

ARCADIA
UNIVERSITY
Center for Education Abroad

STUDENT HANDBOOK

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History of Arcadia University and the Center for Education Abroad

Arcadia University

Arcadia University has its roots in the far west of Pennsylvania in 1853, as the Beaver Female Seminary, one of the first institutions in Pennsylvania devoted to higher education for women. In 1872, the institution adopted the name Beaver College and Musical Institute, and in 1907 the name was shortened to Beaver College. In 1972, the College became co-educational and began offering graduate level programs.

In 1925-1928, Beaver College moved to its present location in Glenside, occupying an historic landmark estate known as Grey Towers, which, with its castle, stone buildings and spacious grounds, provides a campus of great dignity and beauty.

In 2000, the Board of Trustees approved the historic decision to change the name and status of the institution to Arcadia University. In the past 30 years, Arcadia University has grown significantly from a small undergraduate, liberal arts college serving a traditional-age student body, to a comprehensive university serving more than 3,700 men and women, through part-time and full-time, daytime, and evening, undergraduate and graduate programs.

Arcadia University celebrated its 150th anniversary in 2003 and thereby highlighted Arcadia's remarkable journey from a women's seminary to a comprehensive university, as well as its bright future as a highly respected leader in international education.

Center for Education Abroad

For much of its history, Arcadia University has been actively involved in international education. In June of 1948, Jack Wallace, a professor at Beaver College—the institution now known as Arcadia University—took a class of 17 students to Europe for ten weeks to see first-hand the economic effects of World War II and the post-war efforts to re-build. This was a pioneering effort in a time when other colleges had yet to resurrect the study abroad programs that the recent World War had interrupted.

The success of that summer study program spawned several more programs in other disciplines, so for the next several summers both our own students and those invited from neighboring institutions took part in Beaver's European study tours. In 1965, following a brief hiatus, the Center for Education Abroad was established to enable American undergraduates to study for credit in fully-integrated programs in Britain,

Austria and elsewhere. Ever since then, Arcadia has been a national leader in education abroad.

Today, Arcadia provides undergraduates access to more than one hundred programs abroad in Australia, China, Equatorial Guinea, England, France, Greece, Ireland, Italy, New Zealand, Scotland, South Africa, Spain, and Wales. Nearly 3,000 students from over 300 colleges and universities participate in Arcadia University's programs abroad each year. Arcadia continuously strives to provide the highest level of support and service to its program participants wherever they are in the world.

Non discrimination statement

Arcadia University is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, ancestry, national origin, gender, sexual or affectional orientation, religion, age, or disability in its educational programs, activities, admissions or employment practices as required by Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable statutes. Inquiries concerning Title IX, Section 504 and ADA compliance and information regarding accessibility should be directed to the Affirmative Action Officer, Arcadia University, 450 S. Easton Road, Glenside, PA 19038-3295; phone: 215-572-2947.

Arcadia University Mission Statement

Arcadia University prepares students for life in a rapidly changing global society. As a comprehensive, independent institution, Arcadia offers men and women a broad range of undergraduate and graduate programs on its suburban Philadelphia campus and through its Center for Education Abroad.

Arcadia University prides itself on meeting the changing educational, career, and developmental needs of students, alumni, and the local community while emphasizing the strengths of a liberal education.

Non-sectarian, with strong ties to the Presbyterian Church, Arcadia University is committed to serving students of all ages and cultural backgrounds. A dedicated community of teacher/scholars, administrators, staff, trustees and students work in genuinely collegiality to create a climate for learning and personal growth based upon intellectual challenge and nurturing relationships.

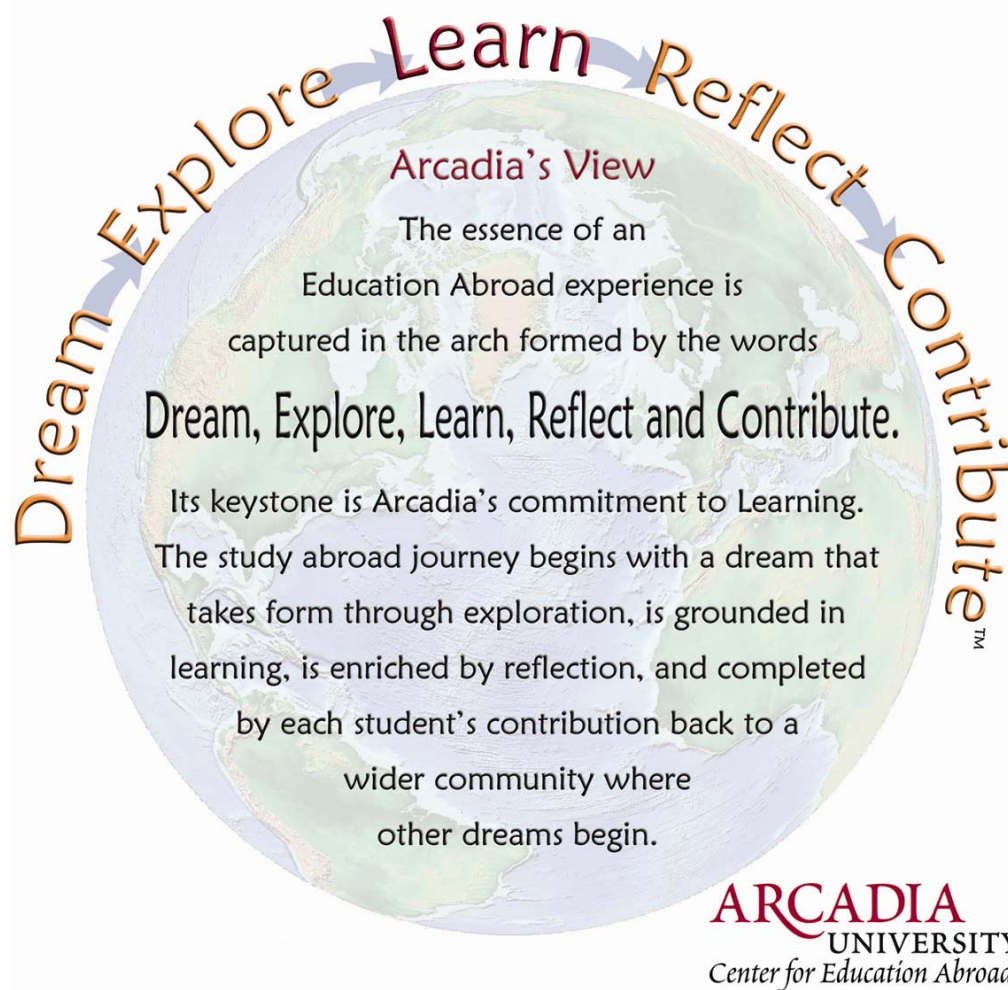
At Arcadia University, the following qualities define educational excellence:

- Skill in critical thinking and effective communication
- Mastery of a major field of knowledge
- Appreciation of multiple disciplinary perspectives and methods of understanding
- Proficiency in applying what is learned
- Ability to work productively in culturally heterogeneous groups
- Understanding of the integral relationships among the peoples of the world
- Commitment to ethical decision making and socially responsible community participation

Center for Education Abroad Mission Statement

The Arcadia University Center for Education Abroad advances the University's mission to prepare students for life in a rapidly changing global society. Because international learning is an essential component of an effective undergraduate education, the Center for Education Abroad is committed to providing high-quality, academically-sound and experientially-rich study abroad programs and support services to a wide range of students and institutions.

