekend activities and anything after the seminar ends July 28. Students have been informed that if a participant does not comply with the expectations set forth in Rights, Rules, Responsibilities -- choosing to taking part in seminar sessions, for example, or exhibiting behavior that is dangerous to the student or others -- appropriate disciplinary action will be taken, and the participant will be sent home immediately.

During the trip, I will contact the PIIRS office and the Office of International Programs regularly and you can leave messages for me or other course participants with PIIRS administrative assistants (609-XXX-XXXX). <student_name> has received a detailed list of addresses and phone numbers and we have enclosed a copy of that for you as well. If you have any questions about the enclosed materials, please contact me by telephone at XXX-XXX-XXXX or e-mail me xxxxx@princeton.edu.

Sincerely,

Faculty Program Director

Enc. Princeton Global Summer Seminar in Hanoi Contact Information
Princeton Global Summer Seminar in Hanoi Contact Information

Getting there:
- Please arrange your own flight and arrive by flights of student’s choice on Friday, June 15, 2007.
- We will arrange transportation for groups of students arriving in close proximity; others should change a little money at the airport, take a metered-taxi for about 200,000 dong ($12) to the Bao Khanh Hotel. If you cannot change money, taxi drivers will accept $12 in US currency.
- Most airlines restrict luggage to two checked bags and one small carry-on, plus a purse or laptop. REMEMBER YOUR PASSPORT AND KEEP IT WITH YOU, NOT IN CHECKED BAGGAGE.

Hotel Address:
Hotel Bao Khanh
22 Bao Khanh Street
Hoan Kiem District
Hanoi, Vietnam
Hotel Telephone: 011 84-4 928 7702~05 (four lines)
Hotel Fax: 011 84-48289819
E-mail: baokhanhhotel@gmail.com

Preferable:
Via e-mail or cell phone directly to student. We will report cell phone numbers to PIIRS for distribution after arrival in Hanoi.

At the Faculty of Social Sciences and Humanities, National University of Hanoi.
Address (letters should be sent to Bao Khanh Hotel)

Ms. Tran Thuy Anh (Call Ms. Anh)
Deputy Director International Cooperation Department
336 Nguyen Trai Road, Thanh Xuan District, Hanoi, Vietnam

Tel (From US) 011 84-48.58.37.98
Fax: (from US) 011 84-48.58.38.21
e-mail: thuyanhrthan@yahoo.com or Mr. Luong Ngoc Vinh (assistant to Ms. Anh)

E-mail addresses:
Please add students’ e-mails:
Desaix Anderson, Seminar Director, desaix@verizon.net

Money
Hanoi has ubiquitous ATMs the best way for getting cash with credit or debit cards.
Unreceipted Record of Expenses

Date of transaction_____________________________________________________

Location of transaction_________________________________________________

Amount in local currency_________________________________________________

Name of vendor or individual paid (if available) _____________________________

Signature of vendor or individual paid (if appropriate) _______________________

Type of expense – Select general category and specific circumstance
  o Service fees and tips (one-time service only)
    ▪ Description of services_________________________________________________
  o Food
    o Street vendor, public market, fair booth or kiosk
    o In-home meal (personally prepared, non-commercial)
    o Vending machine
    o Restaurant
      ▪ Number of people attending___________________________________________
      ▪ Purpose of event_____________________________________________________
  o Lodging
  o Homestay
  o Private, non-profit or charitable organization (church, community center, etc.)
  o Excursion/fieldwork/field trip
  o Local museum or attraction entrance fee (when no ticket or entrance document is issued)
    [Receipts required for pre-booked tours, professional tourism agencies, state museums or attractions that issue entrance tickets]
  o Local (on-site) transportation
  o Private car or van
  o Private, hackney or unlicensed cab
  o Public transportation
    [Receipts required for pre-booked travel, commercial van or bus companies, all flights]
  o Phone/supplies/non-personal miscellaneous
  o Internet café charge
  o Items purchased at kiosk, street vendor, or public market
  o Items purchased from private individual (non-commercial)
    [Receipts required for program cell phone, bank fees, books and equipment, facility charges, rental fees, items purchased at stores with cash registers]
Sample Student-Faculty Agreement

Program Name: _______________________________________________________

I understand that students in this study abroad program must display proper respect and sensitivity to the host culture as well as to student and faculty members of the program.

I understand that personality conflicts can undermine the atmosphere of a study abroad program. Therefore, I agree to display respectful behavior to all members of our group.

I understand that discourteous or uncooperative behavior, cultural insensitivity, conduct that is disrespectful to other individuals, and behavior or conduct that is disruptive and detrimental to the academic success of the program may result in dismissal from the program.

I understand that as a Princeton student participating in a study abroad program, I am expected to abide by the policies spelled out in Rights, Rules, Responsibilities.

I understand that decisions regarding dismissal and inappropriate behavior are the sole discretion of Princeton University and its representatives.

I have had the opportunity to ask questions about this policy, understand its terms, and agree to the terms stated.

Print name ___________________________________________________________

Sign name ___________________________________________________________

Date ________________
Incident Report

Program Name: _______________________________________________________

Name of Person Completing Report: _______________________________________

Please fill out this form as completely and legibly as possible. In the event of any legal action, this form will serve as the official university record of what transpired and what actions were taken by responsible university officials at the scene of the incident and thereafter. Attach any documentary evidence and extra sheets as necessary.

