

## **POLICIES FOR SHORT-TERM STUDY ABROAD PROGRAMS**

**Students and non-student participants are subject to the following policies as a condition to acceptance to any short-term, faculty-led study abroad program that is an approved King's College (KC) program. Please read carefully.**

### **A. Administrative Policies**

1. King's College has contracted with Geo-Blue Worldwide Health Insurance, a leading provider of quality health insurance programs and services for students and staff traveling abroad as program participants or as program Directors or Assistants. Participation in this plan is mandatory and is included in the Program Fee for all short-term study abroad programs. Participants will be enrolled in the Geo-Blue plan by the Office of Study Abroad (OSA) upon payment of the Program Fee. It is the participant's responsibility to familiarize himself/herself with the benefits, terms and services provided by this plan prior to departure. The participant must carry the Geo-Blue insurance ID card at all times while participating in the program. It is the responsibility of the participants and their parents or guardians to purchase any supplementary insurance which they determine to be necessary and to provide the OSA with this policy information. King's College will not be responsible for covering medical expenses of any nature for students or non-student participants studying overseas on King's sponsored programs.
2. Students who are expecting to graduate in August, immediately following their short-term spring/summer program abroad, must apply for graduation with the Registrar's Office prior to departure. If the credits for the course(s) taken abroad are to be applied toward graduation requirements, students must verify with the Faculty Director of the program abroad that the grade(s) will be submitted no later than two weeks prior to graduation.
3. Students, faculty/staff, and non-student participants are required to provide the OSA with copies of their flight itinerary prior to departure if the OSA did not make the travel arrangements. Participants who alter flight itineraries or overseas contact information (address, phone, e-mail) must immediately notify the Faculty Director and the OSA.
4. Participants are responsible for obtaining a passport, visa, and any other required documentation prior to departure.
5. Cancellation and Withdrawal Policy: The following policy applies only to KC study abroad programs in which KC courses are taught, and only to those specific KC courses. Students participating in any other type of study abroad program must follow the Cancellation and Withdrawal Policy of that program.

- a) The College shall have the right to cancel the study abroad program without penalty, and reserves the right to make academic alterations, deletions or modifications to the program as deemed necessary by the College. The College will make every effort to notify students in writing of significant program alterations or cancellations within a reasonable time period. The College will not be held responsible for any program alterations, deletions, or modifications made by the host institution/agency about which the College has not been notified in writing.
  - b) In the event of the program's cancellation prior to the commencement of the program, the College shall refund students any monies paid to the College for participation in the Program, **excluding** any application or administrative fees and any other non-refundable program-related fees.
  - c) Students who withdraw after commencement of the program shall be refunded on a *pro rata* basis dependent upon the date of withdrawal, **excluding** any application fees and any other non-refundable program-related fees. **Students must notify the OSA in writing to officially withdraw and to avoid receiving a grade of 'WF' (for KC courses) on their transcripts.**
6. Students dismissed for disciplinary reasons are not entitled to any refund of Program or Tuition monies and will receive failing grades for all courses.
  7. Participants are responsible for ensuring that all required payments to the King's College Business Office and any external agencies, if applicable, are paid on time. ***The student agrees that participation in the study abroad program includes not only the payment of Program Fees, but also the full payment of any and all outstanding College tuition and fees.*** Any anticipated payment difficulties or delays should be reported to the OSA and the College Bursar immediately. Participants are responsible for making any special payment arrangements directly with the Bursar. Students will not receive credit for work completed abroad until all outstanding payments have been settled, including, but not limited to, any outstanding Program or Tuition fees or payments for damages or fines incurred while abroad.
  8. *Student Conduct Code* (applies to all program participants): "In light of its mission, and motivated by a deep concern for the welfare of its students, King's College expects its students to observe, both on and off the campus, the conventional standards of behavior which are derived from the Judeo-Christian-Catholic tradition, which are also in accord with the sound reasoning of

traditional philosophy and have been respected by countless persons of good will, regardless of their religious beliefs.” (*Student Handbook*, p. 50)

All members of the King’s College community are expected to behave toward one another with civility and respect for the rights of others, both on and off campus. Upholding the King’s College standards of conduct, citizenship, and behavior is the responsibility of all members of the King’s community. All members are expected to uphold these standards in their own conduct and by confronting the unacceptable conduct of others. Such actions as lying, stealing, cheating, drunkenness, physical or verbal violence and abuse, harassment, sexual assault, and the willful destruction of property constitute unacceptable forms of behavior in the King’s community. **Any student or non-student participant involved in violating the King’s College standards of conduct while taking part in a King’s College study abroad program can be administratively dismissed from the Program and sent home at his/her own expense without refund of monies.**

