HANDBOOK FOR
FACULTY-LED
STUDY ABROAD
PROGRAMS
2018-19

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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
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Introduction

Thank you for providing a quality study abroad experience for Princeton undergraduates. We appreciate your initiative, careful planning, and leadership, 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 fulfilling of their undergraduate career. Similarly, faculty report that teaching abroad allows them a different kind of pedagogical 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 also recommend reading the International Travel Handbook, which contains useful general information about preparing for international travel. The handbook is available online and in hard copy in the Office of International Programs (OIP).

The faculty director's role is critical in programs abroad. Your responsibilities range from designing academic content to assisting with logistics to managing risks involved in overseas programs. Planning a study abroad program will require you to go beyond your usual on-campus duties to become 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 who lead 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, University Health Services, Sexual Harassment/Assault Advising Resources and Education Office, 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 Princeton students. Remember that the Office of International Programs staff is available to provide support to faculty program directors; we are happy to help at any point before, during, or after the program.

Office of International Programs
Princeton University
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 families of participants.
- Ensuring that a group travel “Event” request is created in Concur, the University’s travel registration system, 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 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.

Last updated May 2018
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 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. We encourage you to advertise and process applications through Princeton’s Global Programs System. Contact globalps@princeton.edu with questions.

Only active 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 in determining 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 have a safe and productive international experience. This review will occur again in May prior to the end of the semester.

Programs that admit non-Princeton students may still ask all applicants to self-report past disciplinary issues, but references to Princeton should be excluded in these applications. The text could read instead:

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 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 Study Abroad Program staff for student disciplinary and well-being reviews. The lists are processed weekly and it takes approximately 7-10 days to receive full review results. 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 all participants complete or are in possession of the following:

- Valid passport and visa (if applicable).
- Pre-departure orientation for the program on campus
- Review of Health and Safety information in GPS or in the Travel Handbook
- Travel request in Concur, Princeton University’s travel registration system
- Terms and Conditions form

- Registration in the Department of State Smart Traveler Enrollment Program (STEP).
- Princeton University Health Services Medical Profile and Consent for Care form (students can download this form from the University Travel Website). 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 for Care 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 from more details.)
- International SOS (ISOS) registration. All students should print out an ISOS card from Princeton’s ISOS website to have on hand in case of emergency (use Princeton’s membership number 11BSGC000022 to login to the following website and print out the card): https://www.internationalsos.com/
- 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.
- On-site orientation.

Accommodating Students with Disabilities

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) are covered domestically 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 they do not discontinue domestic health insurance coverage during their time abroad, in the event that they may need to be medically evacuated or repatriated in an emergency.
In addition, effective July 1, 2017, Princeton has automatically enrolled all travelers (students, faculty, staff) in Consolidated Health Plans/University Health Plans, a trusted provider for international education programs that will coordinate healthcare services with International SOS directly. A complete Summary of Benefits is available in the Appendix to this Handbook as well as at the following link: 

(Please note that the travel medical insurance contract is renewed every year for the next fiscal year, so the summary of benefits is valid until June 30 of each year. The insurance will be renewed with the same benefits every year, unless otherwise notified.)

Contact Ms. Honora (Missy) McGinn, Assistant Director of Risk Management, regarding Consolidated Health Plans/University Health Plans questions. Missy is the contact with this insurance provider 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.

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 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. 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 visa applications require in-person processing or an interview, in which cases a visa service can help with advice but not the processing itself. The OIP can offer assistance in cases that are not fully covered by VisaCentral’s services. The Office will work with your program to assist with individual student cases that require more research and bureaucratic process. However, because some Princeton programs/departments are more independent than others in managing this aspect of the program planning, it is of the utmost importance that faculty and/or departmental program managers share in this responsibility by alerting OIP to the presence of students with less mainstream situations or nationalities amongst their program participants, so that a coordinated and timely assistance can be provided by OIP in this area.

*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, 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, 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.

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. Please remember to submit your own individual travel request.

**Communication with Families**

Program directors should provide information to participants’ families, including the program brochure and country-specific information from [the U.S. Department of State](#). You may want to create a separate packet of information or letter specifically for families.

- See Sample Letter to Families 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.
• Link to the Terms and Conditions Form.

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 families 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 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 active 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 Karen Krahulik, Senior Associate Dean for International Programs and Experiential Learning or, in her absence, with Gisella Gisolo, Director of Study Abroad, or Francesca Schenker, Assistant Director of Study Abroad, 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 Princeton-run Study Abroad Programs

Budget Worksheet

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 Office of Finance and Treasury 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 funds 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**

*Travel and Expense Credit Cards and Concur*

When you use your Travel and Expense Card, your charges are automatically uploaded to your My Concur page and are ready to be substantiated on an expense report. Using the Princeton Travel and Expense Card reduces manual entries and the need to spend cash out of pocket.

*Receipts for Business & Travel Expenses*

Images of receipts for University credit card transactions greater than or equal to $50 must be attached to the appropriate transactions in Concur. Receipts for transactions less than $50 should only be submitted if specifically required by an outside funder/sponsor. Paper receipts may be destroyed once a legible image is scanned and attached to the appropriate transaction.

A Missing Receipt Affidavit must be completed by the cardholder and attached to any transactions of $50 or greater if the original receipt is unavailable. [Missing Receipt Affidavits](#) must be completed by the cardholder and responsibility for these affidavits may not be delegated.

**Travel & Expense Roles**

You can assign people to assist you with travel booking and expense reporting. You’ll also have an approver who will approve your expense reports.

Here’s an overview of travel and expense roles in Concur:

- **Travel Arranger**: An optional role assigned by the traveler. Can book and manage travel on behalf of the traveler.
- **Expense Delegate**: An optional role assigned by the traveler. Can create expense report on behalf of the traveler.

Last updated May 2018
• **Default Approver:** Individual who reviews expense reports for accuracy and policy compliance. Approves expense reports.

• **Guest Booker:** Can book travel for a non-Princeton guest. Email finance@princeton.edu to request that the guest booking permission be added to your Concur profile.

University credit cards are financial tools used by authorized individuals to enable certain types of payments while performing University business. The University credit card program currently supports two types of credit cards. Departmental Purchasing Cards simplify the purchase of low-dollar goods and services that cannot be readily purchased through the Marketplace or through other contract suppliers. Travel and Expense Cards are the primary way to pay for travel and individual business expenses. All credit card transactions must adhere to University expense policies. Each transaction must be substantiated, assigned appropriate ChartFields and supporting documentation, and submitted for departmental approval and then to the Office of Finance and Treasury in a timely manner.

Concur Travel and Expense is the authorized system for all credit card activity substantiation, report and receipt retention, and approval workflow. New cardholders must complete training that will highlight and supplement the information provided in this document. Failure to use the credit card in compliance with University policy can result in revocation and possible disciplinary action, as well as pay deduction. Fraudulent use of the credit card can result in employment termination, expulsion from school (for students), and criminal charges.

Each program administrator should request a Travel and Expense (T & E) Credit Card for the faculty director of a program, which may have a higher than normal per transaction cap and will have ATM options. The program administrator should notify the T & E Credit Card Program with details about transaction limits and cumulative monthly limits for each card. (A billing cycle runs from the first day of the month to the end of the month.) The program administrator should also ensure that s/he 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.

• 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). Student program participants and other individuals should never be allowed to use the card to make purchases or withdraw cash.

• 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 be contacted immediately if a card is lost or stolen.

• The T & E credit card may carry an ATM option (only available upon request) 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. T&E credit cards now come with chip and PIN technology. Please verify your chip PIN number before use.
- Program administrators may make special arrangements with the Office of Finance and Treasury to postpone the approval of credit card transactions in workflow until program directors return and all receipts are available.

**Other Forms of Payment for Program Expenses**

Where a credit card is not relevant, program directors may access cash in the local currency by withdrawing funds from an ATM, using the T &E 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.

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

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.

**Payments to Foreign Vendors for Services Performed**

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 (US Citizens) or W-8BEN (Non-US Citizens) 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 Honorarium Acceptance Form.

Payments are made in the form of wire transfers. Information about how to payment to foreign suppliers and individuals can be found on the Office of Finance and Treasury website.

**Program Director Personal Expenses**

- The director’s personal expenses (lodging, meals, travel, visa and related costs, and incidentals) should be kept as a separate record 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 covered by a travel advance (formerly called a per diem. A travel advance is only available to faculty who will be abroad for 30 days or more).
• 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.
  • Departments may establish their own per diem rate per program and per country, as long as the rate is at 50% or below of the State Department’s meals and incidentals rate. For international per diem rates, see the State Department website.

• 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.

**Princeton Travel Policies and Forms**

The Office of Finance and Treasury provides 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).

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 a chronic medical condition or are pregnant should make an appointment regardless of destination.
- Review Healthy Travel Tips on the UHS website.

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, LGBTQ, receptivity to public displays of affection, 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.

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- 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.

**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 negatively 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 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 the Associate Dean of Undergraduate Students (Mellisa Thompson) to discuss your concerns.

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, the Senior Associate Dean of Undergraduate Students 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 families) 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
- 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 with 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 the OIT website.
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 misconduct.
- 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 Karen Krahulik or, in her absence, to Gisella Gisolo or Francesca Schenker, without delay, so that the Study Abroad Program can confer with the Office of the Dean of Undergraduate Students and the Title IX Coordinator 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 Karen Krahulik or, in her absence, Gisella Gisolo or Francesca Schenker and the Senior Associate Dean of Undergraduate Students (for misconduct other than sexual misconduct) or Title IX Administrator Regan Crotty (for sexual misconduct) 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, by the Honor Committee, or by the Title IX Administrator. A prompt discussion 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 the Senior Associate Dean of Undergraduate Students.

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 the Senior Associate Dean of Undergraduate Students. 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)

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.

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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 the EthicsPoint website.

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); 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.