Fax a copy of this report to the Princeton Office of International Programs at 609-258-1019 as soon as possible or e-mail the report to oip@princeton.edu (if the report is particularly sensitive, e-mail it to nkanach@princeton.edu). Submit the complete original report and all supporting materials to the Office of International Programs immediately upon return to the U.S.

Date of Incident: ________________ Location of Incident: _______________________

Time of Incident: ________________ Were you present? _____ Yes _____ No

Name of Princeton participant(s) involved:

Name of other participant(s) involved:

Brief description of what happened:

If you were not a witness, who provided this description? (List all names):

If you were not present, when were you informed?

What actions did you take?

If the participant was transported to a hospital or clinic, please provide the complete name of the facility, its phone and fax numbers, and address:

Names and phone numbers of all physicians who examined or treated the participant:

Dr. ____________________________________ Phone: _____________________
Exact names of any medications prescribed to the students (Keep all packaging/inserts):

Rx: ___________________________ Dose: ___________________________

Rx: ___________________________ Dose: ___________________________

Rx: ___________________________ Dose: ___________________________

Rx: ___________________________ Dose: ___________________________

Was the participant conscious and capable of making informed judgments and his or her medical treatment?  _____ Yes  _____ No

If the participant was not capable of making medical decisions, who made any decisions?

Was any follow-up care recommended?  _____ Yes  _____ No
If yes, what was recommended?

Were the police or legal authorities notified of the incident or present at the scene?  _____ Yes  _____ No If yes, case number: ______________________

If yes, names and phone numbers of responsible legal authorities in charge of the case:

Name: ____________________________________ Title: ______________________
Phone: ____________________________________

Was the U.S. or relevant embassy notified?  _____ Yes  _____ No

If yes, name and number of responsible consular official(s) informed of this incident:

Name: ____________________________________ Title: ______________________
Phone: ___________________________ Date Informed: _______________

Telephone Log (document all contacts):

Dates and times that the faculty director contacted Princeton and/or participant’s emergency contacts:

<table>
<thead>
<tr>
<th>Faculty Initials</th>
<th>Contacted</th>
<th>Date</th>
<th>Time</th>
<th>Discussed</th>
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Attach additional sheets as necessary.
Behavior Contract

Name of Program: ________________________________________________________

I, ____________________________________, failed to abide by the following program
rule/expectation on my Princeton study abroad program:

By signing below, I indicate that I understand that:

1. This requirement is meant to benefit the group and that my behavior is a
disruption to the successful functioning of this academic program.

2. My actions impact the group and that I must keep the group’s interests in mind
when making decisions about my behavior.

3. If a similar infraction of this program’s rules occurs, I will be sent home at my
expense in accordance with Princeton University policy.

I am expected to modify my behavior by (describe behavior change):

Participant Signature: _____________________________ Date: _________________

Faculty/Staff Signature: ____________________________ Date: _________________
Shared Space Living Agreement

Room / Suite #: __________  RCA: ______________________________

This document is to be an agreement between the residents within the living space to ensure that each individual’s rights and the rights of the community are not infringed upon. Listed below are topics that are common causes of misunderstandings between and among individuals who live together. Residents should discuss each topic, clarify expectations surrounding them, and eventually agree to guidelines with which they are all comfortable. All decisions should take into account sleep / study time as a priority.

Establishing open, honest communication and mutually acceptable ground rules early during the semester can help ensure a comfortable living and learning space. Please use this document as a tool to engage in serious consideration / discussion of each of the following topics.

This document should be completed and signed by all residents of the space before the first day of classes. Your RCA will encourage you to revisit this document within two weeks’ time, as you are likely to have increased insight into areas in need of further discussion. If conflicts arise throughout the academic year, ask your RCA to facilitate a room discussion in which you will review, revise and reaffirm this agreement.

1. **Guests / Visitors**: Please discuss how many guests are acceptable on weeknights / weekends. Give consideration to whether they will be permitted to spend the night as well as how roommates should be notified. Please note that “while students are permitted to have guests (including Princeton students staying in a room for which they do not have a housing contract) for short periods of time, extended visits are not permitted” (RRR, 2.2.1. pg. 43).

2. **Noise Level - Study / Sleep Time**: Studying / sleeping have priority over all other activities. Please discuss one another’s sleep habits as well as expectations for the level of noise within the space. Residents should give consideration to the use of television, radio, computers, etc. Please note that “every Princeton dormitory resident has the right to a reasonably quiet environment in which to study and to pursue his or her own interests” (RRR, 2.2.1, pg. 44). Residents should be mindful of their noise level and how it may impact the community.

3. **Alcohol/Parties/Drug Use**: Discuss mutual responsibility and the need for mutual decision making regarding the consumption of alcohol, parties and drug use. Please note that “students at Princeton University are responsible for knowing and abiding by both state and University regulations regarding the consumption of alcohol” (RRR, 2.2.9, pg. 50).
4. **Furnishings / Space**: Please discuss how rooms, beds and desk space will be assigned / arranged as well as how rooms will be decorated. Residents should give consideration to usage of shared items (such as television, MicroFridge, etc.).

5. **Use of Possessions / Personal Items**: Please discuss expectations regarding the use of personal items. What items are permitted to be used by others, in what state should they be left once used, and which items require permission prior to use? Residents should give special consideration to clothes, computers, beds, books, food, etc.