9. Alcohol and Drugs:

Alcohol: College policies governing the use of alcohol are designed first and foremost to ensure the personal health and safety of each member of the King’s College community. In addition, these policies and procedures are intended to foster an environment that promotes sound judgment, respect for the rights of others, and acceptance of personal responsibility for one’s behavior. It is the duty of all participants to conduct themselves in a manner consistent with College regulations and to help others do likewise. In all instances, participants are considered fully responsible for their own actions and personal well-being. Participants are also encouraged to be mindful of the well-being of others. Any behavior which puts health and safety at risk or which infringes on the rights of others shall not be condoned.

**Participants who are of legal drinking age in a host country in which a study abroad program takes place are permitted to drink in that country according to the laws of that country.** However, the following policy applies: The College will not tolerate disorderly or disruptive conduct which substantially threatens, harms, or interferes with program personnel or orderly program processes and functions. A faculty member may require a participant to leave the program when his or her behavior disrupts the learning environment of the group or could adversely affect the reputation of the program. A participant found to be responsible for disruptive behavior may be administratively withdrawn from the program. A participant who is administratively withdrawn from a KC study

abroad program will be sent home at his/her own expense and will receive no refund. No academic credit will be awarded for the program.

Participants should be aware that, whereas the U.S. legal drinking age is 21, it may be higher or lower in other countries. It is the responsibility of the participant to know the laws of the host country and to obey them.

The College recognizes that the decision to consume or not to consume alcohol is made by the individual in accordance with his/her personal beliefs. The College supports those individuals who choose to abstain from consuming alcohol. Further, the College encourages all participants to consider carefully the potential dangers of alcohol consumption and reminds participants that they are responsible for abiding by all laws relative to the possession and consumption of alcohol.

Drugs: Most controlled substances which are illegal in the U.S. are also illegal abroad, including marijuana, LSD, cocaine, heroin, and ecstasy. Individuals found possessing, using, and/or selling these or any other illegal substances are subject to stiff penalties which may include fines, imprisonment, deportation, and possibly death. If you are uncertain whether a drug is legal or illegal in your host country, please check with the embassy for your host country. In some foreign countries, certain prescription medicines may be illegal.

The unlawful possession, use, or distribution of illicit drugs by students, employees, and non-student participants is not permitted by King's College. It is the policy of the Office of Study Abroad that any possession, use, or distribution of drugs illicit on the King's College campus by students, employees, and non-student participants during a short-term study abroad program is not permitted.

***Any participant who uses drugs illicit on the King's College campus or alcohol illegally or abusively while taking part in a King's College study abroad program will be administratively dismissed from the program and sent home at his or her own expense without refund of monies. Additionally, a student will be subject to disciplinary action in accordance with the policies and procedures stated in the King's College Student Handbook.***

## **B. Academic Policies**

1. Students should have completed at least 45 credits before participating in a study abroad program. An exception will be made for students participating in a summer program who have met the prerequisite requirements for that program.

2. Students and non-student participants must have completed the necessary pre-requisite courses, if applicable, before participating in a study abroad program.
3. Acceptance into a study abroad program will take into consideration a student's GPA. Students must therefore be in good academic standing and have at minimum a 2.5 GPA.
4. Students must attend all scheduled orientations, lectures, meetings, site visits and activities, and must complete all assigned work, projects, interviews, essays and examinations by the due date determined by their King's College Faculty Director(s). Non-student participants are also expected to attend all scheduled orientations, lectures, meetings, site visits and activities. Only those individuals who intend to participate fully in the Study Abroad Program will be considered for acceptance.
5. Students may not make individual or private arrangements with their Faculty Director(s) to substitute alternative work for regular course assignments, nor may they make any special arrangements to hand work in late or to submit alternative assignments for a final examination. Final exams must be taken according to the exam schedule determined by the Faculty Director(s). Any exceptions to this rule must be approved by the Faculty Director(s) and normally must include written proof of serious illness, injury, or a death in the immediate family.
6. Participants are responsible for settling all personal accounts, fines, phone bills, damage payments and any other outstanding charges before leaving any overseas host institution or family. Outstanding payments will delay the release of KC transcripts and in most cases will be charged to the student's KC account.

Any questions or concerns regarding these policies should be directed to:

Margaret Kowalsky, Director  
Study Abroad Program  
MargaretKowalsky@kings.edu

570-208-5986 (phone)  
570-208-8351 (fax)

Renata Evan, Coordinator  
Study Abroad Program  
RenataEvan@kings.edu

570-208-5987