Sex Discrimination and Sexual Misconduct
Program directors should review “Anti-Harassment Policy and Complaint 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 sex discrimination and sexual misconduct 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 misconduct, including harassment is reported to you, including the obligation to report the matter by contacting Karen Krahulik or, in her absence, Gisella Gisolo or Francesca Schenker, and Regan Crotty, the Title IX
Administrator. For that reason, if a program participant approaches you about a possible case of sexual misconduct, 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. For more information about faculty and staff reporting obligations with respect to emergencies, sexual misconduct, and other potentially illegal activities, please refer to the University’s Sexual Misconduct website.

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 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).

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 Karen Krahulik or, in her absence, with Gisella Gisolo or Francesca Schenker, to determine whether a solution exists for the situation. If, after consultation, the student still plans to withdraw, 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 Karen Krahulik or, in her absence, to Gisella Gisolo or Francesca Schenker, who will ordinarily contact the student’s family.
As noted 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

Overview

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 the Travel Oversight Group (TOG).

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.

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:

Last updated May 2018
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).
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 to 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.

Last updated May 2018
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 families 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 Associate Director of International Travel and Safety, the International Crisis Management Team, and 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 +1-609-258-3333. If possible, Public Safety should be contacted within two hours of discovery of a situation. Public Safety will
immediately contact the Associate Director of International Travel and Safety. This point person will oversee:

a. Contacting staff in the Office of International Programs, PIIRS or other 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, asking them not to divulge any information to people outside the group.

6. Contact the 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 for more information.

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 Karen Krahulik or, in her absence, Gisella Gisolo or Francesca Schenker, 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 Karen Krahulik or, in her absence, Gisella Gisolo or Francesca Schenker and Dean Mellisa Thompson (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.

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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. You can print a card from the International SOS website (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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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 families 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 the Travel Oversight Group (TOG).

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' families 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.
IMPORTANT NOTE: 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 the Study Abroad Program. 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;
  - doing an international internship;
  - applying to graduate schools abroad;
  - applying for post-graduate scholarships to study and/or conduct research abroad, such as Fulbright, Marshall, Rhodes, Mitchell, etc.;
  - participating in postgraduate internships such as Princeton in Asia, Princeton in Latin America, and Princeton in Africa;
  - entering the annual International Eye Photo Contest;
  - 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

Daniel Day, Assistant Vice President for Communications .......... 609/258-6108
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

Mellisa Thompson, Associate Dean of Undergraduate Students ....... 609/258-3052
mellisat@princeton.edu

Disability Services .............................................................. 609/258-8840
ods@princeton.edu

Liz Erickson, Associate Director ............................................. 609/258-8840
eerickso@princeton.edu

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

Health Services (UHS) ........................................................ 609/258-3129
Fax: 609/258-7636
uhs@princeton.edu

John Kolligian, Executive Director ......................................... 609/258-1430
jkjr@princeton.edu

Jon Fletcher, M.D., Director, Medical Services ......................... 609/258-4460
johnsenp@princeton.edu

Irini Daskalaki, M.D., Global and Community Health Physician ...... 609/258-8627
irinid@princeton.edu

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

Karen Krahulik, Senior Associate Dean for International Programs
  and Experiential Learning.............................................. 609/258-2562
  krahulik@princeton.edu

Gisella Gisolo, Director, Study Abroad Program.......................... 609/258-1010
  ggisolo@princeton.edu

Francesca Schenker, Assistant Director, Study Abroad Program...... 609/258-0727
  fs12@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)

Provost, Office of the
Michele Minter, Vice Provost for Institutional Equity and Diversity... 609/258-6110
  mminter@princeton.edu

Anastasia Vrachnos
Vice Provost for International Affairs and Operations................ 609/258-2560
  atv@princeton.edu

Regan Crotty, Title IX Administrator..................................... 609/258-7411
  rehunt@princeton.edu

Erin Wolf
Associate Director of International Travel and Safety............... 609/258-5215
  e.wolf@princeton.edu 512/663-3246 (cell)

Public Safety, Department of (available 24/7)...................... Emergency number: 609/258-3333
  Non-emergency: 609/258-1000
  Fax: 609/258-1958

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Risk Management .......................................................... 609/258-3046
Fax: 609/258-3448
Megan Adams, Director............................................... 609/258-2169
adamsm@princeton.edu

Honora "Missy" McGinn, Associate Director ....................... 609/258-3349
hmcginn@Princeton.edu

SHARE (Sexual Harassment/Assault Advising, Resources, and Education)* 609/258-3310
Jacqueline Deitch-Stackhouse, Director ............................. 609-258-1898
jd3@princeton.edu

Jean Semelfort, Prevention and Programs Manager.................. 609-258-1703
js100@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. Appendix: Handbook for Faculty-led Study Abroad Programs

Templates and Forms

- Suggested Acceptance Letter Template
- Sample Letter to Families
- 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
Safety-Related Travel Resources

- International SOS Information Sheet and Frequently Asked Questions

Princeton Policies

- “Policy on Discrimination and/or Harassment” (Princeton University)
- Study Abroad Faculty Sexual Assault and Harassment Initial Response (Princeton University)
- Frequently Asked Questions Regarding The Reporting, Handling, and Adjudication of Reports and Complaints of Sexual Discrimination and Sexual Misconduct for Students (Princeton University)
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 Families

May 14, 2014

To: The Family of ______________________

From: Jill Dolan, Annan Professor in English; Professor of Theater in the Lewis Center for the Arts; and Director, Program in Gender and Sexuality Studies
       Stacy Wolf, Professor of Theater in the Lewis Center for the Arts; and Director, Princeton Atelier


We are very pleased to be directing the 2014 Global Seminar “Performing Irishness: Theater and Performance in Modern and Contemporary Ireland” and that ________ will participate. Sponsored by the Princeton Institute for International and Regional Studies (PIIRS) in conjunction with the Office of International Programs, this seminar will offer to the fifteen participating students an unparalleled opportunity to immerse themselves a variety of contemporary theater and performance forms in Ireland. We’re writing to provide a brief itinerary and description of the program and to inform you of Princeton University’s policies and expectations for overseas travel.

The seminar will run from Monday, June 16 to Friday, July 25, 2014, and is offered in cooperation with the National University of Ireland (NUI), Galway. Each of the fifteen participants has been responsible for making her/his travel arrangements to arrive in Galway, via Dublin, by Saturday, June 14, and to depart no sooner than Saturday, July 26. We will have a full record of all the students’ incoming flights to monitor arrivals. The students will be briefed on how to travel safely by bus from the airport in Dublin to their accommodations in Galway, Corrib Village on the NUI campus. We have provided that same information for you below.

Visas are not required for U.S. citizens traveling to Ireland. For non-U.S. citizens, required documentation has been confirmed by Travisa, a well-established visa expeditor, as needed. Students traveling to other countries before or after the seminar are responsible for familiarizing themselves with country-specific requirements and obtaining proper documents on their own.

In this packet, we have provided the seminar syllabus, which outlines the exciting program we’ve designed for your student. For the first four weeks, daily seminars, visits from Ireland-based scholars, and performance-practice workshops will be supplemented by frequent evenings of theatre-going. Students will study performance theory and read contemporary drama that we’ll discuss in the context of Ireland’s political and economic situation from the early 20th century that informs the present. Community service projects with the Blue Teapot Theatre Company (http://www.blueteapot.ie/) and the Galway Youth Theatre (http://www.galwayartscentre.ie/galway-youth-theatre.html) will complement their studies.

We will take two trips outside Galway. From Friday to Sunday, June 20–22, the group will travel
to Cork and the Cork Midsummer Festival, one of Ireland’s leading international multidisciplinary arts festivals. It features local, national, and international events in theater, dance, opera, music, visual arts and outdoor arts. The students will stay at Sheila’s Hostel (http://www.sheilashostel.ie/) in Cork, the contact details for which are at the end of this letter. During the second week of class, the group will travel for the day to the Aran Islands, just off Ireland’s west coast, as part of our investigation of tourism and “performing Ireland.”

Another truly exciting part of the seminar, during its last two weeks (July 14–27), is the Galway Arts Festival, Ireland’s largest international arts festival (http://www.galwayartsfestival.com/). Since its founding in 1978, the festival has grown significantly in both size and reputation. International and Irish artists join forces in more than 250 performances, talks, and exhibitions enjoyed by over 150,000 attendees. The Princeton students will both attend performances and volunteer at the festival. Many of the Irish artists will interact with us in talkbacks and group discussions over those two weeks, enriching the personal nature of the experience.

We also want to share with you information from the U.S. State Department about political, cultural, and personal security issues relevant for travelers to Ireland. Although we have spent considerable time in planning this trip to ensure that it will be as safe as possible, all travel abroad entails risks, and even the most experienced leaders cannot prevent all accidents. Please read the enclosed consular information carefully so that you too will be aware of the factors the students have taken into account when considering their participation. All students should have read this information, attended pre-departure meetings organized by both PIIRS and the Office of International Programs, and should be aware that there may be other risks not mentioned in these materials and be prepared to assume them. Additionally, information on immunizations and on other health matters of significance for travelers has been provided to students via the University Health Center. All of the students are enrolled in a supplemental health insurance plan offered by HTH Worldwide/Geoblue through the University.

Ireland is a safe, friendly, and hospitable country. The students’ time in Galway should be exciting and, on the whole, problem-free. Concerning its responsibility for the students, the University distinguishes between seminar-related and personal activity. We have organized the students’ participation in the seminars, arranged for their accommodations and field trips, and have taken care to make this experience as safe and productive as possible. To this end, our own housing will be very near the campus. Assisted by the onsite coordinator, Ciara O’Dowd, we will be available to provide assistance to all the students whenever they need it.

It is understood, however, that the students will be on their own and responsible for their own actions when they aren’t involved in seminar-related activities, for example, in unrelated evening and weekend activities and anything before June 14 and after departure on July 26. Students have been informed that if a participant does not comply with the expectations set forth in the University’s “Rights, Rules, and Responsibilities”—for example, 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, we will be in contact with the PIIRS office. Messages can be left for us or course
participants with Susan Bindig, associate director of PIIRS, although we would encourage direct communication with your son or daughter whenever possible.