6. **Cleaning of Living Spaces**: Standards of cleanliness should be clearly articulated (some issues to consider include paper, food, and sanitary waste, dirty clothes, dishes, etc.). Please discuss how residents will divide the cleaning chores as well as how often they should be performed. Lastly, give consideration to how concerns will be addressed if standards are not met.

7. **Additional Topics**: It can be useful to discuss delivery of messages, windows / temperature, phone usage, etc. Additionally, consideration should be given to general communication among roommates.

We agree to the guidelines listed in this document. Completing this document is the first step in our commitment to one another to openly communicate and discuss all conflicts as they arise. Additionally, we agree to examine this document as necessary, be open to adjustments, and document any changes.

**Signatures**

1. ___________________________ ___________________________ ___________________________  __/__/__/
2. ___________________________ ___________________________ ___________________________  __/__/__/
3. ___________________________ ___________________________ ___________________________  __/__/__/
4. ___________________________ ___________________________ ___________________________  __/__/__/
5. ___________________________ ___________________________ ___________________________  __/__/__/

**Date**

58
Expulsion Form

Name of Program: _____________________________________________________

___________________________ (Participant’s Name), you have exhibited behavior that requires dismissal from the program.

You have violated rules and/or expectations outlined in the Terms and Conditions you signed as part of the program application and/or the program-specific Student-Faculty Agreement. In those documents, you stated that you would comply with Rights, Rules, Responsibilities and the expectations of Princeton University, the program’s faculty director and/or staff, and any coordinating organization(s).

You have violated one or more rule or expectation on the following occasions (list specific incidents):

You have been clearly reminded of the infraction(s) by the following actions:

Date(s) of Verbal Warning: ________________________________
Date(s) of Written Warning: ________________________________
Date(s) of Meeting: ______________________________________
Date of Behavior Contract: ________________________________
Date of Decision Letter: _________________________________

Due to the nature of your behavior, I, __________________________ (faculty name), have consulted with the Office of International Programs and the Office of the Dean of Undergraduate Students. We have decided to dismiss you from the program. You are expected to return home immediately. Because of the nature of a study abroad program, this decision is final. Your emergency contacts will be notified of your expulsion from this program by ________________________________ (name).

Faculty signature: ________________________________ Date: _____________

I have read and understand this statement.

Participant Signature: ________________________________ Date: _____________
I hereby authorize Princeton University Health Services to use or disclose my health information as described below. I understand that this authorization is voluntary and I may refuse to sign it. I understand that the information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and no longer protected by privacy policies or regulations. (See exceptions below.)

Patient name: ___________________________________________ Date of Birth: __________________
Email: _______________________________________ Phone: _______________________________________

I hereby authorize disclosure of my health information as follows (check all that apply): For some items there is a charge.

☐ Complete medical/health information for all services: History and Physical Exam, Progress Notes, Laboratory Tests; Physician Orders, X-ray Reports, Inpatient Admissions, Physical Therapy.
☐ HIV Test Results Only
☐ Health information related to the following date(s) of service only ____________________________
☐ Immunization health information only
☐ X-ray film copy and reports only ☐ CD of X-ray exam and reports
☐ Most Recent Gynecological exam/health information only
☐ Counseling and Psychological Services/health information, including Alcohol and/or Drug information if applicable. The following information pertaining to my care may be exchanged:
☐ Diagnosis ☐ Course of Treatment ☐ Treatment Recommendations
☐ Other ____________________________

(Disclosure of HIV-related information is controlled by New Jersey law, N.J.S.A. 26:5C. Disclosure of alcohol and drug abuse information is controlled by federal law, 42 C.F.R. Part 2. RECIPIENTS: please note that re-disclosure of either type of information is prohibited without additional written authorization unless otherwise permitted by state or federal law.)

The purpose of this release of information is for:

☐ Transfer of Records/Disclosure of clinical information to another provider for reasons of
☐ Evaluation ☐ Treatment Planning ☐ Continuity of Care
☐ Other ____________________________
☐ Obtain clinical information from another provider
☐ Insurance Claims Information
☐ Personal Use
☐ Other (describe) ____________________________

I hereby authorize my records from ____________________________________________ to be released to: Select [UHS] or [Other Entity] Please enter Other Entity’s Fax # ___________________

Name: ____________________________________________
Address: ____________________________________________
Phone & Fax: ____________________________________________

Expiration (check one)
☐ 90 days from the date on which I, or my legal representative, signs this authorization; or
☐ Other (please specify): ____________________________
Right to Revoke: I understand that I may revoke this authorization at any time by providing written notice to University Health Services. I understand that my revocation will not affect actions taken before receipt of the revocation by University Health Services.

I understand that the University will not condition my treatment, payment, enrollment in a health plan, or eligibility for benefits on my signing this authorization.

SIGNATURE OF PATIENT OF LEGAL REPRESENTATIVE

________________________________________________________      _________________________________

SIGNATURE OF PATIENT OF LEGAL REPRESENTATIVE

Date

PRINTED NAME OF PATIENT

________________________________________________________

PRINTED NAME OF PATIENT

If patient’s legal representative: Printed Name: _________________________________ and

Relationship to patient __________________________________________

________________________________________________________      _________________________________

WITNESS

Date

09/09 Form 008
University-Sponsored International Travel Terms and Conditions

I am a student at Princeton University and will be traveling on a University-sponsored trip.