Center for Education Abroad View of the Education Abroad Experience



Arcadia University Center for Education Abroad Regulations and Policies

A student participating in an Arcadia University Center for Education Abroad program assumes a dual status as an Arcadia University student and as a student of the host university. Students are subject to, and should be familiar with, student conduct policies of the host university, and of the Arcadia University Center for Education Abroad. Students are hereby informed that the Center for Education Abroad regulations and

policies may be stricter than those of their home campus because of the broader consequences of student conduct when a student is participating in a study abroad program.

This **Student Handbook** contains the regulations, policies and judicial procedures of the Arcadia University Center for Education Abroad regarding primarily the Code of Academic Responsibility, Code of Conduct, Housing, Health and Safety, Discrimination and Sexual Harassment, Alcohol and Drug Use, and Technology Abuses. The Center for Education Abroad makes this information available to all students. In addition, it can help point them to host university policies and regulations.

The **Resident Director**, in consultation with the Executive Director of the Arcadia University Center for Education Abroad, is responsible for the enforcement of all policies pertaining to student conduct and discipline at the program site. The Resident Director may impose administrative sanctions such as warning, reprimand, censure, probation, suspension, restitution and denial of privileges in the use of facilities whenever this becomes necessary to operate the program and protect the property of the university properly. The Resident Director and the Executive Director have the authority to dismiss a student from the program. Sanctions may be appealed to the Executive Director of the Arcadia University Center for Education Abroad. The decision of the Executive Director on these matters is final.

Admissions: We reserve the right to withdraw students from the program at any time if your academic or disciplinary record changes.

Program Fee Payment & Refund Policies: Students must agree to abide by the financial policies outlined in the [Fees and Financial Information](#) section on the Center for Education Abroad website. They must also agree to be responsible for all other expenses not covered by the program fee.

Property Damage and Unpaid Bills: Students are responsible for any damage to their residence or other property. Arcadia University will add any damage charges and unpaid bills to the student's account. Arcadia University will withhold the student's degree until the account is paid in full.

Academic Contract

Students must remain enrolled full-time and complete all academic requirements satisfactorily in order to earn credit for courses taken abroad. If you fail to do this, you may be dismissed from the program or awarded failing grades. Any student dismissed from the program immediately loses all program benefits, including housing, academic credit and fees paid. It is the student's responsibility to comply with local laws and the policies, and the regulations of the Arcadia University Center for Education Abroad and the host university or program. Students assume their academic responsibilities by signing the Academic Contract.

Arcadia University Center for Education Abroad **Academic Contract**

All Arcadia University Center for Education Abroad program participants are required to read and sign this contract to confirm their understanding and acceptance of the participant's academic responsibilities during the period of study abroad. These academic requirements are intended to ensure that students take responsibility for individual academic success and fully comply with all terms and conditions for assessment and receipt of the final Arcadia transcript.

1) Rules and Regulations:

You are required to assume full responsibility for your behavior and conduct and to obey the laws of the host country. If you are enrolled in a program at a foreign institution, you will be subject to the standard institutional requirements governing academic and residential life. Arcadia University reserves the right to terminate your participation in the program without refund if you violate the local laws or institutional regulations.

2) Full Course Load:

You are required to register for a full-time academic course load as designated by the host institution with the Arcadia University Center for Education Abroad's agreement. (The Arcadia University Center for Education Abroad requires that students enroll in a minimum of 14 semester hours of credit in a semester length program or in a minimum of 12 semester hours of credit in a single academic term. Many host institutions require heavier academic loads of full-time students. In those cases, Arcadia program students must adhere to the host institution's expectations.) Exemptions from a full-time academic course load are granted only in exceptional circumstances and only in writing by the Arcadia University Center for Education Abroad's Dean of Studies. Courses may not be taken for credit on a pass/fail or audit basis. Courses taken outside the normal curriculum or by special arrangement are acceptable for academic credit only with written approval in advance (before the end of the drop/add period) from the Arcadia University Center for Education Abroad's Dean of Studies.

3) Register with Arcadia University:

As you are registering for courses at your host institution, before the add/drop deadline of the host institution, you must notify the Arcadia Center for Education Abroad office in country and confirm your final course choices by submitting a program registration report.

4) Course Changes:

Any subsequent academic registration change (the dropping or adding of courses) must be approved by your host institution and by Arcadia University, and in consultation with your home institution. Arcadia University may not grant credit for courses taken without proper approval.

5) Withdraw/Fail:

A class dropped within two weeks of its start will not be recorded on your transcript. If you drop a class after the first two weeks, but more than four weeks before the final exam or conclusion of the class, it will be reported as a 'W' (withdraw) on your transcript. If a class is dropped without approval or within four weeks of the final exam or scheduled conclusion of the class, it will be reported as an 'F' (failure) on your transcript.

6) Code of Academic Responsibility:

You are expected to subscribe to the principles of academic integrity, and you must be willing to bear individual responsibility for your work while studying abroad. Any academic work (written or otherwise) submitted to fulfill an academic requirement must represent a student's original work. Any act of academic misconduct, such as cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty, will subject a student to disciplinary action.

7) Exams and Assessment:

You are required to complete the course assignments and take all regularly scheduled examinations and assessments in each course for which you are registered. Arrangements made with individual instructors do not supersede this regulation. Failure to take the required examination or submit the requisite final assignments for a course will result in failure.

8) Arcadia University Center for Education Abroad Student Handbook:

As an enrolled Arcadia University student abroad, you are expected to read and comply with the Arcadia University, Center for Education Abroad Student Handbook.

Signed: _____

Date: _____

Print Name: _____

Housing Policy

Your decision to reside in Arcadia University-arranged housing, whether it is a residential or a family-stay situation, is an important one. Because we must make student housing arrangements long in advance of the start of each program, we treat your choice of accommodation as a serious commitment. Unless you tell us otherwise, we assume that you wish to live for the duration of your overseas program in the housing that you ask us to arrange for you before your program begins.

To assist those students who know from the beginning that they wish to live independently, and to be clear about the options available to any students who change their minds about their housing decision during the first days of their program, Arcadia University makes the following choices available:

1. Students who have – or who are confident they will be able to secure – independent housing throughout their program may:

A. Decline program-arranged accommodation except for orientation (and homestay). Arcadia University will waive the housing portion of the Arcadia program fee and will have no obligation to provide housing for these students.

OR

B. Request that Arcadia arrange for five nights of accommodation following orientation (and homestay) in the city in which the program is located. The supplemental fee for this service is \$350. At the end of the five-night stay, Arcadia University will have no obligation to provide housing for the student. If, however, the student then decides to live in Arcadia's program housing, s/he may request to do so in return for payment of the full semester's housing fee. Arcadia University will provide program housing for these students only if space is available.

