

## Conduct

**Student behavior abroad is governed by:**

- ISU Student Conduct Code
- ISU Study Abroad Conduct Code
- Host institution's conduct code
- Host country's laws

### Study Abroad Conduct Code

An Iowa State University (ISU) study abroad program provides the student involved with an opportunity to pursue academic study for credit outside the United States. Students are expected to take advantage of the cultural opportunities involved and are responsible for their behavior during the program. The Study Abroad Center (SAC) has developed the following Study Abroad Conduct Code that all students are required to follow while studying abroad:

#### Student Conduct and Disciplinary Procedure, General

A student participating in an ISU study abroad program assumes a dual status as an ISU student and a student of the host institution and/or host country. ISU students abroad are subject to, and should be familiar with, ISU student conduct policies as well as the laws of their host country and the academic and disciplinary regulations of the host institution or residential housing program. Students should note that SAC policies for students studying abroad are more strict than ISU campus disciplinary policies because of the broader consequences of student conduct when abroad; e.g., student conduct may affect ISU's relations with the host institution and local community or arouse anti-American sentiments. In addition, students should note that SAC disciplinary procedures are more compressed than campus procedures due to the short duration of many ISU programs, the need to address disciplinary matters more quickly while traveling abroad, and the limited resources that are available in the host country to resolve disciplinary issues.

#### Student Conduct

##### Student Agreement, Conditions of Participation

Before departure, ISU students studying abroad sign the Conditions of Participation form acknowledging their understanding of SAC policies governing study abroad. The Conditions of Participation state:

1. I understand and agree that, as a participant in an Iowa State University study abroad program, I am subject to the following: a) the ISU Student Conduct Code (ISU Student Disciplinary Regulations, Student Information Handbook), b) the ISU Study Abroad Conduct Code (Study Abroad Student Handbook), c) host institution conduct codes, and d) host country laws.
2. I fully understand that the procedures to be used in the event of my violation of any of the respective conduct regulations are the Study Abroad Disciplinary Procedures contained in the Study Abroad Conduct Code.

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3. I understand that I may be dismissed from the program if: a) I engage in actions endangering to others or myself or b) my conduct is considered to be detrimental or incompatible with the best interest and welfare of the program. I further agree, if dismissed from the program, to be responsible for all expenses incurred in returning to the United States.
4. I understand that I am subject to the laws of the host country and agree to abide by those laws. It is further understood that Iowa State University may be limited in its ability to provide assistance in the event of my arrest. ISU may also institute disciplinary proceedings concerning my violation of the laws of the host country.
5. I agree to participate fully in all portions of the program and agree that any deviation I will make from the program design must be approved in advance in writing by the program director.
6. I agree to notify the program director if I am planning extended individual travel during the program. Where possible, I will provide the director with details of the proposed trip including plane, bus, and train schedules.
7. I understand that students participating in ISU programs need to be willing to learn about their host cultures and be open to new ideas even though they may be culturally challenging. I am aware that it is both inappropriate and culturally insensitive to promote religious or political agendas in a host country; further, that such behavior can cause offense and potentially place me in harm's way. I understand that I cannot expect to change the society I am visiting and as a representative of Iowa State University, I should not engage in such activities. I understand that freedom of expression is not a universal right and may not be protected by law in some countries. I will demonstrate a respect for the host culture even though I may not agree with all aspects of that culture, and I understand that behavior that is inconsistent with this statement may lead to my dismissal from a program.
8. I understand that behavior that is not in accord with these Conditions of Participation may result in my need to return all or part of my financial aid.
9. I understand that program directors may establish additional conditions of participation or requirements for a study abroad program, and I am subject to all policies and requirements of a program in which I participate.

**Prohibited Conduct:** Misconduct by ISU students studying abroad can lead to removal from the study abroad program and may, in addition, result in a decision by ISU to impose further sanctions, such as suspension or dismissal from ISU. Misconduct abroad refers to student actions that, in the judgment of the Program Director and/or officials of the SAC, jeopardize the student's own welfare or that of fellow students and/or the integrity of the program. Such actions include, but are not limited to, the following:

- Academic dishonesty;
- Obstruction or disruption of teaching or other university activities;
- Unauthorized absence from class and/or other organized program activities;
- Use of, or threats of, physical violence;
- Violating the laws of the country in which the student is traveling or living;
- Violating the academic or disciplinary regulations of the host university or

residential housing program where the student is studying;

- Openly abusing the customs and mores of the host community;
- Damage to, or destruction of, property of others;
- Alcohol or substance abuse; and
- Eviction from one's lodging.

**ISU Student Disciplinary Regulations also apply to students in study abroad programs.** A complete list of conduct and behavior that are subject to disciplinary sanctions by the ISU Dean of Students can be found in Section 4.2 of the ISU Student Disciplinary Regulations.

**Special Note on Substance Abuse:** Student use or possession of controlled substances may be punishable by severe penalties. Students caught with illegal drugs are subject to local laws of the country in which the student is traveling or living. In addition, personal involvement or association with others involved with drugs of any kind may be considered misconduct abroad and a violation of the Conditions of Participation.