1. **Fees and Payments**: I understand I am responsible for any tax consequences with respect to the funds received from the University or support organizations.

2. **Travel Request**: I understand that I have an obligation to complete my request in Concur in full. I understand that I must list all of the countries to which I will be traveling; and that, if my plans change, I am required to modify my request in Concur. I agree to email a copy of my travel itinerary to plans@concur.com well in advance of my departure date. I understand that I am required to email to finance@princeton.edu a valid international cell phone number at which I can be reached during my travel abroad.

3. **Immunizations and Health Review**: I certify that I have discussed my travel plans with health care professional(s) and have obtained required immunizations and, if necessary, medication. I understand that it is my personal responsibility to comply with the recommendations of health care professional(s), including but not limited to those relating to immunizations and medication.

4. **Emergency Medical Treatment Profile and Immunizations Record**: As a precaution in the event of a medical emergency occurring during my participation, (a) if traveling with a group, I will provide the trip leader with a sealed envelope containing my medical profile form and an up-to-date copy of my immunization record, or (b) if not traveling with a group, I will keep my medical profile form and an up-to-date copy of my immunization record on my person throughout the duration of my travel. I understand that I may use the yellow international certificate of vaccination form or a PUHS Immunization History form as my immunization record.

5. **Insurance, International SOS Card, and Assistance**: I certify that (a) my health insurance is valid overseas for hospitalizations and other medical care and meets University requirements or (b) I have obtained other or supplementary insurance that covers these costs while abroad to the extent required by the University. I have read the International SOS contact information and benefits on the University’s travel website and have obtained an International SOS card. If I need assistance while traveling, including but not limited to assistance involving medical, security and legal matters, I understand that I should contact International SOS. I understand that for immediate medical assistance, I should seek help from a local hospital, followed by a call to International SOS (the location-specific phone numbers for International SOS can be found on the International SOS card) or Princeton’s Department of Public Safety (00-1-609-258-1000), both of which are available 24/7.

6. **Conduct**: I understand and agree to comply with the laws of the countries in which I will be residing and/or traveling and all applicable academic and disciplinary regulations, including but not limited to Rights, Rules, Responsibilities. I further understand and accept that while participating in an international program, I remain enrolled as a degree candidate at Princeton University and, as such, I remain subject to all of the University’s standards of conduct. I understand that if I do not abide by these laws, regulations, and standards of conduct, I am subject to appropriate disciplinary actions, including but not limited to premature termination of the trip. If that occurs, I will return as soon as possible to the U.S. or my home country at my own expense.
7. **Informed Consent:** I am aware that there are inherent risks associated with travel, study, and/or work in international settings, particularly in developing countries. I understand that situations in these countries, including but not limited to those relating to politics, environmental conditions, culture, customs, legal procedures and health issues, differ from those in my own country and at Princeton University. I understand that some of these situations are unpredictable and may become volatile and/or dangerous, sometimes within a very short period of time. I understand that in some circumstances evacuation may prove difficult, be delayed, or be impossible.

- I understand that there may be health risks associated with travel, including but not limited to those involving water quality, food quality and preparation, standards of hygiene, access to medication, as well as non-modern or inadequate medical treatments and technology.
- I understand that, as a trip participant, I must be able to function independently in a foreign setting, and that if my needs, behaviors, or actions place an undue administrative burden on the trip leader(s) or on-site supervisor(s), my participation in the trip may be terminated and I may be required by the University to return to the U.S. or my home country.
- I understand that there may be risks of transportation, including but not limited to those associated with older or inadequately maintained motor vehicles, poor or rudimentary road conditions, and different driving customs.
- I understand that as a foreign visitor I should avoid situations that have the potential to become volatile or otherwise dangerous, including but not limited to demonstrations, protests, and political events.
- I have read the relevant U.S. Department of State travel advisories, including but not limited to travel warnings, travel alerts, and country-specific advisories, as well as the relevant Consular Information Sheets. I agree to keep informed of these postings, as they may change from time to time.
- I have weighed the difficulties and potential dangers inherent in foreign travel, study, and work, the risks presented to my own health and well being, and my personal desire to further my educational experiences by traveling in foreign countries. I have had the opportunity to ask questions that have been answered to my satisfaction. I acknowledge that there may be additional factors that may not have been brought to my attention.
- I acknowledge the existence of the various risks in foreign travel and have determined they are acceptable. I acknowledge that my participation is voluntary and is not required as part of my education at Princeton.
- In consideration of Princeton University allowing me to participate in the program, I agree to be legally bound by this document and voluntarily assume the risks arising out of my travel in the countries that I will be visiting.

*By certifying acceptance of terms and conditions and submitting a travel request in Concur, I acknowledge that I have read and understood my obligations while traveling on a University-sponsored international trip.*
Princeton University Health Services
******Confidential******

Travel Medical Profile and Consent for Care

Give this form to your trip leader/designated program abroad sponsor in a sealed envelope to be opened in case of emergency. If there is no trip leader/designated sponsor, keep the form on your person in the event that you need to provide a profile for treatment.