For your information, here is the program contact information:

Jill Dolan  
E-mail: jsdolan@princeton.edu  
Princeton Office Phone: 609-258-5697 (which is accessible from Ireland)  
Cell Phone:  

Stacy Wolf  
E-mail: swolf@princeton.edu  
Princeton Office Phone: 609-258-8407  
Cell Phone:  

Susan Bindig  
Princeton Institute for International and Regional Studies (PIIRS)  
Princeton Office Phone: 609-258-5437  
Princeton Office Fax: 609-258-3988  
E-mail: susanb@princeton.edu  

Again, please refer to the attached information packet and to the seminar website at http://www.princeton.edu/piirs/global-seminars/current-seminars/ireland/ for details about the program. If you have any questions or concerns please feel free to contact us.

Getting There  
Students arrange their own flights to arrive in Dublin (http://www.dublinairport.com/home.aspx) by Saturday, June 14, 2014. Students will then travel via Go Bus to the Galway New Coach Station. The Citylink bus is another possibility, but taking the express rather than the commuter service is essential. Tickets for both buses may be purchased online at a 10% discount before students leave the U.S. at http://www.gobus.ie/index.php (Go Bus) or http://www.citylink.ie/ (Citylink). The roundtrip cost is about €25. From the main Galway New Coach Station, take the complimentary shuttle bus from the Tourist Office to Corrib Village. It runs on the hour from 10:30 a.m. to 7:30 p.m. on Saturdays.

Each student should check with his or her individual airline on restrictions on both checked and carry-on luggage. A student’s passport and visa should never be packed in checked baggage.

Staying In Touch  
Cellphones will allow students to keep in close touch with each other, the faculty, their families, and the PIIRS office. In this packet, we’ve enclosed a sheet with information on cellphone usage outside the U.S. We’re also asking students to download Skype on their laptops.

Cooperating University  
National University of Ireland, Galway  
University Road
Galway, Ireland  
Website: [http://www.nuigalway.ie/](http://www.nuigalway.ie/)

Local Coordinator:  
Ms. Ciara O’Dowd  
E-mail: ciaoradowd@gmail.com

**Student Accommodations**  
**National University of Ireland**  
**Corrib Village**  
Newcastle Road  
Galway, Ireland  
Telephone: 011 353 91 527112  
Fax: 011 353 91 523661  
E-mail: info@corribvillage.com  
Website: [http://www.corribvillage.com/summer/index.html](http://www.corribvillage.com/summer/index.html)

The students will be housed in single rooms in 4-room suites. Amenities are listed on the Corrib Village website. Reservations are from Saturday, June 14, through Friday, July 25 (departing July 26). If a student wishes to arrive in Dublin before June 14 or depart after July 26, they may stay at the NUI accommodations at their own expense (€43/night), provided that reservations have been made in advance through the PIIRS office.

**Cork Midsummer Festival, June 20–22**  
**Sheila’s Hostel**  
4 Belgrave Place  
Wellington Road  
Cork City, Cork, Ireland  
Telephone: 011 353 21 450 5562  
E-mail: info@sheilashostel.ie  
Website: [http://www.sheilashostel.ie/](http://www.sheilashostel.ie/)

**Helpful Links:**  
U.S. Department of State, International Travel  
[http://travel.state.gov/content/passports/english/country/ireland.html](http://travel.state.gov/content/passports/english/country/ireland.html)

The World Factbook: Ireland  

Lonely Planet, Ireland  
[http://www.lonelyplanet.com/ireland](http://www.lonelyplanet.com/ireland)
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 ggisolo@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: ____________________________

Dr. ____________________________ Phone: ____________________________

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Last updated May 2018
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>
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<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
(Print Participant’s Name)
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**

   __ __/__ __/__

   __ __/__ __/__

   __ __/__ __/__

   __ __/__ __/__

   __ __/__ __/__
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: ____________
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.

   o 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.
   
   o 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.
   
   o 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.
   
   o 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.

   o 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.
   
   o 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.

   o 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.

   o 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.**
AUTHORIZATION FOR RELEASE OF STUDENT MEDICAL
OR ATHLETIC MEDICINE INFORMATION

University Health Services
McCosh Health Center, Princeton, NJ 08544
Student Health Ph. 609-258-3141, Fax 609-258-1355
Athletic Medicine Ph. 609-258-3141, Fax 609-258-1355

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

☐ Health information related to the following date(s) of service: __________________________

☐ 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

(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: __________________________

[Name] [Address]

[Phone & Fax]

Expiration (check one)

☐ 90 days from the date on which I, or my legal representative, signs this authorization; or

☐ Less than 90 days (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 OR LEGAL REPRESENTATIVE __________________________ Date __________________________

PRINTED NAME OF PATIENT __________________________ Date __________________________

If patient's legal representative: Printed Name: __________________________ and Relationship to patient: __________________________

WITNESS __________________________ Date __________________________

Princeton University Health Services
*****Confidential*****

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Last updated May 2018
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):

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Last updated May 2018
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 https://myuhs.princeton.edu/osh/. 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: ________________________________

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Last updated May 2018
Policy on Discrimination and/or Harassment
(April 2015)

Princeton University is committed to creating and maintaining an educational, working, and living environment free from discrimination and harassment as described in this policy.

Princeton University’s policy prohibits such discrimination and harassment and applies to everyone in the University community.

When the University becomes aware that a member of the University community may have been subjected to or affected by discriminatory and/or harassing behavior, the University will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate action to stop the discrimination and/or harassment. The course of action taken by the University, including any disciplinary penalty, will depend on the particular facts and circumstances involved.

I. Definitions

Protected characteristics are those personal traits, characteristics and/or beliefs that are defined by applicable law as protected from discrimination and/or harassment. They include race, creed, color, sex, gender identity or expression, age, national origin, ancestry, religion, physical or mental disability, veteran status, marital or domestic partnership status, affectional or sexual orientation and/or other characteristics protected by applicable law.

Discrimination is adverse treatment of an individual based on a protected characteristic, rather than individual merit. Examples of conduct that can constitute discrimination if based on an individual’s protected characteristic include but are not limited to:

Singling out or targeting an individual for different or less favorable treatment (e.g., more severe discipline, lower salary increase) because of their protected characteristic

Failing or refusing to hire or admit an individual because of their protected characteristic

Terminating an individual from employment or an educational program based on their protected characteristic.

Harassment is unwelcome verbal or physical behavior which is directed at a person based on a protected characteristic, when 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. Examples of conduct that can constitute harassment if based on an individual’s protected characteristic include but are not limited to:

- Unwelcome jokes or comments about a legally protected characteristic (e.g., racial or ethnic jokes);
- Disparaging remarks to a person about a legally protected characteristic (e.g., negative or offensive remarks or jokes about a person's religion or religious garments);
• Displaying negative or offensive posters or pictures about a legally protected characteristic;
• Electronic communications, such as e-mail, text messaging and internet use, that violate this Policy.

Retaliation is any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic or University-controlled living environment of an individual; or if they hinder or prevent the individual from effectively carrying out their University responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this policy.

II. Anti-Harassment Policies and Freedom of Speech/Expression
The University’s policies and procedures relating to harassment are not intended to inhibit or restrict free speech or the expression of ideas. The University’s policy on Respect for Others, which can be found in Rights, Rules, Responsibilities, section 1.2.1, states: “Princeton University strives to be an intellectual and residential community in which all members can participate fully and equally, in an atmosphere free from all manifestations of bias and from all forms of discrimination, harassment, exploitation, or intimidation. As an intellectual community, it attaches great value to freedom of expression and vigorous debate, but it also attaches great importance to mutual respect, and it deplores expressions of hatred directed against any individual or group. The University seeks to promote the full inclusion of all members and groups in every aspect of University life.”

III. Options for Addressing Discrimination and/or Harassment
The University encourages everyone to report all incidents of discrimination and/or harassment. When individuals feel that they have been subjected to discrimination and/or harassment or have observed discrimination or harassment of others, they have many options, including consulting with a Confidential Resource or filing a formal complaint. The University recognizes that deciding among these options can be difficult. Individuals are encouraged to seek assistance from a Confidential Resource before deciding how to proceed.

The Director for Institutional Equity in the Office of the Vice Provost for Institutional Equity and Diversity oversees Princeton’s response to concerns of discrimination and/or harassment, and is made aware of all such concerns (unless they are shared only with a Confidential Resource). Please contact the Director for Institutional Equity to discuss any concerns or complaints.

Cheri Burgess, Director for Institutional Equity
Office of the Vice Provost for Institutional Equity and Diversity
204B Nassau Hall
clawson@princeton.edu
609-258-8504

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Last updated May 2018
Confidential Resources

Individuals who serve as Confidential Resources are trained to understand issues of discrimination and/or harassment. Information shared with Confidential Resources (including information about whether an individual has received services) will only be disclosed to other University officials or any other person with the individual’s express written permission, unless there is an imminent threat of serious harm to the individual or to others, or a legal obligation to reveal such information (e.g., if there is suspected abuse or neglect of a minor). Confidential Resources are not authorized to engage in fact-finding or take action on behalf of the University; nor will they maintain formal or detailed records of confidential consultations. If after speaking with a Confidential Resource a member of the campus community does not wish to initiate an internal complaint, the Confidential Resource will take no action. If a member of the campus community does wish to make a complaint, these individuals are knowledgeable about the University’s policies and procedures and will assist in making connections with an appropriate University administrator.

The University’s Ombuds office can provide confidential advice regarding issues of discrimination and/or harassment, and information about options. Please contact the Ombuds Officer to confidentially discuss any concerns or complaints.

Wokie Nwabueze, Ombuds Officer 179 Nassau Street - Suite D Princeton, NJ 08544 609-258-1775 ombuds@princeton.edu

Additional information about confidential resources, anonymous reporting, and other (non-confidential) resources are available.