NOTE: Students who intend to exercise either of the above options must inform their Arcadia program manager of this decision by the following deadlines to avoid the imposition of a supplemental administrative charge (as stipulated in 2-A, below):

Term	Southern Hemisphere Programs	Northern Hemisphere Programs
U.S. Academic Year and Fall	30 April	30 June
Spring or Southern Hemisphere Academic Year	1 December	20 November
U.S. Summer	31 March	31 March

2. Students who live in housing provided or arranged by Arcadia University:

A. May decide to live independently after the deadline stated above but before taking up residence abroad. For these students, Arcadia will waive the housing portion of the program fee minus a \$500 administrative charge and any non-refundable deposits or fees paid on their behalf by Arcadia University Center for Education Abroad not to exceed the full cost of program housing.

OR

B. May decide to leave Arcadia-arranged accommodation (to live independently) during the first five days of its availability. For these students, Arcadia will waive the housing portion of the program fee except for a \$1,000 administrative charge and any non-refundable deposits or fees paid on their behalf by Arcadia University Center for Education Abroad not to exceed the full cost of program housing.

OR

C. May decide to live independently after having had access to program housing for more than five days. For these students, there will be no housing refund from Arcadia University.

Student Address and Biographical Data

Students are responsible for providing the Arcadia University Center for Education Abroad with accurate address and biographical information, which is solicited initially as a part of the admission and registration process. Changes which occur during the semester in local address, permanent home address, the first person to notify in cases of emergency, marital status and name must be updated in the local Arcadia University Center for Education Abroad office.

Disclosure of Student Records

The Family Educational Rights and Privacy Act of 1974 is a federal law that provides that a covered educational institution will maintain the confidentiality of student records. In accordance with the Act, no one outside Arcadia University shall have access to, nor will the University disclose any information from your education records without your written consent, except to personnel within the University, to officials of your host institution, your home school or other institutions in which you seek to enroll, to persons or organizations providing you with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of yourself or other persons.

At its discretion, Arcadia University may provide Directory information in accordance with the provisions of the Act to include: student name, address, telephone number, program, major field of study, and dates of attendance. Currently student addresses, telephone numbers and e-mail addresses are not included as directory information but are included in lists of program participants for internal use.

You may withhold either all or any part of the above information by notifying your program coordinator in writing no later than three weeks from the date of your acceptance. The law provides you with the right to inspect and review information contained in your education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in your file if you feel the decision of the hearing panel to be unacceptable.

The Center for Education Abroad at Arcadia University has been designated to coordinate the inspection and review procedures of student education records, which include admissions, disciplinary, academic, financial, cooperative education and placement files. If you wish to review your education records, make a written request to the Registrar, listing the item or items of interest. Records covered by the Act will be made available within 45 days of the request. You may have copies made of such records with the following exceptions: a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere. Copies will be made at your expense at the appropriate rate. Educational records do not include records of instructional, administrative and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the security unit;

student health records; employment records; or alumni records. Health records, however, may be reviewed by physicians of your choosing.

You may not inspect or review the following as outlined by the Act: financial records of your parents or any information contained therein; materials to which you have waived your right of inspection and review, including confidential letters and recommendations associated with admission, employment or job placement; or education records containing information about more than one student, in which case the University will permit access only to that part of the record which pertains to the inquiring student.

Health and Safety

Student health, safety and security are critical to a high-quality learning experience abroad. These concerns are the priority of the Arcadia University Center for Education Abroad. This means that we are committed to:

- the ability for students and staff to be reachable at all times
- timely and effective communication with parents and/or home institutions in the event of an emergency
- being knowledgeable about local conditions and making resources available to students while they are abroad
- safe and secure housing
- access to appropriate health care
- medical insurance coverage for all students throughout the duration of their overseas programs
- promoting responsible student behavior regarding drugs and alcohol
- providing support for special needs
- anticipating and avoiding emergency situations whenever possible and providing prompt and appropriate responses to those that do arise
- having clear and secure plans and procedures in each overseas office to ensure students' safety in the event of an emergency

Our policies and procedures receive ongoing and careful attention from our Executive Director, and our North American-based Health and Safety Officer, as well as from our experienced and well-trained staff overseas.

As part of our regular monitoring of circumstances and events which may affect the well-being of our students, Arcadia University is a member of the Overseas Security Advisory Council (OSAC) of the Department of State, a federal and private sector group established to share information and promote security cooperation between the United States government and private sector interests worldwide. They provide real-time security information and analysis as well as updates and background information on issues and developments throughout the world.

Arcadia is also actively involved in a national health and safety task force for education abroad. This task force works with a group of distinguished international educators to draft and disseminate statements of good practice (<http://www.arcadia.edu/abroad/default.aspx?id=5794>) intended to protect the well-being of the thousands of students who study abroad each year.

It is impossible for anyone to anticipate every contingency that might affect our students. But longevity and experience count. From our more than four decades of experience directing and administering programs overseas, we have a wide network of contacts in government agencies, among local police forces and in the communities where students are studying. We maintain regular communication with U.S. embassies and consulates for the latest security information. This allows us to keep aware of situations as they develop and to plan emergency management procedures appropriate to the emerging situation. If events warrant, we can quickly notify students, advisors and parents about the steps that are being taken. If the need arises, we are prepared to move students from places where they may be at risk.

When students arrive overseas, our in-country staff provides a thorough orientation about the local culture which includes a review of country- and program-related safety and security guidelines. We discuss culturally appropriate behaviors and explain how to contact local emergency services. We share relevant Department of State notices, alerts and warnings, and make sure staff members are available to respond to students' questions and concerns. Students are provided with emergency contact cards which include a toll-free emergency number which is monitored 24 hours a day. Thus, students can reach our staff at any time—even after office hours and on weekends. Help and support are literally just a phone call away. In the event of an emergency, our staff knows where and how to reach our students. We ask students to leave

contact information and intended itineraries with our staff when they travel away from their program sites.

While our staff is prepared to help and respond in the unlikely event of an emergency situation affecting several people, most emergencies are personal. It is more likely that students will need advice on finding the services of a good doctor, dentist or counselor, or help with emergency travel needs. Our staff is able to help and advise in these areas, too. And we are in regular contact with students through newsletters, on-going activities and personal visits to campus where appropriate as well.

Because these concerns are our top priority, education about health, safety and security when traveling and while abroad begins the moment a student enrolls on an Arcadia program and continues throughout a student's period of enrollment. Information about individual countries' health, insurance and safety policies is available from the program coordinators.

We encourage students to self-disclose any personal, medical, physical and mental conditions which may affect their study abroad experience on their application. All information provided is confidential and does not affect a student's acceptance or denial into a program. Early disclosure ensures our ability to provide the most appropriate advice and counsel regarding program choice as well as enhancing our ability to provide appropriate support overseas.

Students, parents, and study abroad advisors can expect announcements about safety and security from the Arcadia University Center for Education Abroad should conditions warrant such information. If you are a parent, please register your email address with us to receive these announcements.