Name: ___________________________________ Gender: M / F
Home phone: _____________________________ E-mail __________________________
Address: ___________________________________________________________________

Date of birth: _____________________________ Social Sec. number ______________

In Case of Emergency Notify:
1. Name: ___________________________ Relationship to you: ________________
   Phone: ___________________________ E-mail:_________________________
2. Name: ___________________________ Relationship to you: ________________
   Phone: ___________________________ E-mail:__________________________

Personal Physician:
Name: __________________________________ Phone: __________________________
Address: ___________________________________________________________________

Health Insurance:
Company: _______________________________ Policy #: _________________________
Group #: ________________________________ Phone:___________________________
Address: ___________________________________________________________________

Other Information:
Blood type (if known): ______________________
Known allergies and drug reactions (describe type and severity of reaction):
Current medications (include exact dosage and reason for medication):

Current medical problems or health concerns (list ALL problems whether or not they affect your studies abroad):

Past illness/hospitalizations/surgery (list ALL significant past illnesses and all hospitalizations and surgeries; provide dates):

Have you ever had chicken pox? Y / N

Reminders
• Include an up-to-date copy of your immunization record. Current students can print out their immunization record by going to www.princston/MyUHS. Select “immunizations” and, using the print button on the immunization page, print the immunization record. Students may also contact uhs@princeton.edu and request a PDF of the immunization record be sent to them by e-mail.
• If you have a significant allergy or health problem, obtain and wear a MedicAlert bracelet (1-800-ID ALERT)
• Inform your trip leader of any conditions that will restrict your activity or otherwise affect your ability to participate in this trip
• Make an appointment with the Travel and Immunization Office of University Health Services (258-5357) to update immunizations and obtain travel health advice.

Authorization:
I give permission for this form to be kept on file with the trip leader/program abroad sponsor and to be provided to health care personnel in the event that I require medical care during my time abroad.

In the event that I am unable to give consent to medical care myself, I hereby give to the trip leader/program abroad sponsor or a duly appointed representative to consent to care for me, including medical and surgical treatment and hospitalization if necessary.

For travelers under age 18: I give permission for the trip leader or his/her representative to obtain and consent to care for my son/daughter, including medical and surgical treatment and hospitalization if necessary, in the event that I cannot be reached in an emergency.

Signature: ____________________________________ Date: _____________________

For travelers under 18 years of age:
I give permission for the trip leader or his/her representative to obtain and consent to care for my son/daughter, including medical and surgical treatment and hospitalization if necessary, in the event that I cannot be reached in an emergency.

Signature of parent/guardian: ____________________________ Date: __________

Phone: ______________________________
International SOS Program Benefits

Medical Services

- Emergency evacuation
- Medically-supervised repatriation
- Companion ticket
- Additional travel and accommodation arrangements after medical evacuation
- Repatriation of mortal remains
- Return home of minor children
- Medical monitoring
- Inpatient admission and identification of receiving physician
- Emergency and routine medical advice
- Pre-trip information on travel health issues
- Medical and dental referrals
- Outpatient referrals
- Outpatient case management
- Claims assistance
- Outpatient medical expense guarantee and payment
- Inpatient medical expense guarantee, cost review and payment
- Dispatch of medication and medical supplies

Travel Services

- Legal referrals
- Emergency message transmission
- Translations and interpreters
- Lost document advice
- Ground transportation and accommodation for accompanying family members
- Emergency personal cash advances

International SOS Clinics

- Access to International SOS clinics

Security Services

- Security evacuation assistance
- Online travel security information
- Access to security crisis center
International SOS: Frequently Asked Questions

What is the role of International SOS?
International SOS provides Princeton University travelers and expatriates with worldwide quality health care and emergency assistance services 24 hours a day.

How can International SOS help?
International SOS provides you with peace of mind. One phone call connects you to the International SOS network of multilingual specialists for immediate help in an emergency. International SOS services are designed to help you with medical, personal, travel, security and legal problems when away from home. Call International SOS at any time to speak with a physician or security specialist about simple or critical matters.

How does it work?
Carry the International SOS membership card with you at all times. It includes the telephone numbers of the three major worldwide International SOS Alarm Centers. In the event of an emergency, call one of the emergency phone numbers listed on the card.

What do I need to do to use the program?
In order to utilize any of the medical or travel services listed under Program Benefits, contact any Alarm Center from anywhere in the world by calling directly, calling collect or calling the toll-free number.

To ensure a prompt response when calling, you should be prepared to provide the following:

- Your name, location, age, sex and nationality
- Your International SOS membership number: 11BSGC000022
- The telephone number from which you are calling (in case you are disconnected)
- Your relationship to the Princeton University employee (if the person calling is not the employee)
- Name, location and telephone number of the hospital, clinic or treating doctor (when applicable)

What if I have pre-trip questions about my travel destination?
In addition to calling the Alarm Center for any pre-trip questions you may have, you can access Country Guides from the International SOS website. These comprehensive guides provide both medical and general travel advice, such as information on the standard of health care, how to pay for medical care, the availability of medications, safety of the blood supply, embassy/visa information, dialing code information, cultural etiquette, and financial and voltage/plug information.

Do I need to activate my membership?
No, your membership is already active. Simply carry the card in your wallet at all times while traveling. Whenever you need service, contact one of the emergency phone numbers listed on the back of the card. You do not need to report specific trip dates to International SOS each time you travel.
Are my spouse and children covered under the International SOS program?
Accompanying spouses/life partners and dependents are covered when accompanying the University traveler on University-related programs or business.

What are Email Alerts?
You have the option to sign up for Email Alerts. You can choose to sign up for medical and/or security alerts. Medical alerts are issued when there is an unusual health risk that, in the opinion of the International SOS Medical staff, may negatively impact travelers or expatriates visiting a country. Security alerts are issued when International SOS Security professionals have identified a security risk in a specific country.