The University encourages prompt reporting of complaints because late reporting may limit the University’s ability to investigate and respond to conduct. However, the University will respond to late reports in accordance with this Policy.

IV. Complaint reporting, investigation and resolution involving complaints against faculty or staff members

*For any complaint alleging sex or gender discrimination, including sexual misconduct, see Rights, Rules, Responsibilities 1.3, which supersedes this policy.*

1. Complaint Reporting

When an individual seeks the University to take disciplinary action against a faculty or staff member for violating University harassment or discrimination policies, the individual may make a complaint to the Director for Institutional Equity in the Office of Institutional Equity and Diversity (see Section III) or use the complaint form. Alternatively, the individual may make a complaint to the any of the administrators listed below (or may choose to utilize the attached complaint form):

*Director for Institutional Equity in the Office of the Provost
Senior Human Resources Managers or the Executive Director of Client Services in the Office of Human Resources*
Associate Deans in the Office of the Dean of Undergraduate Students
Associate Deans in the Office of the Dean of the Graduate School
Associate Deans of the Faculty in the Office of the Dean of the Faculty
Director for Human Resources in the Princeton Plasma Physics Laboratory

The written complaint should identify the parties involved; describe the harassing or discriminatory behavior, including when and where it occurred; and identify by name or description any witnesses and/or evidence. Written complaints should be treated as confidential and should be provided directly and only to the appropriate designated individual as listed above.

2. Interim Steps
When appropriate, prior to or during the investigation, the University may take reasonable and appropriate interim steps to protect the safety and well-being of members of the University community, maintain the integrity of the investigative and/or resolution process, and deter retaliation.

3. Investigation Process
The purpose of the investigation is to gather facts relating to the incident(s) outlined in the written complaint and to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes discrimination and/or harassment. The internal complaint process allows individuals to submit their complaint to one of many offices, although the requisite fact finding will typically be conducted by the office that has responsibility for the accused. The investigator (or co-investigators, as necessary) will conduct a fact-finding inquiry that may include written statements, interviews and any other sources of evidence the investigator deems appropriate. During the course of the investigation, the investigator may receive counsel from the Provost's Office, the Office of the General Counsel, or other parties as needed.

While the length of an investigation will depend on a variety of factors, including the nature and scope of the allegations, the number of parties and witnesses, and the availability of parties and witnesses, the investigator will seek to conclude the investigation within 45 business days of receipt of the complaint.

Note: Princeton University expects faculty, staff and other members of the University community to cooperate fully in the investigation process. Any faculty or staff member who is the subject of, or potential witness regarding, a discrimination or harassment complaint and refuses to cooperate in an investigation is subject to discipline, up to and including termination of employment.

Note: Adversarial hearings, including confrontation, cross-examination by the parties, and active advocacy by attorneys or other outside advocates, are neither appropriate nor permitted during the investigation process.

4. Complaint Resolution
At the conclusion of the investigation, the investigator will prepare a written report. The report will explain the scope of the investigation and whether any allegations in the complaint were
substantiated. The written report will be submitted to the appropriate Dean (in most instances the Dean of the Faculty) or Vice President (in most instances the Vice President for Human Resources) and to the Provost's Office.

The Dean/VP to whom the report is submitted may accept the report, request to review additional information, including summaries of party/witness statements or other information, or return the report for further investigation. The Dean/VP or their designee will, for both parties involved (the person who filed the written complaint as well as the person whose behavior is being investigated), summarize the findings (see range of findings below).

Finding of "No Violation" of the University's Policy on Discrimination and/or Harassment
If there is a determination that the behavior investigated did not violate this Policy, both parties will be so informed. Neither party may appeal such a finding. If retaliatory behavior occurs after the issuance of this determination, either party may bring a complaint under this Policy.

Finding of "Inappropriate Behavior Not Rising to the Level of a Violation" of the University's Policy on Discrimination and/or Harassment
There may be a determination that the behavior was inappropriate and unprofessional but did not rise to the level of violating this Policy. Such inappropriate behavior may merit discipline, ongoing monitoring, coaching, or other appropriate action. Neither party may appeal such a finding. If retaliatory behavior occurs after the issuance of this determination, either party may bring a complaint under this Policy.

Finding of "Violation" of the University's Policy on Discrimination and/or Harassment
If there is a determination that the behavior did violate this Policy, the Dean/VP, in consultation with the appropriate manager or department head, will determine the appropriate corrective actions to be taken. In addition, where appropriate, the Dean/VP/Provost may implement measures to ensure that the person who filed the complaint is not subjected to further discrimination or harassment, and to remedy the effects of any discrimination or harassment that may have occurred. Remedial steps, at the discretion of the University, may include, but are not limited to, counseling or training, separation of the parties, and/or discipline of the accused, including a written warning, financial penalty, suspension, demotion or termination in accordance with University policy. The process for appealing such a finding is set forth in Section VII below.

The University's ability to discipline an individual who is not an employee or student (such as a vendor or contractor) is limited by the degree of control, if any, the University has over such individual. Nonetheless, the University will seek to take appropriate action in response to violations of this Policy.

V. Complaint Reporting, Investigation and Resolution involving complaints against students

For any complaint alleging sex or gender discrimination, including sexual misconduct, see Rights, Rules, Responsibilities 1.3, which supersedes this policy.
When an individual seeks the University to take disciplinary action against an undergraduate student or a graduate student for violating University harassment or discrimination policies, the individual may make a complaint to the Director for Institutional Equity in the Office of Institutional Equity and Diversity (see Section III) or use the complaint form. Alternately, the individual may make a complaint at the Office of the Dean of the Undergraduate Students (if the respondent is an undergraduate student) or at the Office of the Dean of the Graduate School (if the accused is a graduate student).

If the complaint is one for which separation from the University is not a likely outcome, the Associate Dean or, in the case of a student living in a residential college, the Director of Student Life will investigate, issue findings, and take remedial action as necessary. If the complaint is of a more serious nature, and one for which separation from the University is a possible outcome, all parties and witnesses will be asked to prepare written accounts of the event(s) in question and, if appropriate, the matter will be referred to the Faculty-Student Committee on Discipline. The Committee will: (i) conduct a hearing in accordance with University policies; (ii) decide if University regulations have been violated; (iii) issue written findings; and (iv) determine the penalty (if appropriate).

For further information regarding the student discipline process, including Committee membership, investigation and hearing procedures, penalties, and the rights of individuals involved in the student discipline process, see Rights, Rules, Responsibilities sections 2.5 and 2.6. Individuals should inquire at 308 West College (if the respondent is an undergraduate student) or Clio Hall (if the respondent is a graduate student) for more detailed information regarding the student disciplinary process.

While the length of the process will depend on a variety of factors, including the nature and scope of the allegations, the number of parties and witnesses, and the availability of parties and witnesses, an effort will be made to conclude the process within 45 business days of receipt of the complaint.

**VI. Confidentiality**

Any allegation of discrimination or harassment brought to the attention of the University will be discreetly addressed in some manner. Investigations will be conducted in a confidential manner to the greatest extent possible. However, the investigation of complaints may also require disclosure to the accused individual and to other witnesses for the purpose of gathering pertinent information. In such case, disclosures will be limited to the extent possible.

Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, complainants and respondents are not restricted from discussing and sharing information with others who may support or assist them in presenting their case.

Medical and counseling records are privileged and confidential documents that parties will not be required to disclose.
VII. Appeals

The following are the only appeals available under this Policy.

*For any appeal regarding sex or gender discrimination, including sexual misconduct, see Rights, Rules, Responsibilities 1.3, which supersedes this policy.*

**Faculty members** found to have violated this Policy may, consistent with the *Rules and Procedures of the Faculty*, file a written appeal with the Committee on Conference and Faculty Appeal, provided the appeal involves the “dismissal or the suspension . . . or any question of unfair treatment in relation to the appointment, reappointment, or academic duties or privileges.”

**Academic professionals** found to have violated this Policy may, consistent with the *Rules and Procedures of the Professional Researchers and Specialists* and *Rules and Procedures of the Professional Library Staff*, submit a written request for reconsideration to the Dean of the Faculty on the grounds that: (i) there exists substantial relevant information that was not presented, and reasonably could not have been presented during the investigation, or (ii) the imposed penalty does not fall within the range of penalties imposed for similar misconduct. Appeals concerning dismissal or suspension or procedural unfairness should be submitted to the Committee on Appointments and Advancements for the Professional Researchers and Professional Specialists or the Promotions, Continuing Appointment and Review Committee for Professional Librarians, as appropriate.

**Non-unionized staff members** found to have violated this Policy may file a written request for reconsideration to the Executive Vice President on the grounds that: (i) there exists substantial relevant information that was not presented, and reasonably could not have been presented during the investigation, or (ii) the imposed penalty does not fall within the range of penalties imposed for similar misconduct.

**Unionized staff members** found to have violated this Policy may resort to the grievance procedures provided pursuant to the applicable collective bargaining agreement.

**Students** found to have violated this Policy may, in accordance with the applicable provisions in *Rights, Rules, Responsibilities*, file an appeal of the decision. If the infraction was adjudicated by an associate dean or by the Residential College Disciplinary Board, the student found in violation of University policy may file an appeal to the Dean of Undergraduate Students or to the Dean of the Graduate School on the grounds that (i) there exists substantial relevant information that was not presented, and reasonably could not have been presented; or (ii) the imposed penalty does not fall within the range of penalties imposed for similar misconduct; or (iii) a procedural irregularity occurred in the adjudication of the incident in question.

If the infraction was adjudicated by the Committee on Discipline, the student found in violation of University Policy 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 Council of the Princeton University Community (CPUC) on the grounds that: (i) the procedures have not been fair and reasonable; or (ii) there exists substantial relevant information that was not presented, and reasonably could not have been presented during the
investigation or to the Committee or Subcommittee; or (iii) the imposed penalty does not fall within the range of penalties imposed for similar misconduct. If modifications are made to the decision, the appellate body will consult with the Vice President for Campus Life before issuing its final decision.