Finally, study abroad is a profoundly life-changing adventure. Concerns about health, safety and security should not dissuade you from this wonderful opportunity. Instead, we encourage you to be informed and knowledgeable about the risks and rewards of such an undertaking. Take into account the quality and experience of the program in which you intend to enroll. It will make a difference.

Health and Accident Insurance

Excellent health care is available in or near all of the communities where our affiliated programs are based, however it can be expensive. That's why we provide a health and accident insurance plan for all program participants.

Arcadia University enrolls all participants in a health and accident insurance plan. This plan is offered through Cultural Insurance Services International (CISI) and underwritten by Virginia Surety Company Inc.

The plan is effective throughout the duration of your program. There is no deductible per injury or illness, and the maximum medical expenses of the policy for accident or sickness is \$200,000. Additional information about the CISI plan will be sent to you after you are accepted to an Arcadia University program.

General questions about this coverage can be directed to the Administrative Manager and Safety Officer the Center for Education Abroad Office in Glenside, PA.

Supplemental Accident Coverage:

In addition to CISI coverage and at no additional charge, we provide each of our program participants with an International Student Identity Card (ISIC). All ISIC holders are automatically covered by an accident insurance policy anywhere they travel outside the continental United States. This insurance is very basic and provides emergency coverage for some contingencies that are not covered by the CISI policy (such as emergency evacuation or repatriation of remains). You can double the insurance offered through the ISIC policy and enroll for baggage/personal effects and/or trip cancellation and sickness/accident coverage by purchasing Trip-Safe Coverage for an additional charge.

Travel/Personal Property Insurance:

We strongly encourage you to obtain insurance against theft and/or damage to your personal effects for the period of time you will be abroad. Arcadia University does not provide insurance for your possessions.

Additional Insurance:

Some program destinations require students to take out additional insurance. Information about these insurance requirements will be sent to students upon acceptance into a program. Specific questions about these insurance regulations should be addressed to the program coordinator. Finally, the Arcadia University Center for Education Abroad engages in regular reviews of its insurance coverage to ensure that the highest standards of quality are met and that the program is easy for students and their parents to contact both in the U.S. and overseas.

Emergency Contact Procedures:

Should you need to reach us in the event of an emergency, please contact our Glenside office in the United States. Our staff members are trained to know how to respond in the event of an emergency and will know who to contact to inform the right people as quickly as possible.

During standard business hours, Monday through Friday 8-5:30 Eastern Standard Time please call: (866) 927-2234.

For non-business hours, please call (215) 572-2900. Please note that this is the number for the Arcadia University switchboard which is staffed 24-hours a day seven days per week. The individual answering the phones will take your contact information and relay it to a member of the Center for Education Abroad's senior staff who will reply to your call promptly.

All of our overseas offices have emergency contact procedures in place 24-hours a day, seven days a week. Our staff is able to contact students quickly and can relay information to Arcadia University promptly.

Special Needs

At Arcadia University we encourage students with disabilities to consider study abroad and we are committed to working with each student to find a program that suits his or her individual needs. We strongly recommend that students contact an Arcadia program coordinator to discuss the kinds of support we can provide to help students achieve their cultural, educational, and personal goals abroad. By working with our overseas offices and partner universities to provide resources such as TTY devices, tape recorders for visually impaired individuals, extended exam times for students with learning disabilities, and assistance with locating on-site support networks, Arcadia has helped to support students to accommodate physical challenges.

Procedures for Disclosing Special Needs and Requesting Special Services:

The Arcadia University Center for Education Abroad will work to assure reasonable arrangements for students with documented disability conditions (e.g. physical, learning, psychiatric, visual or hearing impairments). If you presently require such arrangements at your home school or anticipate needing them at your overseas program site, please let us know now so that we can work with your host program to make suitable arrangements while you are abroad. All participants are required to fill out a special needs form to let us know if they require any special needs.

Because we want students to enjoy a successful and rewarding study abroad experience, we encourage you to disclose all your disability-related needs at least four weeks prior to the beginning of the program. In

most cases this will assure us enough time to make adequate disability-related arrangements for you.

If you choose not to disclose your need for special arrangements in time, Arcadia will **not** be able to help provide them for you.

Course Equivalencies, Grades, Transcripts

Direct Enrollment Courses

All institutions offering direct enrollment courses to Arcadia program students are nationally authorized, degree-granting, tertiary institutions that are responsible to the Ministry of Education and/or peer review quality control processes in their own countries. In addition, these colleges and universities are reviewed through site visits of the National Advisory Board of the Arcadia University Center for Education Abroad. Arcadia University monitors these programs by means of a process that begins with the Resident Directors in country and expands to include faculty and staff from Arcadia's home campus in Glenside, Pennsylvania.

In each Arcadia program involving direct enrollment, the host institution issues a transcript reporting for each student the courses s/he has taken and the grades earned. That transcript is sent to Arcadia University, which is responsible for establishing credit and grade equivalencies for each host institution and for translating the host institution transcript to the system of semester hours of credit and grades on an A to F scale that is used at Arcadia University. All Arcadia program students receive a transcript from Arcadia University. That transcript is part of the student's permanent record at Arcadia University. Students may request an additional copy of their Arcadia transcript, by mail to the Office of the Registrar, Arcadia University, 450 South Easton Road, Glenside, PA 19038-3295, or online, TranscriptsPlus™ at <http://www.arcadia.edu/academic/default.aspx?id=1023>

Transcripts from host institutions are kept on file at Arcadia University for seven years. During the seven year retention period copies of host institution transcripts may, upon request, be transmitted, along with the Arcadia University transcript, to home sending college and university officials (deans, registrars, etc.), and to clearinghouses for postgraduate programs (like medicine, law, etc.). Requests for this documentation must come from the receiving institution, be for specific students/courses, and be addressed to the Center for Education Abroad, Arcadia University, 450 South Easton Road, Glenside, PA 19038-3295.

Arcadia University Center for Education Abroad maintains an electronic file of the credit equivalencies and grading conversion scales for courses at each host institution. These are shared, upon request, with sending colleges and universities (deans, registrars, etc.). Requests for this information must indicate specific host institutions, and should be addressed to the Center for Education Abroad, Arcadia University, 450 South Easton Road, Glenside, PA 19038-3295.

Arcadia University courses

All study abroad courses for which Arcadia University is responsible for the teaching and accreditation are reviewed and approved by the Arcadia University Center for Education Abroad and the Arcadia University Faculty's Undergraduate Academic Programs Committee. The course review process follows Arcadia University's Academic Policies and Procedures – 50.10 New Course Proposal Guidelines in the Academic Policies and Procedures section of the Arcadia University Faculty Handbook: http://info.arcadia.edu/fs/AA/pdfs/faculty_handbook.pdf

In addition to being accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools and by the National Association of Schools of Art and Design, Arcadia University's undergraduate and graduate programs are accredited and approved by numerous academic and professional bodies, associations and councils. Arcadia University issues the transcripts to all students who participate in the overseas programs offered by its Center for Education Abroad, and is the sole transcribing authority for all Arcadia-organized courses.