What do I do if my card is lost or stolen?
You can print a replacement card by going to the International SOS website.

What if I need a doctor?
The International SOS Worldwide Alarm Centers are listed on the back of your card. Call the International SOS Alarm Center that is nearest to you for a referral to a doctor who speaks your language.

What if I need a lawyer while overseas?
Call the nearest International SOS Worldwide Alarm Center for legal referrals.

What if I need prescription medication?
If you require a prescription that a local physician cannot obtain, or you need to replace lost, stolen or depleted medication, International SOS will, when permissible by local law, send the needed medication to you.

What if I am hospitalized?
Call the nearest International SOS Worldwide Alarm Center. International SOS will immediately take steps to evaluate the care you are receiving and determine what actions must be taken to ensure your safe and speedy recovery.

What if local medical facilities are not adequate?
If you are hospitalized in an area where adequate medical facilities are not available, International SOS will obtain approval from Princeton University to evacuate you to a medical facility capable of providing the required care. A physician supervises evacuations and, when necessary, a medical specialist or nurse will accompany you during the evacuation. An air ambulance will be used when required.

What happens when I am released from the hospital and still need help?
When your condition is stabilized and International SOS has determined that it is medically advisable to bring you home or to a facility near your permanent residence, International SOS will again obtain approval from Princeton University and arrange the repatriation under medical supervision.
Will International SOS pay my medical bills?
If necessary, after approval from Princeton University, International SOS will guarantee and pay all costs associated with your medical care. International SOS will also medically monitor and evaluate your condition and ongoing medical expenses during your hospitalization.

In the event of death…
International SOS will render all assistance possible to obtain clearances and arrange transportation for the return of mortal remains.

What should I do in the event of a security emergency?
Contact International SOS, and a security specialist will assist you.

What is security evacuation assistance and coordination?
The International SOS Security Division will assist you in the event of threatening situations such as civil and/or political unrest, insurrections, revolution or similar situations by providing information, guidance and resources in the event personal safety and security can no longer be assured.

How do I access up-to-the-minute information about security alerts, warnings and the latest situations?
You can visit the International SOS Security Online website.
Study Abroad Faculty Sexual Assault and Harassment Initial Response (as First Responder)

PRINCETON UNIVERSITY

- Ask the reporting person if he or she requires medical attention and, if so, ensure that medical attention is available.

- Inform the alleged victim about the advocacy services provided by SHARE and encourage the alleged victim to contact SHARE.

- Inform the reporting person that he or she may (but is not required to) make a report to you, to Public Safety, or to the Office of the Dean of Undergraduate Students. Make clear to him or her that if a report is made to any of these parties (including you) and if the name of the alleged perpetrator is divulged, disciplinary action may ensue even without the victim’s approval.

- Inform the alleged victim that s/he has the right to file criminal charges, civil charges, and/or University discipline charges, and/or to report the incident confidentially to SHARE, or none of the preceding. Make clear that if criminal or civil charges are filed, the Office of the Dean of Undergraduate Students may be informed of those charges and University disciplinary action may be taken against the alleged perpetrator even without the alleged victim’s approval.

- Inform the alleged victim that if s/he wishes to file criminal charges regarding a sexual assault, collecting evidence is important for future prosecution.

- Advise the alleged victim of the sexual assault resources available in the local area. This may involve contacting a local hospital.

- Advise the alleged victim that he or she may choose any, all, or none of the sexual assault/harassment resources and services.

- Find out what interim measures, if any, may be of assistance to the reporting person pending, or in the absence of, formal resolution of the matter.

- Contact the Office of International Programs to report the matter as soon as possible—even if the participant has opted not to make a report to you—to ensure that all appropriate steps are being taken.
Frequently Asked Questions Regarding Allegations of Sexual Misconduct and the University Discipline Process

1. Who adjudicates allegations of sexual misconduct against students?
The Subcommittee on Sexual Misconduct of the Faculty-Student Committee on Discipline adjudicates charges of sexual misconduct against graduate and undergraduate students when the student charged could, if found responsible, be subject to a suspension, suspension with conditions, a withheld degree, or expulsion. The Subcommittee may consider charges of additional violations that are closely factually related to a charge of sexual misconduct.

Where separation from the University is not a likely outcome, and where clear precedents exist, the Residential College Disciplinary Board may adjudicate charges against undergraduates; associate and assistant deans in the Office of the Dean of Undergraduate Students (ODUS) may assist with the investigation and/or resolution of such cases. Where such cases involve charges against graduate students, the charges are adjudicated by an associate or assistant dean of the Graduate School.

The questions that follow are answered with Subcommittee procedures in mind. For more information about the procedures followed by the Residential College Disciplinary Board, see Rights, Rules, Responsibilities sections 2.5.3 and 2.6.7.

2. What is a “formal disciplinary complaint” of sexual misconduct?
A formal disciplinary complaint is a report made to a University administrator alleging actions on the part of a graduate or undergraduate student that may have violated the University’s policy on sexual misconduct. A formal disciplinary complaint—as opposed to a confidential conversation at the SHARE (Sexual Harassment/Assault Advising, Resources, and Education) office, University Health Services Clinical Services, Counseling & Psychological Services, or with the chaplains at the Office of Religious Life—will trigger an inquiry and may lead to a hearing. A formal complaint may be made in writing or in person.