VIII. Protection from Retaliation
Any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic or University-controlled living environment of an individual; or if they hinder or prevent the individual from effectively carrying out their University responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this policy.

Prior to the conclusion of an investigation and findings, a complaint of discrimination or harassment does not constitute proof of prohibited conduct. As such, the complaint shall not be taken into account during reappointment, tenure, promotion, merit or other evaluation or review until a determination has been made that the University’s Policy has been violated.

Complaints of retaliation should be reported as violations of this Policy. Retaliatory conduct may result in serious disciplinary sanctions.

IX. Protection from Bad Faith Complaints
It is the responsibility of the University to balance the rights of all parties. Therefore, if the University’s investigation reveals that the complaint is malicious or knowingly false, such charges will be dismissed and the person who filed the complaint may be subject to discipline.

X. Filing a Discrimination and/or Harassment Complaint Externally
In addition to or in the alternative of filing an internal complaint as described above, members of the University community may elect to file a discrimination or harassment complaint with an external body, including a federal or state agency authorized to investigate such claims. The appropriate agency will depend on the status of the complainant and the nature of the complaint, and examples of agencies include: the United States Equal Employment Opportunity Commission; the United States Department of Education, Office for Civil Rights; and the New Jersey Division on Civil Rights.
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.
Princeton University
International Travel Medical Insurance
Summary of Benefits 2017-2018

Eligibility:
Students; Faculty, Staff or Other Employees and their Spouses and Children; Parents and Other Volunteers or Chaperones; Trustees; or Other Persons with a current passport or student visa, who are temporarily traveling or residing outside of their Home Country of regular residence, as part of a School activity or program.

Policy Number: NWT2017086-6
Policy Dates: 7/01/17-6/30/18

Territory Restrictions: The United States including the 50 United States and the District of Columbia and Cuba, unless the specific travel requirements are met as set by the U.S. Government.

Plan Design:

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<thead>
<tr>
<th>All Coverages and Benefits are in U.S. Dollar Amounts:</th>
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<tbody>
<tr>
<td>Accident and Sickness Medical Maximum</td>
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<td>• Physician Office Visits</td>
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<td>• Hospitalizations</td>
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<td>• Diagnostic tests</td>
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<td>• Ambulance Services</td>
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<td>• Prescription Drugs</td>
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<td>• Mental Health</td>
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<td>$250 per person per occurrence</td>
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Frequently Asked Program Questions:

Who do I contact if I need help when I’m overseas?

If you have an emergency call International SOS: 1-215-942-8478

Who do I contact if I have pre-trip medical or security questions?

Travelers should visit their school’s online portal with International SOS to familiarize themselves with the services that International SOS offers travelers while they are abroad.
Please go to www.internationalsos.com and at the prompt for the Members’ website log in and enter your school’s International SOS membership number, **11B5GC000022**.

If you have a pre-trip medical or security related question or emergency while overseas, please call collect to the 24-hour International SOS alarm center in Philadelphia: **1-215-942-8478**

The alarm center is staffed by doctors, logistics coordinators and security experts. International SOS alarm centers can provide medical advice, assistance in your location, or arrange for an evacuation.

**What are some of International SOS services?**

Medical evacuation and repatriation coordination; political and natural disaster evacuation coordination; payment of overseas medical bills; coordination of all benefits with the plan administrator; full coordination with the International SOS credentialed medical provider network worldwide. In addition, transportation to join a hospitalized member, accommodation while visiting a hospitalized member, return of minor children, and return of traveling companion.

**Who do I contact if I have questions about how the international travel medical insurance plan works?**

University Health Plans
1-800-437-6448
Email: info@univhealthplans.com

**Who do I contact if I have questions about a specific claim or a claims payment?**

Consolidated Health Plans
2077 Roosevelt Ave.
Springfield, MA 01104
1-800-633-7867
customerservice@consolidatedhealthplan.com

**Enrollment**

**How do I enroll?**

Travelers eligible for this Plan are automatically and mandatorily enrolled by the University.

**Do I get an ID card?**

You will receive an International SOS membership card, which will include the 24-hour International SOS Alarm Center phone number. You will not receive a separate insurance ID card.
Medical Insurance Plan Benefits

What is covered under the International Travel Medical Insurance Plan?

The plan covers medical expenses, including hospital room and board, inpatient and outpatient surgical procedures, emergency outpatient care, labs and x-rays, inpatient and outpatient mental health, physician office visits and prescription drugs. See policy schedule for a full list of benefits.

Payment will be made as allocated for covered medical expenses incurred due to a covered Accident or Sickness, not to exceed a Maximum Benefit of $500,000 per person per occurrence.

How are prescription drugs covered?

Prescription drugs are covered at 100% of the actual charge.

What if I have a pre-existing condition, am I covered?

Yes, there is no exclusion.

Does this plan have a deductible?

No. Deductible means the dollar amount of Covered Expenses that must be incurred as an out-of-pocket expense by each Insured before payment is made by the claims company.

Claims Processing

If International SOS pays for my medical bills how is International SOS reimbursed?

If International SOS fronts money for medical treatment, the claim will be automatically sent to Consolidated Health Plans and International SOS will get reimbursed directly from Consolidated Health Plans. The student does not need to submit any paperwork.

If I receive a bill for services I received, what should I do?

When outside of the US, you may be asked to pay for the medical care first and then need to seek reimbursement. When you submit claims for reimbursement, you will need to have the itemized bill(s) translated into English, provide proof of payment, and complete a claim form provided by the school.

Consolidated Health Plans
2077 Roosevelt Ave
Springfield, MA 01104
800-633-7867
customerservice@consolidatedhealthplan.com
EXCLUSIONS AND LIMITATIONS
The following exclusions apply to Accidental Death & Dismemberment, Accidental Death & Dismemberment – Common Carrier (Air Only), Sickness Medical Expense and Accident Medical Expense:

Loss caused by or resulting from:
1. war, invasion, acts of foreign enemies, hostilities between nations (whether declared or not), civil war;
2. participation in any military maneuver or training exercise;
3. piloting or learning to pilot or acting as a member of the crew of any aircraft;
4. participation as a professional in athletics;
5. commission or the attempt to commit a criminal act;
6. participating in skydiving; hang-gliding; parachuting; mountaineering; any race; bungee cord jumping; speed contest (speed contest shall not include any of the regatta races); spelunking or caving; heliskiing; extreme skiing. (Note that this exclusion does not apply if the activity is a School Sponsored program.)
7. any non-emergency treatment or surgery, routine physical examinations, hearing aids, eye glasses or contact lenses;
8. pregnancy and childbirth (except for complications of pregnancy) except if hospitalized;
9. curtailment or delayed return for other than covered reasons;
10. traveling for the purpose of securing medical treatment;
11. services not shown as covered;
12. directly or indirectly, the actual, alleged or threatened discharge, dispersal, seepage, migration, escape, release or exposure to any hazardous biological, chemical, nuclear radioactive material, gas, matter or contamination;
13. care or treatment that is not medically necessary;
14. care or treatment for which compensation is payable under Worker’s Compensation Law, any Occupational Disease law; the 4800 Time Benefit plan or similar legislation;
15. Injury or Sickness when traveling against the advice of a Physician;
16. cosmetic surgery except for: reconstructive surgery incidental to or following surgery for trauma, or infection or other covered disease of the part of the body reconstructed, or to treat a congenital malformation of a child;
17. any expenses incurred in the Home Country.

Refer to the policy for Lost Baggage exclusions.
Sex Discrimination, Sexual Misconduct, and Related Misconduct:
Complaints involving Undergraduate and Graduate Students

Frequently Asked Questions

Last updated January 2017

1. How can I learn about the University’s policy for handling matters of sex discrimination, sexual misconduct, and other related conduct?

For general information regarding our policy and procedures related to sex discrimination and sexual misconduct, see http://sexualmisconduct.princeton.edu/. For a copy of the University’s official policy and disciplinary procedures regarding sex discrimination and sexual misconduct, see Rights, Rules, Responsibilities section 1.3 (online at http://www.princeton.edu/pub/rrr/part1/index.xml#comp193). You can also consult the Title IX Coordinator, who serves as the administrator of the policy and procedures. Contact the Title IX Coordinator, Michele Minter, Vice Provost for Institutional Equity and Diversity, 205 Nassau Hall, by calling 609-258-6110, or emailing mminter@princeton.edu.

2. What is sexual misconduct? What is sex discrimination? What other related conduct is prohibited by the University?

Sex discrimination is defined in Rights, Rules, Responsibilities as “adverse treatment of an individual based on sex or gender” that can include “harassing, abusing, or demeaning a targeted individual with conduct designed to adversely impact that individual” on account of sex or gender. Sexual misconduct is a form of sex discrimination, and includes non-consensual sexual penetration (commonly referred to as rape), non-consensual sexual contact (commonly referred to as sexual assault), sexual exploitation, sexual harassment, and sexually inappropriate conduct. Also included in the University’s definition of sex discrimination are other related prohibited behaviors: intimate relationship violence (also known as dating violence or intimate partner violence) as well as domestic violence and/or stalking in the context of intimate relationships. As part of its sex discrimination policy, the University also prohibits retaliation against anyone who files a complaint or report about sex discrimination, or who opposes such conduct.

For more information, see Rights, Rules, Responsibilities section 1.3.3.

3. Can I file a sexual misconduct or sex discrimination complaint with the University against a student?

Yes. If you believe that an undergraduate or graduate student has engaged in sex discrimination, including sexual misconduct or any of the other prohibited conduct defined in section 1.3.3 of Rights, Rules, Responsibilities, you are encouraged to report the matter to the University so that it can be pursued as a disciplinary case.
4. **Whom do I contact if I am considering filing a complaint or report of sexual misconduct or sex discrimination?**

First, you are strongly encouraged to familiarize yourself with all of your options by meeting with Jacqueline Deitch-Stackhouse, Director, Sexual Harassment/Assault, Advising, Resources and Education (SHARE) Office, University Health Services, 217 and 214C McCosh Health Center. Ms. Deitch-Stackhouse can be reached at 609-258-1898 or jd3@princeton.edu. SHARE, along with Counseling & Psychological Services, University Health Services, and the chaplains at the Office of Religious Life, is a Confidential Resource. Information shared with Confidential Resources will not be disclosed to anybody without the individual’s express written permission, unless there is an imminent threat of serious harm.