A student's transcript will be withheld by Arcadia University if s/he has an outstanding balance on his/her account resulting from nonpayment of the program fee (in whole or in part) or special course surcharges, any late fees or returned check fees, damage charges, library fines or other unmet financial obligations as deemed appropriate by Arcadia University.

Official copies of Arcadia University transcripts are available upon request to the Registrar: <http://www.arcadia.edu/academic/default.aspx?id=1023>.

Voluntary Withdrawal from Arcadia Programs

Situations will arise in which students will voluntarily withdraw from an Arcadia Program. The timing of withdrawals is uncertain due to a number of factors beyond the control of the student and Arcadia, but the reasons may include (but are not limited to):

- serious accident or illness of the student or a close family member
- student's psychological problems, including the inability to adapt to the new environment
- student's inability to accomplish academic objectives within the framework of the program
- external conditions beyond the student's control

The decision to voluntarily withdraw is taken by the student, and Arcadia University is responsible for assisting the student, and for determining the justifications for withdrawal and the consequences for the student.

The on-site Resident Director and/or Academic Director and the Executive Director (or designate) are responsible for voluntary withdrawals. As appropriate, the Resident Director and/or Academic Director will be in contact with the student, encourage him/her to fill out, sign and date a Notice of Withdrawal and provide relevant documentation, assist the student, and begin the process of evaluating the circumstances of the withdrawal and the financial as well as academic consequences. The Resident Director and/or Academic Director will consult with in-country staff and the host university to determine the personal welfare and academic status of the student.

All of this information will be transmitted to the Executive Director (or designate), who will consult with the Resident Director and/or Academic Director, staff, home colleges and universities, the student and his/her family, and who will determine the response of the Center for Education Abroad to the student regarding financial settlement and academic credit.

Withdrawal may carry serious financial implications for the student. Specific consequences vary depending on established deadlines, financial aid status, and contractual obligations of the student and/or the Center for Education Abroad.

Withdrawal from the program while courses are in progress may carry serious academic consequences. Depending on the timing and circumstances of the withdrawal, courses in progress may remain on the student's record with a notation of "W" (for withdrawal) or, in certain cases and if deemed appropriate by the Executive Director, as a failing grade.

The decision of the Executive Director on these matters is final.

In cases where a student leaves the Arcadia program without permission and without having completed a Petition to Withdraw and/or who cannot

be reached, the Center for Education Abroad will initiate an administrative dismissal. In either case, the notice of dismissal will be in the form of a letter from the Executive Director to the student. If the Center for Education Abroad receives no written appeal within 72 hours of the notice of dismissal, the Executive Director will send a final action letter to the student confirming his/her dismissal from the Program. Copy of the notice of dismissal will also be sent to the student's home college or university.

Code of Academic Responsibility

The life of any community depends on the integrity and personal honesty of its members. An academic community must pay special attention to the values which define the nature of the academic life. Historically, these have included the right to freedom of inquiry, a commitment to truth, and respect for the freedom of inquiry of others.

A distinguishing characteristic of an academic community is the way it combines competitive and cooperative values. On the one hand, education is a shared task and progress comes through cooperative efforts.

On the other hand, new ideas are the currency of the community, and it is important to acknowledge the individual ownership of ideas. It is a serious violation of the norms of the academic community to appropriate the ideas of other people without credit or permission, and it is important to learn to discriminate between exploitation and the legitimate use of the ideas of others.

The most general rule is that any use of another person's ideas - whether the source is published or not - should be acknowledged fully and in detail. Since disciplines show some differences on how this should be done, instructors should be consulted as to the form and nature of the acknowledgments required by each field.

Code-Related Procedures

Procedures for Taking Examinations, Tests and Quizzes:

1. To eliminate suspicious behavior during any type of examination all books, notes, note cards, papers, materials and instruments are to be left in a designated location away from the testing area, except for those materials previously specified by the faculty member.
2. The faculty member may remain in the room. If the faculty member leaves the room after the initial questions have been

- asked, he/she must remain accessible and may return to answer questions that arise during the examination.
3. Requests for clarification of questions must be directed only to the faculty member.
 4. Silence is to be maintained in the exam room.
 5. If possible, students should occupy every other seat.
 6. You are not to leave the test area unless an emergency arises, or by grant of permission. Faculty members' policies on leaving the testing area should be specified beforehand. If you do leave the room, your test paper must be left behind.
 7. In fairness to all students, you must finish the examination by the end of the examination period. The examination time can be lengthened only if granted at the beginning of the period and only if the extension applies to all students. (Students with advance special permission are exempt.)

Procedures for Papers, Reports, and Other Written Work:

1. When preparing all written work, take great care to fully acknowledge the source or sources of all ideas, language, diagrams, charts, or images (including but not limited to drawings, designs or photographs) etc., which are not your own. If you intentionally appropriate the ideas, images or language of another person and present them without attribution, you are committing plagiarism. This includes the purchase or acquisition of papers or other material from any source. For specific questions consult with the faculty member, but the following rules must be observed:
 - a) Any sequence of words appearing in your essay which are not your own must be enclosed in quotation marks and the source identified in a manner designated by the instructor.
 - b) A paraphrase should not be enclosed in quotation marks, but should be footnoted and the source given.
 - c) An interpretation based on an identifiable source must be so attributed.
2. If you wish to seek assistance from another student (i.e., proofreading for typographical errors), consult your instructor to determine if such assistance is permissible. If permitted, such assistance should be acknowledged in the written work.

Procedures for Laboratory Work:

Unless otherwise directed, you are expected to make all necessary measurements, drawings and calculations independently, based on your own work. Observations, including numerical data for working out results, are to be collected and used independently.

Violations of the Code of Academic Responsibility

Each of the following constitutes a violation of the Code of Academic Responsibility:

1. Plagiarism:

- A. If you appropriate the ideas, concepts, images (including but not limited to drawings, designs, or photographs) or language of another person and present them without attribution, you have committed plagiarism. Great care should be taken in academic work to acknowledge fully the source or sources of all ideas, language, diagrams, charts, etc. For specific questions the faculty member should be consulted, but the following rules must be observed:
 - 1. Any sequence of words which are taken verbatim from another source must be enclosed in quotation marks and the source identified in the manner designated by the instructor.
 - 2. Paraphrases and interpretations from a source should have the source identified.
 - 3. Unless otherwise directed, when you are doing laboratory work, you are expected to make all necessary measurements, drawings and calculations independently, based on your own work. Observations, including numerical data, are to be collected independently.
 - 4. If instructors permit you to seek the assistance of other students on academic work, the exact nature of the assistance must be acknowledged in detail. This refers not just to papers, but also to laboratory work and computer programs.
 - 5. Any use of a commercial writing service is forbidden.
- B. Submitting the same work for credit in more than one course without permission of each instructor involved.
- C. Attempting to give or to receive unauthorized assistance on academic work, and attempting to hinder others in their academic work.
- D. Furnishing false information to University officials on matters relating to academic work. This is to include but not be limited to:
 - 1. False information provided for the purpose of obtaining special consideration (for example, postponement of examinations or of deadlines for written work).
 - 2. Fraudulent registration for classes.