### **Study Abroad Disciplinary Procedure**

**1. Reporting Misconduct:** The person who has observed or is aware of alleged student study abroad misconduct should contact the Program Director and report the misconduct and alleged violation.

**2. Investigation and Conduct Meeting:** The Program Director is responsible for carrying out the initial investigation of all alleged student violations of the Study Abroad Conduct Code and ISU Student Disciplinary Regulations. Normally, this investigation should consist of interviews with the reporting party and any witnesses and a review of any written materials related to the misconduct. The person alleged to have violated the regulation or standard of conduct shall have the opportunity to explain what occurred at a conduct meeting with the Program Director. When the person alleged to have violated a regulation or standard of conduct is interviewed, he/she must be informed of the nature of the allegation, the regulations or policy allegedly violated, his/her right to respond, and the procedures to be followed.

**3. Verbal Warning:** Program Directors or instructors are empowered to issue a verbal warning if they observe or have determined that a student's behavior is not in accord with the Study Abroad Conduct Code.

- Verbal Warning: An official, although oral, warning to the student that his/her conduct is in violation of the Study Abroad Conduct Code.

**4. Written Warning:** If, after the investigation and conduct meeting where the student involved has the opportunity to discuss the alleged misconduct violation, the Program Director believes that disciplinary action is appropriate, the Program Director may issue a Written Warning.

- Written Warning: An official written notice to the student of the study abroad

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misconduct violations and that failure to meet expected behavior or repeated violations may result in dismissal from the study abroad program.

Written Warnings, whenever possible, shall be faxed or otherwise communicated to the SAC within 48 hours of the occurrence. The SAC may distribute the information to other campus units as appropriate.

**5. Dismissal from the Study Abroad Program:** This sanction removes the student from a study abroad program. It is permitted when a student either fails to meet the conditions of a prior Written Warning or commits such a serious violation that it is contrary to paragraph #3 of the *Conditions of Participation*.

Certain behaviors may lead to dismissal from a study abroad program. These include but are not limited to academic misconduct, eviction from housing on grounds of inappropriate conduct, exceeding the number of unexcused absences from class allowed for the program, willful destruction of property, posing a safety hazard to oneself or others, and criminal conduct.

If, after an investigation and conduct meeting where the student involved has the opportunity to discuss the alleged misconduct violation, the Program Director believes that dismissal is appropriate, the Program Director will contact the SAC. All dismissal decisions shall be rendered in consultation with the SAC. The SAC may conduct an independent investigation of the incident and may request additional information. If a decision to dismiss the student from the program is made, the Program Director shall issue a Dismissal Notice to the student.

- **Dismissal Notice:** An official written notice to the student stating the study abroad misconduct violation(s) and the terms of the student's dismissal from the study abroad program.

Completed Dismissal Notices, with the student signature whenever possible, shall be faxed to the SAC within 48 hours. The SAC may distribute the information to other campus units as appropriate. Although dismissal from a study abroad program does not constitute dismissal from ISU, ISU may elect to impose sanctions in addition to those imposed by the study abroad program. If a student from another institution is attending an ISU study abroad program and is subject to disciplinary action while in the ISU study abroad program, the student's home institution may also be notified.

**6. Appeal:** A student may exercise his/her right to appeal a dismissal decision. This does not alter the student's obligation to absent him/herself from all premises used by the program for the duration of the program and return to the United States. The appeal must be in the form of a letter to the ISU Dean of Students. This letter may include any relevant documents and testimonials that the student wishes to enter into the record.

The Dean of Students or his/her designee shall either concur with or overturn the dismissal decision of the Program Director and the SAC. He/she will inform the student in writing of the decision. This decision will also be communicated to the SAC Director, Program Director, and host institution, if appropriate. The SAC will be responsible to inform any other appropriate campus offices or officials. If a student from another institution is attending an ISU Study Abroad Program and is subject to disciplinary action while in the ISU study abroad program, the student's home institution will also be notified.

### **ISU Student Disciplinary Regulations**

If the student's conduct is also in violation of the ISU Student Disciplinary Regulations, the ISU Office of Judicial Affairs may undertake disciplinary action, including imposing sanctions of suspension or expulsion from ISU. Such actions are pursuant to proceedings under Section 5.6 of the ISU Student Disciplinary Regulations.

### **Consequences of Dismissal**

Upon issuance of a Dismissal Notice, the student's participation in the study abroad program shall be concluded immediately. Dismissal of a student from the program shall not diminish or otherwise affect the student's obligation to make any and all payments to ISU. A student who is dismissed from a study abroad program may receive a grade of "F" in all course work in progress. In addition, the student will not be entitled to a refund of fees, may be required to reimburse ISU for financial aid received, and is responsible for all non-recoverable costs incurred by the host institution as well as personal financial obligations, e.g., utility bills, rent. A student's registration at ISU may be blocked pending the meeting of all such financial obligations and/or disciplinary action. Once a student has been dismissed from the program, he/she shall be required to absent him/herself from all premises used by the program for the duration of the program and return to the United States at his or her own expense.

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