For more information, see *Rights, Rules, Responsibilities* section 1.3.6 #2.

Next, you are encouraged to invoke the University’s disciplinary process by doing any of the following:

- **Contact the Title IX Coordinator,** Michele Minter, Vice Provost for Institutional Equity and Diversity, 205 Nassau Hall, by calling 609-258-6110, emailing mminter@princeton.edu, or using the sex discrimination and sexual misconduct complaint form.
- Reports may also be made anonymously via the University’s EthicsPoint hotline by calling 866-478-9804 or using the form at [www.princetonuniversity.ethicspoint.com](http://www.princetonuniversity.ethicspoint.com).

Some members of the University community — faculty and staff members who are not Confidential Resources, and Residential College Advisers (RCAs) — are required to report suspected sexual misconduct or sex discrimination violations. For other community members, reporting is encouraged but not required. A complainant may choose not to make a complaint or report in their own case, even if the complainant is a faculty member, staff member, or RCA.

For more information, see *Rights, Rules, Responsibilities* sections 1.3.1 and 1.3.6 #3.

5. **If I report sexual misconduct through a third-party sexual assault reporting system (via an app, for example), is that the same as reporting it to the University directly?**

No. Reporting sexual misconduct through a third party reporting system does not constitute filing a complaint or report of sexual misconduct or sex discrimination, and the University cannot ensure that it will receive or act upon such reports. Accordingly, if you would like the University to act upon your report, you should file a report with the University directly, in any of the ways listed above.

6. **Is there a “statute of limitations” on filing a complaint of sexual misconduct with the University?**

No. You may report a concern at any time. However, you are encouraged to come forward as soon as possible because it is often the case that the sooner an incident is reported, the more effectively it can be investigated. Furthermore, if the alleged perpetrator is no longer a student by the time the report is made, the University may not be able to take disciplinary action against that person, although the University will still endeavor to provide the complainant with support and service, put a stop to any ongoing misconduct, and address the effects of the misconduct.
For more information, see Rights, Rules, Responsibilities section 1.3.8 #3.

7. Will information about alleged sexual misconduct be confidential?

The University will always try to use discretion in order to protect the privacy of individuals who are involved in alleged incidents of sexual misconduct or other types of sex discrimination. Because it has an obligation to try to investigate and address alleged incidents, however, the University cannot guarantee confidentiality. Only information shared with Confidential Resources is protected from disclosure and will not be shared with others.

Once an alleged incident has come to the University’s attention, the Title IX Coordinator may notify residential college staff and other University employees of the existence of the complaint in order to address any concerns. While not bound by confidentiality, these individuals will be discreet and will respect the privacy of those involved in the process.

For more information, see Rights, Rules, Responsibilities sections 1.3.5.

8. What if I want to remain anonymous?

You may make a report without disclosing your name by calling the University’s EthicsPoint hotline at 866-478-9804 or using the form at www.princetonuniversity.ethicspoint.com. Bear in mind that anonymous reporting may limit the University’s ability to conduct an investigation.

If the complainant’s identity is made known to the University, but the complainant asks to remain anonymous during the investigation, the Title IX Coordinator will consider how to proceed. The Title IX Coordinator will take into account the complainant’s wishes, the University’s commitment to provide a non-discriminatory environment, and the respondent’s right to have specific notice of the allegations if the University were to take action that affects the respondent. In such circumstances, the Title IX Coordinator may arrange for limited fact-finding by an investigator to better understand the context of the complaint.

For more information, see Rights, Rules, Responsibilities sections 1.3.5 #5 and 1.3.8 #1.

9. May I file a criminal complaint against a student?

Yes. You may do so by contacting the University’s Department of Public Safety (located on campus at 200 Elm Drive) by calling 609-258-1000. You may also contact the municipal Princeton Police Department by calling 911 or 609-921-2100. 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.

The criminal process is separate and distinct from the University’s disciplinary process. You may invoke one or both processes. If you have filed a complaint with the University, the University’s disciplinary process will proceed whether or not a criminal complaint is also filed, and without regard to the outcome of the criminal process.

For more information, see Rights, Rules, Responsibilities section 1.3.11.
10. What will happen if I file a complaint with the University alleging sex discrimination or sexual misconduct by a student?

First, the Title IX Coordinator will conduct an initial assessment by asking the reporting person and/or the complainant for some basic information. (We use the term "complainant" to describe the person who alleges that they have been a victim of sex discrimination or sexual misconduct or the person who the University believes may have been a victim of sexual misconduct or sex discrimination). Reports may be made directly by complainants, or by third-party reporters. At the end of the initial assessment, the Title IX Coordinator will consider what support or accommodations may be appropriate to preserve the complainant’s educational experience, and the safety of all parties and the broader University community. The Title IX Coordinator will also decide which of the following will happen next:

- A three-person panel may be appointed to investigate the complaint fully.
- The case may be referred to another office for review, if it appears that a University policy other than those listed in section 1.3.3 of Rights, Rules, Responsibilities may have been violated.
- The report or complaint may be dismissed, if the Title IX Coordinator determines that no violation of University policy has been alleged.
- The report or complaint may be dismissed if, after consultation with the complainant about the complainant’s preferences regarding participation, the Title IX Coordinator determines that there will be insufficient information to investigate the matter.

The complainant (or other reporting person) can expect a written confirmation and explanation of what steps will be taken. Click here to see samples of the type of email a complainant might receive at this stage of an investigation.

For more information, see Rights, Rules, Responsibilities section 1.3.10 #2.

11. Who is on the investigative panel?

If the Title IX Coordinator refers a complaint for investigation, she will appoint three people to serve on an investigative panel. The appropriate panel will be determined on a case-by-case basis, but is likely to include: a staff member in the Title IX Coordinator’s office (e.g., Regan Crotty, Title IX Administrator, or Cheri Burgess, Director, Institutional Equity and EEO); an investigator retained by the University for this purpose; and a dean from the office primarily responsible for the respondent (e.g., Senior Associate Dean of Undergraduate Students Victoria Jueds in ODUS if the respondent is an undergraduate student, or Associate Dean Lisa Schreyer in the Office of the Dean of the Graduate School if the respondent is a graduate student). (We use the term “respondent” to describe the person who is alleged to have committed sex discrimination or sexual misconduct.)

For more information, see Rights, Rules, Responsibilities section 1.3.12 #1.

12. What is the investigation process like?

The panel will conduct separate interviews of the complainant, respondent, and any witnesses, and will collect all relevant information. All three panelists will be present during the complainant’s and respondent’s interviews; witnesses may be interviewed by a single panelist or pair of panelists. Both the
complainant and respondent will be given the opportunity to make written statements, put forward the names of witnesses who they believe should be interviewed, and submit documents for consideration.

After such information has been gathered, the panel will prepare a case file of all relevant documents, including all interview summaries, witness statements, and other documents, which will be shared, in redacted form, with both parties and their advisers. Both parties will also receive charge letters, which describe the charges to be adjudicated. Parties should be aware that being charged with a particular violation is not the same thing as being found responsible for that violation. The charge letter will include all of the violations that the available evidence could potentially support. At this stage in an investigation, the panel has not yet deliberated on the matter, and it is not until that time that the panel will assess whether a preponderance of the evidence supports the listed charge(s).

After reviewing the file, each party will have five business days to (1) submit a written response to the panel; (2) inform the panel that they would like to meet again with the panel, (3) request that the panel consider the collection of other information, and/or (4) identify individuals who may possess relevant information and request that such individuals be interviewed. If any additional information is gathered by the panel, it will be shared with both parties. If the panel believes that further response by the parties is necessary for purposes of reaching an outcome, the panel will offer both parties the opportunity to further respond to the materials collected.

Throughout the investigation, parties must follow the timelines set by the panel so that the matter can proceed expeditiously. Absent compelling circumstances, extensions typically will not be provided by the panel.

For more information, see Rights, Rules, Responsibilities section 1.3.12 #1.

13. What is the “expedited process”?

In certain cases, the Title IX Coordinator may offer the parties the option of participating in an expedited process. This will only be offered to the parties in cases where, based on precedents and the respondent's prior disciplinary history, the penalty for the alleged violation will not interrupt the student's academic career. Moreover, in order to enact this process, both parties must agree to the expedited process. The expedited process is identical to the standard procedures described above in all respects, except for the following:

- The expedited process will utilize a two-person investigative panel.
- If a student is found responsible for violating this policy, penalties will be determined by an associate dean of undergraduate students for an undergraduate respondent or by an associate dean of the Graduate School for a graduate student respondent.
- Appeals in which the respondent is an undergraduate student will be reviewed by the dean of undergraduate students, and appeals in which the respondent is a graduate student will be reviewed by an associate dean of the Graduate School.

For more information, see Rights, Rules, Responsibilities section 1.3.12 #4.

14. May I bring an adviser to the interview or other meetings?
The complainant and the respondent may each bring an adviser of their choice (excluding confidential resources) to any interview or meeting connected with the disciplinary process; however, the adviser may not actively participate in interviews. Witnesses may not bring advisers. This list provides names and contact information for Princeton University administrators who have been trained to serves as advisers in Title IX matters.

For more information, see Rights, Rules, Responsibilities section 1.3.11 #1 and section 1.3.6 #2.

15. If I am a party (complainant or respondent), may I discuss the case with other people?

Yes. You are encouraged to seek support from a Confidential Resource and to discuss the case with an adviser of your choosing (who may accompany you to interviews and other related meetings, but may not actively participate in the interview process).