3. Signing the name of an absent person to an attendance sheet.
4. Reporting the results of experiments or surveys not performed.
- E. Attempting to gain unauthorized access to exams or tests.
- F. Cheating during examinations, which includes:
 1. Attempting to look at another student's exam.
 2. Attempting to communicate concerning the content of the exam with another student.
 3. Attempting to use any materials (such as notebooks, notes, textbooks) not specifically authorized by the faculty member.
- G. Failure to follow any of the procedures outlined above in regard to taking examinations, tests and quizzes.
- H. Failure to sign a book or periodical out of the Library or from other consortium libraries.

Procedures for Reporting Violations

1. If you have violated an academic regulation, you may report yourself to the faculty member involved within 36 hours of the infraction.
2. If you suspect that a violation has occurred, you may submit to the instructor of the course a written, dated and signed report of the suspected violation within 5 days of witnessing or discovering the violation. Persons who have knowledge of the violation may be summoned by the faculty member or the Resident Director to be questioned and to give testimony.
3. Charges against students must be resolved by the end of the student's program.

Procedures for Determining Level of Responsibility for Violations and Penalties

After a violation has been alleged, one of the two following procedures must be followed:

- I. The student who is accused of the violation and the faculty member involved may choose to have the faculty member decide the case and assess the penalties as he or she determines. There will be no appeal process for cases decided in this fashion. Charges against students must be resolved by the end of the student's program.
 - A. A faculty member who suspects a student of violating academic regulations will notify the student of the allegation, immediately after the discovery by the faculty member or of its being reported, and of the grounds for suspicion, decision of the faculty member and penalties.

- B. Should the faculty member find the student to be responsible for the infraction, the faculty member must report the infraction the Resident Director describing the violation and the penalties applied. The student must be notified of the report by the faculty member to the Resident Director. A record of the report will be kept in the student's file in the Center for Education Abroad in Glenside for a period of five years.
 - C. Should the Resident Director find upon receipt of this letter that the student has previous violations, the Resident Director shall promptly consult the Executive Director of the Center for Education Abroad for purposes of determining if sanctions are to be imposed.
 - D. If, within a reasonable period of time after a decision is rendered, new evidence becomes available or extraordinary circumstances are revealed, a student may request for a reconsideration of the case. Such a request must be made in a letter addressed to the Resident Director, who will then consult with the Dean of Studies and the Executive Director of the Center for Education Abroad to decide whether to grant the request.
- II. The student accused of the violation, or the faculty member involved, may choose to refer the case directly to the Resident Director, Dean of Studies and the Executive Director of the Center for Education Abroad.
- A. If in this instance, the party so choosing must present to the Resident Director a written, dated and signed statement of the reasons for the hearing within one week of discovery of the violation.
 - B. The Resident Director, in consultation with the Dean of Studies and Executive Director of the Center for Education Abroad, will review the case.
 - C. The faculty member involved must await the results of the Center for Education Abroad's review before assessing any penalties in the course.
 - D. If the student is found responsible for the infraction, the Resident Director, Dean of Studies and Executive Director of the Center for Education Abroad will write a letter describing the violation and the penalties applied. This letter will be kept in the student's file for five years. A copy must be sent to the student and to the faculty member involved.
 - E. In every case concerning academic integrity, the faculty member has final authority for determining penalties to be applied within the course. Sanctions as called for in the procedures of the Resident Director, Dean of Studies and Executive Director of the Center for Education Abroad involving

course grades are only advisory to the faculty member involved. The Resident Director, Dean of Studies and Executive Director of the Center for Education Abroad have authority to determine administrative sanctions.

Sanctions

Sanctions for violations of the Code of Academic Responsibility include but are not limited to:

1. Formal written warning.
2. Lowering the letter grade for the work involved.
3. Lowering the letter grade for the course.
4. Resubmission of work or additional assignments.
5. Grade of F for the course.
6. Dismissal from program

Code of Conduct

In any democratic society it is assumed that the individual's moral integrity and character are such that one is able to discipline oneself and does not require countless rules and laws. There is need, however, for some common customs, regulations and procedures in order that harmonious relationships may be maintained among the various members of the group and the rights of all may be protected.

Arcadia University regards all students as responsible citizens who have the same obligations as other citizens to observe the laws of the United States and the local and national laws of the host country. The University does not regard itself or its members above the law in any way. Students are subject to the rules and regulations of the host university, and they are also governed by the Arcadia University Center for Education Abroad.

As a member of an academic community, students assume rights and responsibilities which are inherent to the nature of that community and bear a responsibility to preserve a collegiate environment which encourages the maximum development of fellow students.

Students are reminded that existing regulations and policies regarding the Code of Conduct are binding and that all students are responsible for knowing and complying with them. Misconduct abroad can lead to dismissal from the program, loss of academic credit, and, in addition, may result in a decision by Arcadia University Center for Education Abroad to impose further sanctions.

Misconduct abroad refers to the student's actions that, in the judgment of the Resident Director and/or other officials of the program, jeopardize the student's own welfare or that of fellow students and/or the program.

Any disciplinary action requires a fair process and consistency with other Arcadia University and Center for Education Abroad policies.

Violations of the Code of Conduct

The maintenance of harmonious community standards requires that behavior that interferes with or threatens the welfare of others or the University community be prevented. To list all the acts that might constitute unacceptable conduct is impossible. However, your participation in any of the actions listed below constitutes a violation of University regulations and subjects you to disciplinary action.

1. Intentionally or recklessly causing physical harm to any person on Arcadia or host university premises or at an Arcadia or host university-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm that includes harassment.
2. Violation of the Non-Discrimination Policy of Arcadia University and the Center for Education Abroad, including discrimination on the basis of race, color, ancestry, national origin, gender, sexual or affectional orientation, religion, age, or disability.
3. Reckless and/or malicious destruction, damage or misuse of Arcadia or host university property or of the property of a member of the Arcadia or the host university institutional community, or any attempt to cause such damage.
4. Possession of stolen property, theft, attempted theft of Arcadia or host university property, or theft of the property of a member of this or the host institutional community. This includes removal of any Arcadia or host university property from its designated area.
5. Unauthorized entry into or use of facilities or property of another person or of Arcadia or a host university, as well as the illegal possession, duplication, or unauthorized use of keys to Arcadia or host university facilities.
6. Disorderly conduct.
7. Obstruction or disruption of teaching, research, administration, or other Arcadia or host university activities, or of any authorized activities on Arcadia or host university premises.
8. Setting fires, tampering with or misusing fire equipment, or setting off false alarms in any facility made available by Arcadia University Center for Education Abroad.