May I file a criminal complaint against a student?
Yes. You may do so by contacting the Department of Public Safety or local police. SHARE and the Department of Public Safety are available to explain the process to you (e.g., the importance of preserving physical evidence), and to assist you in filing a criminal complaint.

3. Whom do I contact if I am considering filing a formal disciplinary complaint of sexual misconduct?
Anyone considering filing a disciplinary complaint of sexual misconduct is strongly encouraged first to familiarize himself or herself with all of the options available for addressing such a complaint by meeting with the director of SHARE.
A community member who believes that an act of sexual misconduct has occurred is then encouraged, but not obligated, to engage with the disciplinary process by making an appointment with the associate dean in charge of discipline in the Office of the Dean of Undergraduate Students (ODUS; currently Dean Jueds) or the Office of the Dean of the Graduate School (currently Dean Montero). Additional information can be found in RRR sections 2.5 and 2.6, and the University Anti-Harassment and Nondiscrimination policy, which can be found online at www.princeton.edu/diversity/policy/antiharassment.

4. **Is there a “statute of limitations” on filing a complaint of sexual misconduct?**
Princeton’s student disciplinary procedures may be invoked when there is a complaint against a current University student. While there is no “statute of limitations” on filing a complaint against a current student, it is often the case that the sooner an allegation is reported, the more effectively the matter can be investigated.

5. **What will happen if I file a formal disciplinary complaint?**
A dean or independent investigator retained for the purpose will conduct interviews, collect statements, and gather information about the case. (For the sake of convenience, the person inquiring into a particular matter is referred to as the “investigator.”) During the information gathering stage, both the complainant (the person who alleges having been the victim of sexual misconduct) and the respondent (the person who is alleged to have committed sexual misconduct) will be invited to submit written statements, to identify documents that are relevant to the case, and to provide the names of witnesses who should be interviewed.

6. **Who will interview witnesses and collect documentary evidence?**
All interviews and information gathering will be conducted by the investigator. All requests in this regard should be made by the investigator. Both the respondent and the complainant should refrain from contacting potential witnesses, searching for documentary and other information, and discussing the case while it is in progress. This policy helps safeguard the integrity of the information-gathering process and helps prevent the real or perceived experience of pressure, retaliation, or coercion. The investigator will make every effort to obtain information relevant to the charge.

7. **May a respondent or a complainant submit information obtained directly from outside sources, such as expert witnesses?**
The complainant and the respondent should refrain from contacting witnesses directly and from pursuing information that is not material to the charge. If a complainant or respondent wishes the Subcommittee to consider a document that has not been collected by the investigator (e.g., one that purports to be an expert opinion), s/he should provide the investigator with a copy at the earliest opportunity. Decisions about what information will be considered by the Subcommittee rest with the dean of undergraduate students as its chair.

8. **How long will the information-gathering process take?**
The University seeks to conduct disciplinary adjudications with reasonable promptness. The information-gathering process will proceed as quickly as possible, but given the complexity of sexual misconduct cases and our commitment to thoroughness and fairness, the process may take days or weeks.
Once it has been determined that there will be a hearing (see #10), both the complainant and respondent will be given copies of the documents to be considered by the Subcommittee (subject to confidentiality requirements). Having read those documents, both may submit follow-up statements and, where necessary, requests that the investigator pursue additional interviews or additional documents. Such follow-up submissions and requests must follow the timeline set by the investigator so that the matter can proceed expeditiously to a hearing. Late requests and submissions will only be accepted at the discretion of the chair.

9. What happens to the information gathered after a complaint?
When the investigator has concluded his/her inquiries, the complainant will be given the opportunity to hear a summary of the information gathered, and will then be asked whether s/he wants the University to bring charges of sexual misconduct to be heard by the Subcommittee. (In our disciplinary process, the University, not the complainant or any other individual, brings charges against the student alleged to have violated University policy.) The complainant will also be asked whether and to what extent s/he wishes to participate in the hearing, if there is to be one (see below). The complainant’s wishes will factor into the decision about whether the University will charge the respondent with sexual misconduct, as will the available evidence and the seriousness of the alleged conduct.

The decision as to whether the University will charge the respondent with one or more violations of University policy—charges which will be adjudicated in a formal hearing—is made by the chair of the Subcommittee, in consultation with other University officials as appropriate.

If there is to be a hearing, both the complainant and the respondent will be given copies of all documents that will be considered by the Subcommittee (subject to confidentiality requirements).

10. What if the complainant changes his or her mind and decides he or she does not want to proceed to a hearing?
If, having requested that the University bring charges of sexual misconduct to be heard by the Subcommittee, the complainant later decides that s/he does not want a hearing, or decides that if there is a hearing s/he will not participate in it, the chair of the Subcommittee, will decide whether to proceed. The decision will depend on several factors, including the wishes of the complainant, the available evidence, and the seriousness of the alleged conduct.

11. What are the respondent’s rights and opportunities during the hearing?
They are as follows:

- The respondent will receive written notice of the charge(s) to be considered by the Subcommittee, as well as the time, date and place of the hearing.
- The respondent will receive copies of all documents to be considered by the Subcommittee in advance of the hearing.
- The respondent may be accompanied by an adviser, selected from within the current residential University community. A list of University community members who have received training regarding sexual misconduct cases, and who are available to advise
students in such cases, is available at the Office of the Dean of Undergraduate Students and the Office of the Dean of the Graduate School.