Remember that the investigative panel will interview any witness you would like them to interview, and will collect any information you feel is necessary. It is therefore unnecessary for you to directly contact witnesses yourself. Furthermore, you are discouraged from contacting witnesses directly, because doing so may undermine the integrity of the investigation, and may give rise to the real or perceived experience of retaliation (itself a serious violation of University policy). Instead, provide witness names to the panel and inform them of any question you would like the witness to be asked.

For more information, see Rights, Rules, Responsibilities section 1.3.5 #2.

16. Who decides whether a student violated the policy against sexual misconduct or sex discrimination? How is this decision made?

At the conclusion of the investigation, the three-person panel appointed to investigate the case will determine whether a student has violated the University's policy prohibiting sex discrimination, sexual misconduct, or other related prohibited conduct (i.e., Rights, Rules, Responsibilities section 1.3.3). The respondent will be held responsible if two of the three panelists find that a preponderance of the evidence supports the charge(s). The panel will explain its decision in a final report.

For more information, see Rights, Rules, Responsibilities section 1.3.11 #1.

17. What role does the principle of freedom of expression play in determining whether Sex Discrimination and/or Sexual Harassment have taken place?

Behavior that constitutes Sex Discrimination or Sexual Harassment under the policy is prohibited. There may be other instances, however, in which individuals express disagreeable or offensive ideas or opinions that do not constitute Sex Discrimination or Sexual Harassment, but which are allowable under the principle of freedom of expression. In responding to complaints, the University considers the circumstances and works to assess the balance between eliminating Sex Discrimination or Sexual Harassment while protecting freedom of expression.

The University's Statement on Freedom of Expression, which can be found in Rights, Rules, Responsibilities section 1.1.3, states: "Although the University greatly values civility, and all members of the University community share in the responsibility for maintaining a climate of
mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community. The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. The University may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantive privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the University. In addition, the University may reasonably regulate the time, place and manner of expression to ensure that it does not disrupt the ordinary activities of the University.”

For more information, see Rights, Rules, Responsibilities section 1.1.3.

18. If someone’s speech is deemed offensive or demeaning, but is not subject to discipline because it is protected as freedom of expression, does that mean the University can take no action?

No. The University may take a variety of actions apart from discipline. For example, the University may call the individual in for a meeting with the Title IX Office or a supervisor in order to explain the concern with the speech, expectations for campus interactions, and the impact the speech is having on others. The University also may offer awareness programs and trainings to the campus community, in whole or in part. The University may offer resources and support to those who have been impacted.

19. What if a student may have violated a University policy other than sex discrimination or sexual misconduct?

During the investigation, the panel may learn of other alleged misconduct by the respondent (or another person) that does not meet the definition of sex discrimination, sexual misconduct, or other prohibited conduct under section 1.3.3 of Rights, Rules, Responsibilities. In such situations, the Title IX Coordinator, with the approval of the appropriate disciplinary authority (ODUS for undergraduate students; the Graduate School for graduate students), may direct an investigative panel to investigate and adjudicate such other possible violations. The Title IX Coordinator and the other disciplinary authorities will determine the procedures to be followed on consideration of the nature of the alleged violation(s) and other relevant factors. The standard of evidence applied to each violation will not be altered: the preponderance of the evidence standard will be applied to violations of Sex Discrimination and Sexual Misconduct policy and the clear and persuasive evidence standard will be applied to other disciplinary violations.

The University does not want community members to be deterred from reporting sex discrimination or sexual misconduct out of fear that they will expose themselves or their friends to disciplinary consequences for other misconduct (for example, that alcohol may have been made available to minors, or that a student may have damaged property). In such cases, the panel will confer with the Title IX Coordinator. Depending on relevant facts and circumstances, the Title IX Coordinator may forward evidence of other alleged misconduct to the appropriate disciplinary authority (ODUS for undergraduate students; the Graduate School for graduate students) with the instruction that leniency should be exercised.
For more information, see Rights, Rules, Responsibilities section 1.3.8 #2 and 1.3.10 #7.

20. If the panel finds a student responsible, who determines the penalty and how?

If a majority of the three panelists finds, according to the preponderance of the evidence standard, that University policy has been violated, the panel’s report and case file will be forwarded to Dean of Undergraduate Students Kathleen Deignan and Associate Dean of the Graduate School Cole Crittenden. Deans Deignan and Crittenden will jointly determine the appropriate penalty, considering the seriousness of the misconduct as compared to past cases and the respondent’s previous disciplinary history (if any).

For more information, see Rights, Rules, Responsibilities section 1.3.12 #2.

21. What is the range of possible penalties?

Depending on the seriousness of the misconduct as compared to past cases and the respondent’s previous disciplinary history (if any), Deans Deignan and Crittenden may:

- Issue a Dean’s warning; (A Dean’s warning does not affect a student’s status at the University, nor will it appear on any official record; it is intended to deter any further violations.);
- Place the respondent on disciplinary probation; (Disciplinary probation is a serious admonition that can range upwards from three months in duration, depending on the seriousness of the infraction. Disciplinary probation appears on a student’s permanent record at the University (but not on the transcript) and may be disclosed by the University in response to requests approved by the student or as otherwise legally required. Any subsequent behavioral or academic violation—especially but not exclusively during a student’s probationary period—will be viewed in a very serious light and could result in an appearance before the Committee on Discipline or a Sexual Misconduct Panel, with a possible penalty of involuntary separation from the University.);
- Suspend the respondent; (with or without conditions);
- Withhold a graduating student respondent’s degree; or
- Expel the respondent.

To these penalties, as appropriate, they may add the notation of censure, campus service hours, restrictions on access to resources (usually in the form of a No Contact order), educational programming, or removal from or relocation within University housing.

For more information, see Rights, Rules, Responsibilities section 1.3.16.

22. Who will be informed of the decision? When? How?

Immediately following the resolution of the case, the complainant and respondent will each be informed of the decision in writing. Notification will be made separately but simultaneously.

For more information, see Rights, Rules, Responsibilities section 1.3.12 #2.

23. Who can appeal the decision? How does the appeal process work?
Both the complainant and the respondent are entitled to participate equally in the appeal process. Inquiries and written appeals must be submitted to Dr. Ann Halliday, the associate secretary of the University (halliday@princeton.edu or 609-258-3151) within one week from the date the parties are notified of the decision. Parties interested in appealing are encouraged to consult with Dr. Halliday as soon as they are aware that they may appeal. Dr. Halliday will coordinate the appeal process, including the gathering of information as necessary, and will notify both parties in writing following the resolution of the appeal. All communications with the appeal panel should be made through Dr. Halliday.

The appellate body has the following five members: the dean of the college, the dean of the Graduate School, the vice president for campus life, the chair of the Judicial Committee of the Council of the Princeton University Community, and another faculty member appointed by the president. Appeals are heard by an appeal panel consisting of three members of the appellate body. Grounds for appeal are as follows: (1) there is substantial relevant information that was not presented and reasonably could not have been presented during the investigation, and such information might have materially impacted the panel’s finding on responsibility; (2) there was procedural unfairness during the disciplinary process and such unfairness materially impacted the panel’s finding on responsibility; or (3) the imposed penalty does not fall within the range of penalties imposed for similar misconduct.

For more information, see Rights, Rules, Responsibilities section 1.3.12 #3.

24. How long will the whole disciplinary process take?

Every effort will be made to complete the investigation, adjudication, and (as necessary) sanctioning within 60 calendar days after receipt of the complaint or report. To this end, the panel will set reasonable deadlines for such things as the complainant’s and respondent’s written responses. In unusual circumstances, certain investigations may prove so complex that more than 60 calendar days will be required. Moreover, the panel will seek to comply with requests by external law enforcement officers.

Every effort will be made to resolve appeals within 20 calendar days from receipt of all relevant documents from the parties.

For more information, see Rights, Rules, Responsibilities section 1.3.10 #3.

25. What if the complainant or respondent is a third party?

Third parties (parties who are not current Princeton University students, faculty, or staff members) are both protected by and subject to the University’s policy on Sex Discrimination and Sexual Misconduct. As in all cases, in conducting an initial assessment of complaints involving third parties, the Title IX Coordinator will consider whether pursuing an investigation will further preserve the complainant’s educational experience, the safety of all parties, and the broader University community.

If a third party complaint wishes to make a complaint or report of a violation of this policy committed by a student, they should contact the Title IX Coordinator. Such complainants will be bound by the terms of the policy, including making themselves available for meetings with University officials and meeting deadlines set by the panel. Both third party complainants and third party respondents will be required to abide by Family Educational Rights and Privacy Act (FERPA), which prohibits improper disclosure or redisclosure of confidential student information.
For more information, see Rights, Rules, Responsibilities section 1.3.2.

26. What if a complaint is made during summer break?

The disciplinary process will proceed even if the University is not in session and students are not on campus. The panelists will work with both parties to ensure as timely a resolution as possible, while recognizing that in-person interviews are preferable wherever possible.

For more information, see Rights, Rules, Responsibilities section 1.3.10 #3.

27. The alleged sexual misconduct involves a member of the University community but occurred off campus. Can the University take action?

It depends on the facts of the individual situation. The University regulates student conduct that occurs on campus and in the local vicinity. All actions by a member of the University community that involve the use of the University’s computing and network resources from a remote location are considered to be on campus. In addition, actions by a member of the University community occurring in a University-sponsored program or activity, such as travel, research, or internship programs, are considered to be on campus.

For more information, see Rights, Rules, Responsibilities section 1.3.2.

28. Are the Prospect Avenue Eating Clubs considered to be off-campus?

The Prospect Avenue Eating Clubs are deemed to be in the local vicinity, and, therefore, the University regulates student conduct at the Eating Clubs. As stated in Rights, Rules, Responsibilities section 2.2.11: “Standards of behavior by University students in the independent Prospect Avenue clubs are to conform with established standards in the University as a whole. In particular, club members are to act with considerate regard for the rights, privileges, and sensibilities of others. It is expected that they will show due consideration for the property of their fellow members and guests, as well as for the property of the club itself. Physical violence, intimidation of others, or offensive and disorderly behavior will not be tolerated in any club or on the walks and streets outside clubs. It is also the immediate obligation of those in the presence of a severely intoxicated person to contact appropriate University or local medical or safety personnel (see section 2.2.9). University policy in cases in which misconduct is alleged to have taken place in the clubs is governed by the provisions set forth concerning off-campus activities (see section 1.4.2).”