9. The sale, possession, production, purchase or use of any explosives, fireworks, incendiary devices, or weapons.
10. The sale, possession, production, purchase or use of any controlled substance or illegal drug.
11. The consumption of alcoholic beverages in public places or in buildings on Arcadia or host university grounds where it is prohibited.
12. Smoking in any Arcadia University building or host country/university grounds where it is prohibited.
13. Failure to comply with directions of Arcadia or host university officials acting in performance of their duties.
14. Violation of published Arcadia or host university regulations and policies, including those relating to entry into and use of facilities, the rules of the Code of Academic Responsibility, Code of Conduct, and any other regulations that may be enacted.
15. Violation of law on Arcadia or host university premises or Arcadia student housing in a way that affects the university community's pursuit of its proper educational purposes.
16. Violation of the laws of the country, openly abusing the customs and mores of the community.
17. Fraud, intentional misrepresentation, forgery, or falsifying University documents, records, or identification cards; or knowingly furnishing false information to Arcadia or the host university or to any university officials acting in performance of their duties.
18. Misuse of computer technology or resources.
19. Academic misconduct: cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty (see Code of Academic Responsibility).
20. Unauthorized absence from classes and/or from the program, exceeding the number of unexcused absences from class allowed for the program.
21. Failure to submit a completed, signed, and approved registration study list by the deadline set by the Resident Director.

Procedures for Investigation, Discipline, Sanctions and Appeal

If a student is charged with, or convicted of, an off-campus violation of law, the matter is of no disciplinary concern to the Arcadia University Center for Education Abroad unless he/she is incarcerated and unable to comply with academic requirements; provided, however, that once a student is judged guilty in a court of law, Arcadia University Center for Education Abroad may impose sanctions if it considers the misconduct to be so grave as to demonstrate flagrant disregard of the rights of others.

These judgments are never absolute; they are continuously open to review at the suggestion of any segment of the Arcadia University community. Careless abuse and violations of these regulations may involve the withdrawal of the privilege of participation in an Arcadia University study abroad program.

The Resident Director is responsible for adjudicating alleged violations of any university regulations and policies. S/he has jurisdiction over alleged violations of the Code of Academic Responsibility when the violation is not the first offense or when either the accused student or an instructor or other employee concerned so requests. If the Resident Director is involved in the alleged violations, the Executive Director of Arcadia University Center for Education Abroad will designate the person responsible for adjudicating the case.

Since many violations of University regulations are traditionally and properly subject to administrative action, generally only those offenses which are serious, subject to serious penalties, or offenses involving misconduct not already customarily dealt with shall call for Resident Director action. Decisions about whether a case is properly in the domain of the Resident Director shall be made by the Executive Director of the Center for Education Abroad, subject to review only by the President of Arcadia University.

The Resident Director is responsible for investigating all alleged violations of Arcadia University Center for Education Abroad and host university regulations or policies. Normally, this investigation will consist of interviews with the reporting party, witnesses, and the person alleged to have violated a regulation or standard of conduct. When the person alleged to have violated a regulation or standard of conduct is interviewed, he/she will 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.

All disciplinary action taken should be properly documented. A written log of the circumstances, outcome of any discussions with physicians, conversations with the Center for Education Abroad, family, etc., should be recorded and kept.

If the Resident Director believes that disciplinary action is appropriate, he/she is empowered to take disciplinary action in consultation with the Executive Director of the Arcadia University Center for Education Abroad, and local University officials, if applicable. Disciplinary actions include:

Written Reprimand, Written Disciplinary Probation, or Dismissal from the Program.

The Resident Director must inform the student in writing of the action to be taken and of the appeal process available to the student, if any, and inform the Executive Director of the Arcadia University Center for Education Abroad. The Center for Education Abroad may share, at its discretion, this information with home campus administration and/or academic offices.

NOTE: Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

If a student is found responsible for a violation of an Arcadia University Center for Education Abroad regulation, the Resident Director shall impose one or a combination of the following sanctions or alternative sanctions when they seem appropriate. In every case concerning academic integrity, the faculty member has the final authority for determining penalties to be applied within the course. Violations of the Code of Academic Responsibility are also liable to the other sanctions.

Sanctions for violation of the Code of Conduct and the Arcadia University Center for Education Abroad regulations:

a. Warning

A warning, both oral and written, placing the student on notice that continuation or repetition of the violation or any other violation of regulations may be cause for severe disciplinary action.

b. Censure and Probation

The warning will include a notification to the student that he/she is on probation, and any additional violations of University regulations will lead to more severe sanctions and possible dismissal. Notification of the sanction may be sent to the student's home school and to his/her parents (of dependent students) of both the offense and the disciplinary action taken. Action taken will be recorded in the student's file.

c. Interim Suspension

A student who is facing a charge of a serious offense, even before the adjudication of that charge by the appropriate hearing, may be suspended temporarily from participation in his/her program if, in the judgment of the Resident Director or his or her designee, the student is a danger to himself or herself, or to the safety of persons or property on University premises, or poses a threat of immediate disruptive interference with the normal conduct of University activities. Subject to the emergency nature

of the situation, the Resident Director or his or her designee shall afford the student the opportunity to challenge the evidence and shall make every effort to have the hearing at the earliest practicable time.

d. **Restitution**

Restitution for damage to or misappropriation of property.

e. **Dismissal from Arcadia or host university student housing.**

This sanction will be imposed in cases of serious or repetitious misconduct in the student housing halls, or violations of the housing agreement Housing Agreement. For a specified period a student is not permitted to reside in or to be a guest in Arcadia residences, but he or she may continue to enroll as a student in the overseas program. Home schools and parents of dependent students are notified of the cause of dismissal from the university residence.

f. **Permission to withdraw**

This right may be extended at the discretion of the Resident Director and Executive Director of the Arcadia University Center for Education Abroad as an option to the students facing disciplinary action for serious offenses.

g. **Dismissal**

This sanction is imposed for the more serious forms of misconduct or for repetitive offenses and entails the student's required and immediate departure from the study abroad program without financial refund. Notification is given to the home schools and parents of dependent students as to the cause of the dismissal.

Once a decision has been reached, the accused student shall be informed of the decision and sanctions, if any, in person, by telephone or email by the Resident Director or Executive Director of the Arcadia University Center for Education Abroad. A letter will be sent to the student indicating the decision and sanctions, if any, and it will include a statement of the student's right to appeal the decision and the procedure for doing so.

A copy of the record of the case, and a copy of the letter to the accused student relating the decision, shall be kept on file in the Arcadia University Center for Education Abroad in Glenside for five years. The record is property of the University and may be reviewed, but not copied, by the accused, accuser(s) and any advisors to those individuals. All reports will be destroyed after five years. The only action recorded on a student's permanent file is dismissal, unless the Executive Director of Arcadia University Center for Education Abroad has specifically instructed such a recording to be made and has so informed the student.

Appeals

If, within a reasonable period after a decision is made, new evidence becomes available, or other extraordinary circumstances are revealed, the Executive Director of the Arcadia University Center for Education Abroad may be asked to reconsider the case. Such a request must be made in a letter addressed to the Executive Director, who will then consult with the Resident Director to decide whether to grant the request.

Any party in a case who wishes to appeal a disciplinary action or a decision shall present, within one week of the receipt of the decision, his or her request in writing to the Executive Director of Arcadia University Center for Education Abroad. Appeals to the Executive Director may be made only on the grounds that an error was made which affected the outcome of the case. The letter requesting a hearing by the Executive Director shall state the basis or reasons for the appeal.