- The respondent may be present during the entire hearing. Committee deliberations are not open to the respondent.
- The respondent may make an opening and closing statements at the hearing.
- All witnesses who have submitted written statements will be asked to be available at the hearing; the respondent may question any available witness, including the complainant.
- The respondent may invite one member of the current residential University community to speak to the Subcommittee about the respondent’s character.
- The respondent may submit written character statements.
- The respondent is normally informed of the outcome in person immediately following the hearing, and will receive written confirmation of the decision in the days that follow.

12. What are the complainant’s rights and opportunities during the hearing?
The complainant may choose whether to participate in the hearing or not, and if so, to what extent. That is, the complainant may choose not to participate at all, or may participate as a witness only, or choose to have increased participation by engaging in some or all of the following:

- The complainant may elect to receive written notice of the charge(s) to be considered by the Subcommittee, as well as the time, date and place of the hearing.
- The complainant may elect to receive copies of all documents to be considered by the Subcommittee in advance of the hearing.
- The complainant may elect to be accompanied by an adviser, selected from within the current residential University community. A list of University community members who have received training regarding sexual misconduct cases, and who are available to advise students in such cases, is available at the Office of the Dean of Undergraduate Students and the Office of the Dean of the Graduate School.
- The complainant may elect to be present during the entire hearing. Committee deliberations are not open to the complainant. (The complainant may opt not to be in the presence of the respondent throughout the process; if the complainant decides to exercise this option, when the respondent is present in the hearing room the complainant may participate from a nearby office via an audio-video connection, and when the complainant is present in the hearing room the respondent will use the remote audio-video connection.)
- The complainant may elect to make an opening and closing statements at the hearing.
- All witnesses who have submitted written statements will be asked to be available at the hearing; the complainant may elect to question any available witness, including the respondent.
- The complainant may elect to invite one member of the current residential University community to speak to the Subcommittee about the complainant’s character.
- The complainant may elect to submit written character statements.
- Where disclosure of the outcome is permitted by University policy and applicable law, the complainant may elect to be informed of the outcome in person immediately following the hearing, and will receive written confirmation of the decision in the days that follow.
13. **How does the Subcommittee make decisions?**

At the conclusion of the hearing, both the complainant and the respondent and their respective advisers will be excused, and the Subcommittee will deliberate in closed session.

Subcommittee members first consider the question of whether there is clear and persuasive evidence of conduct that amounts to one or more of the violations of University policy with which the respondent has been charged. This decision is made by majority vote.

If the respondent is found responsible for one or more violations, the Subcommittee will consider the appropriate penalty. If a student is found responsible for a violation of University policy, there will always be a sanction. The Subcommittee has the authority to impose any of the penalties listed at section 1.1.6 of *Rights, Rules, Responsibilities*. At this stage of the Subcommittee’s deliberations, the secretary will disclose whether the student has a previous disciplinary record. The Subcommittee considers relevant precedents, among other factors, and determines the appropriate penalty, again by majority vote.

14. **Will the complainant be informed about the outcome?**

The disclosure of the outcome of a disciplinary case to a person other than the respondent is a question governed by federal law and the University’s confidentiality policy. Generally, the Family Educational Rights and Privacy Act (FERPA) prohibits a University administrator from disclosing student information regarding Student A to Student B, unless Student A first consents to such disclosure. However, there are exceptions to this general rule where a complaint implicates the following types of conduct: harassment involving a protected characteristic (e.g., sex, race, disability, religion); conduct involving forcible or non-forcible sex offense (e.g., sexual assault); and/or a crime of violence (other than a sex offense, e.g., arson, assault, burglary, destruction, damage, or vandalism of property, and robbery). In such cases, the complainant will be notified about the outcome of the complaint, the outcome of any appeal, and the disciplinary sanction imposed upon the respondent when the sanction directly relates to the complainant.

15. **Who can appeal a decision by the Subcommittee on Sexual Misconduct?**

If the respondent is found responsible for one or more violations of University policy, s/he may appeal the decision to a three-person appellate body comprised of the dean of the College, the dean of the Graduate School and the chairman of the Judicial Committee of the CPUC, on one or more of the following grounds: (1) the procedures were not fair and reasonable; (2) substantial relevant information has emerged that was not presented, and reasonably could not have been presented to the Subcommittee; (3) the imposed penalty does not fall within the range of penalties imposed for similar misconduct.

The complainant will be apprised of the status and outcome of an appeal as appropriate. The complainant is not able to file an appeal.

16. **What accommodations may be available to a complainant before, during, or after the disciplinary process?**

The complainant may inquire about the possibility of a Dean’s No-Contact Order (DNCO), a non-disciplinary, administrative measure intended to curtail contact between the complainant and
respondent. The secretary to the Subcommittee or the complainant’s director of student life can assist with a DNCO. In addition, confidential counseling is available at SHARE, Counseling and Psychological Services, University Health Services, or with the chaplains in the Office of Religious Life. The complainant may also inquire with his or her residential college staff about other accommodations that may be available, including housing and/or academic accommodations. The complainant should contact the Department of Public Safety with any questions about safety and security measures or if the complaint believes he or she may have been the victim of a crime.

17. If a student feels his/her Title IX rights have been violated in connection with the disciplinary process, what should s/he do?

The student may file a Title IX grievance with the Vice Provost for Institutional Equity and Diversity.