For more information, see Rights, Rules, Responsibilities section 2.2.11.

29. Can the University address the overall climate or environment within a Club?

The Eating Clubs are private, nonprofit corporations with their own governing bodies, funded and operated by students and alumni; they are independent from the University. As such, the University does not operate or control the Eating Clubs. The University does make available to the Eating Clubs a variety of services and programs, including training by the SHARE office and the Department of Public Safety. If the University becomes aware of concerns regarding the possibility of a hostile environment in
an Eating Club, the University will review those concerns to the extent it is able, and will relay those concerns to the Club’s governing body.

30. I believe that I have been harassed and/or discriminated against due to my gender identity. Does this process apply?

Yes. Title IX prohibits discrimination on the basis of sex or gender, which includes gender identity or gender expression. If you believe that you (or another undergraduate or graduate student) have been discriminated against or harassed due to your gender identity or gender expression, you are encouraged to report the matter to the University so that it can be pursued as a disciplinary case. In addition, you are encouraged to seek support from the Lesbian, Gay, Bisexual, and Transgender (LGBT) Center, 246 Frist Campus Center, 609-258-1353, lgbt@princeton.edu (which is a non-confidential resource) or the SHARE office.

For more information, see Rights, Rules, Responsibilities section 1.3.3.

31. I believe that I have been harassed and/or discriminated against due to my sexual orientation. Does this process apply?

The Policy on Sex Discrimination and Sexual Misconduct (described in these FAQs) does not apply to matters involving harassment or discrimination due to sexual orientation. However, the University prohibits such conduct under the Policy on Discrimination and/or Harassment and has numerous resources to support students who have had this experience. Resources and options are described at http://inclusive.princeton.edu/report, and FAQs can be found at http://inclusive.princeton.edu/policies/discrimination/faqs. In addition, you are encouraged to seek support from the Lesbian, Gay, Bisexual, and Transgender (LGBT) Center, 246 Frist Campus Center, 609-258-1353, lgbt@princeton.edu (which is a non-confidential resource).

32. What if a complainant changes their mind and decides they do not want the matter investigated or adjudicated?

If the complainant wants the University’s investigation or adjudication to stop, the complainant should convey this request to the Title IX Coordinator. The Title IX Coordinator will consider the complainant’s concerns, whether the complainant’s educational experience can be preserved absent an investigation, the best interests of the campus community, fairness to all individuals involved, and the University’s obligations under Title IX. Generally, the University has an obligation to investigate and adjudicate all alleged acts of sex discrimination, sexual misconduct, and related prohibited behaviors, provided that the University has sufficient information to investigate the matter absent the complainant’s participation. The Title IX Coordinator may ask the panel to proceed with the investigation/adjudication even if the complainant would prefer otherwise.

For more information, see Rights, Rules, Responsibilities section 1.3.10 #1.

33. What are the complainant’s rights and opportunities throughout the process?

They include the following:

- Complainants will receive written notice of the charge(s) to be considered by the panel;
• Complainants will receive copies of all documents to be considered by the panel before the panel makes a decision;
• Complainants may be accompanied to any interview or related meeting by an adviser of their choosing (the adviser may not actively participate in the interview process);
• Complainants may submit written statements;
• Complainants may put forward witness names and may ask that the panel consider interviewing such witnesses;
• Complainants will be informed in writing of the outcome of the case;
• Complainants may fully participate in any appeal of the decision.

For more information, see Rights, Rules, Responsibilities section 1.3.

34. What are the respondent’s rights and opportunities throughout the process?

They include the following:

• Respondents will receive written notice of the charge(s) to be considered by the panel;
• Respondents will receive copies of all documents to be considered by the panel before the panel makes a decision;
• Respondents may be accompanied to any interview or related meeting by an adviser of their choosing (the adviser may not actively participate in the interview process);
• Respondents may submit written statements;
• Respondents may put forward witness names and may ask that the panel consider interviewing such witnesses;
• Respondents will be informed in writing of the outcome of the case;
• Respondents may fully participate in any appeal of the decision.

For more information, see Rights, Rules, Responsibilities section 1.3.

35. What resources and accommodations may be available to a complainant?

The Title IX Coordinator is available to discuss resources and accommodations that may be helpful to the complainant during the disciplinary process. The complainant is strongly advised to work with Confidential Resources, for example, SHARE, Counseling and Psychological Services, University Health Services, or the chaplains in the Office of Religious Life. Requests for accommodations may be coordinated by an undergraduate complainant’s director of student life (DSL) or by a dean at the Graduate School if the complainant is a graduate student. The complainant may inquire about the possibility of a No Communication Order and/or a No Contact Order, non-disciplinary, administrative measures intended to curtail communications and/or contact between the complainant and respondent. For more information regarding these Orders, see Frequently Asked Questions regarding No Communication Orders and No Contact Orders. The complainant may also inquire 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 they may have been the victim of a crime.

For more information, see Rights, Rules, Responsibilities section 1.3.6 and 1.3.9.

36. What resources and accommodations may be available to a respondent?
The Title IX Coordinator is available to discuss resources and accommodations that may be helpful to the respondent during the disciplinary process. The respondent is strongly advised to work with Confidential Resources, for example, Counseling and Psychological Services, University Health Services, or the chaplains in the Office of Religious Life. Requests for accommodations may be coordinated by an undergraduate respondent’s director of student life (DSL) or by a dean at the Graduate School if the respondent is a graduate student. The respondent may inquire about the possibility of a No Communication Order and/or a No Contact Order, non-disciplinary, administrative measures intended to curtail communications and/or contact between the complainant and respondent. For more information regarding these Orders, see Frequently Asked Questions regarding No Communication Orders and No Contact Orders. The respondent may also inquire about other accommodations that may be available, including housing and/or academic accommodations. The respondent should contact the Department of Public Safety with any questions about safety and security measures or if the respondent believes they may have been the victim of a crime.

For more information, see Rights, Rules, Responsibilities sections 1.3.6 and 1.3.9.

37. What resources are available on campus for those affected by sexual misconduct?

Emergency Resources and Law Enforcement:

Emergency medical assistance and campus safety/law enforcement assistance are available both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that poses a threat to safety or physical well-being or following a potential criminal offense. For more information about filing a criminal complaint, see section 1.3.11.

Princeton Municipal Police
911 or 609-921-2100

Princeton University Department of Public Safety
609-258-1000

Confidential Resources:

Information shared with Confidential Resources (including information about whether an individual has received services) will only be disclosed to the Title IX Coordinator or any other person with the individual's express written permission, unless there is an imminent threat of serious harm to the individual or to others, or a legal obligation to reveal such information (e.g., if there is suspected abuse or neglect of a minor). For more information about confidentiality and Confidential Resources, see section 1.3.5.

The University's Sexual Harassment/Assault Advising, Resources, and Education (SHARE) office is a Confidential Resource offering support and advocacy services. Individuals are encouraged to access support services and learn about their options by contacting SHARE. The SHARE office may provide individuals with a Resource Overview and Selection document, which contains information about the
services that are available to assist individuals. SHARE advocates can provide in-depth explanations about the services and options available, and the roles and reporting obligations of other offices listed in the Resource Overview and Selection form, ensuring individuals have a clear understanding and can make informed decisions that best meet the individual’s needs.

Campus Confidential Resources include:

**SHARE Office**
217 McCosh Health Center
Washington Road, Princeton, NJ 08544
609-258-3310
share@princeton.edu

**University Health Services Counseling Center**
McCosh Health Center, Third Floor
609-258-3141 (business hours)
609-258-3139 (urgent care after hours)

**Ombuds Office**
179 Nassau Street - Suite D
Princeton, NJ 08544
609-258-1775
ombuds@princeton.edu

**Office of Religious Life chaplains**
Murray-Dodge Hall
Princeton, NJ 08544
609-258-3047
orl@princeton.edu

**Carebridge (Faculty & Staff Assistance Program)**
800-437-0911
clientservice@carebridge.com
https://www.princeton.edu/hr/benefits/worklife/carebridge/
On initial visit to the site, please enter the Princeton client code TW8AE to access the Carebridge Library.

**EthicsPoint Anonymous Hotline**

Any individual may make an anonymous report concerning a violation of this policy through the University’s EthicsPoint hotline, an independent reporting service. An EthicsPoint report can be made without disclosing the reporting person’s own name, identifying the respondent, or requesting any action. Depending on the level of information available, anonymous reporting may adversely affect the
University's ability to respond or take further action. EthicsPoint is not a Confidential Resource and making a report to EthicsPoint may result in a University investigation.

EthicsPoint Hotline
866-478-9804
ww.princetonuniversity.ethicspoint.com

Other Available Resources

Any individual may also access resources located in the local community. These organizations can provide crisis intervention services, counseling, medical attention and assistance in dealing with the criminal justice system. If accessing these resources, individuals are encouraged to clarify whether the resources are confidential.

Mercer County Sexual Assault Response Team (SART)

Evidence collection and preventative medicine
Can be activated by contacting:

- Womanspace: 609-394-9000
- Princeton Municipal Police: 609-921-2100 (calls will likely result in police involvement)
- Princeton University Department of Public Safety: 609-258-1000 (calls will likely result in police involvement)

Or going to an emergency room:

- University Medical Center of Princeton at Plainsboro
- Capital Health Medical Center in Hopewell
- Robert Wood Johnson University Hospital

Womanspace, Inc.
Services for domestic and sexual violence victims/survivors of all genders
609-394-9000 (24-hour hotline) /609-394-0136 (office)
1530 Brunswick Avenue, Lawrenceville, New Jersey 08648
Monday-Friday, 9:00 a.m. - 5:00 p.m. (walk-in hours)