Discrimination, Harassment, Sexual Offenses

Non-Discrimination Statement

Arcadia University and the Center for Education Abroad are committed to assuring equal opportunity to all persons and do not discriminate on the basis of race, color, ancestry, national origin, gender, sexual or affectional orientation, religion, age, or disability in their educational programs, activities admissions or employment practices as required by Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable statutes. Inquiries concerning Title IX, Section 504 and ADA compliance and information regarding accessibility should be directed to the Affirmative Action Officer, Arcadia University, 450 South Easton Road, Glenside, PA 19038-3295; phone: 215-572-2947.

Grievance Procedures for Cases of Discrimination or Harassment

Members of the Arcadia University community who feel they have experienced discrimination, disciplinary action, or harassment based upon ethnicity, national origin, ancestry, race, color, religion, creed, sex, marital status, affectional or sexual orientation, age, or disability have rights to grievance procedures which should both address their complaints and see that misbehavior is penalized or errant practices corrected. It is desirable that complaints about mistreatment be resolved through informal channels if at all possible. Informal procedures involve mutually agreed upon resolutions, possibly including mediation. The formal grievance mechanism exists for those complainants who feel that informal discussions cannot resolve a problem or for whom other channels are inappropriate or unavailable. Formal procedures involve a hearing to adjudicate the violations. The hearings are conducted by the Resident Director or a designated member of the Resident Director's staff, and the Executive Director of the Center for Education Abroad. In either the informal or formal hearings, the accused and the accuser need not be present at the same time as determined by the Hearing Officer.

Sexual Harassment

Sexual Harassment is a violation of Title VII of the Civil Rights Act of 1964 for employees and Title IX of the 1972 Education Amendments for students. Whether it occurs in individual relationships or in the classroom, such behavior is unacceptable and is a violation of policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature:

1. When submission to such conduct is made a condition of an individual's academic standing or employment;
2. When submission or rejection of such conduct is used as a basis for decisions affecting an individual's academic standing or employment;
3. Where such conduct has the purpose or effect of unreasonably interfering with an individual's performance on the job or in the classroom, or creating an intimidating, hostile, abusive, demeaning or offensive academic, living or working environment.

If you feel you have been the victim of sexual harassment, you have the right to initiate a complaint. Those accused of sexual harassment have the right to defend themselves. Efforts will be made to maintain the confidentiality of both the accuser and the accused and to resolve the dispute in a timely fashion while maintaining elements of a fair process, including the right of the accused to be informed of the identity of the accuser at the earliest appropriate point in the process.

Complainants are encouraged to work with the Resident Director or a designated member of the Resident Director's staff before involving an outside agency. The University reserves the right to investigate serious allegations in the absence of formal complaints and to take appropriate action. If informal procedures are not possible or effective in resolving the problem, the formal grievance mechanism exists for those complainants. Formal procedures involve a hearing to adjudicate the case. The hearings are conducted by the Resident Director or a designated member of the Resident Director's staff, and the Executive Director of the Center for Education Abroad. In either the informal or formal hearings, the accused and the accuser need not be present at the same time as determined by the Hearing Officer.

Any disciplinary action requires a fair process and consistency with other Arcadia University Center for Education Abroad policies. Retaliation for bringing complaints is prohibited and is a violation of policy. If the complaint is unusually serious or there is a clear and present danger of retaliation, the Center for Education Abroad has the right to act to separate the parties.

Sex Offenses

Students who are victims of sexual assault are encouraged to consider all appropriate avenues for legal action. If both the victim and the accused are students and the victim chooses to initiate Arcadia University Center for Education Abroad judicial process, the victim will need to meet with the Resident Director or a designated member of the Resident Director's staff. There are informal and formal options for consideration. Informal

procedures involve mutually agreed upon resolutions, possibly including mediation. Formal procedures would involve a hearing to adjudicate the violations. The hearings are conducted by the Resident Director or a designated member of the Resident Director's staff. In either the informal or formal hearings, the accused and the accuser need not be present at the same time as determined by the Hearing Officer. In both informal and formal procedures, the sanctions are binding and the students will be held accountable for their actions. The sanctions are the same as for other violations of the Code of Conduct and the Arcadia University Center for Education Abroad regulations

Appeals in Cases of Discrimination, Harassment and Sexual Offenses

Any party in a case who wishes to appeal a disciplinary action or a decision shall present, within one week of the receipt of the decision, his or her request in writing to the Executive Director of Arcadia University Center for Education Abroad. Appeals to the Executive Director may be made only on the grounds that an error was made which affected the outcome of the case. The letter requesting a hearing by the Executive Director shall state the basis or reasons for the appeal.

Alcohol and Other Drugs

Introduction

The primary mission of Arcadia University is to educate students, in and out of the classroom, to prepare them for life in a rapidly changing global society. We recognize that alcohol and other drugs are part of this global society and therefore approach the issue of substance use in a way that educates while holding students accountable for their actions and for the laws of the United States and the country in which they are living and studying. We also know that alcohol and other drug abuse can interfere with a student's ability to fully participate in the educational mission of the University and that alcohol and other drug abuse is the number one health problem on college campuses and study abroad programs. Our primary appeal to students who choose to drink is that they make legal and low-risk choices that do not interfere with their overall health or their ability to take full advantage of the opportunities offered to them at the University and study abroad program.

The illegal use of drugs and the illegal and reckless use of alcohol in our society is a serious problem. Substance use and abuse can be life-

threatening. It can lead to a substantial loss of quality in a person's life and in the lives of those around him or her.

The Drug-Free Workplace Act of 1988 (P.L. 100-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.O. 101-206) require that each college and university receiving federal financial assistance annually provide the following information in writing to all students and employees: 1) standards of conduct; 2) legal sanctions; 3) health risks; 4) available treatment; 5) the University's disciplinary sanctions.

In accordance with the above legislation, the following information is presented for your knowledge.

Arcadia University Standards of Conduct Regarding Alcohol and Drugs

Arcadia University and the Center for Education Abroad prohibit the unlawful possession, use, distribution or sale of illicit drugs and alcohol by students and employees on University property or at University-sponsored events.

Arcadia University and the Center for Education Abroad do not encourage the use of alcohol. However, consistent with state law in Pennsylvania and the laws of the various host countries in which its overseas programs are located, Arcadia University Center for Education Abroad permits the lawful use and moderate consumption of alcoholic beverages by individuals who are legally entitled to drink. The University considers intoxication, disorderly or offensive behavior deriving from the use of alcoholic beverages to be subject to disciplinary action, regardless of age. No other drugs, only those medications that are properly prescribed, in the original container for the person prescribed, and used in the manner prescribed, are permitted.

Alcohol and Drug Violations (Refers to all students regardless of age)

The following are violations that may result in disciplinary action and may include sanctions such as loss of residential privileges, probation, suspension or expulsion:

1. The possession, consumption, purchase, attempt to purchase, or transportation of alcohol by anyone under legal drinking age on property owned, leased or controlled by Arcadia University;
2. The furnishing of alcohol to individuals under legal drinking age;
3. The sale, possession, production, purchase, or use of any controlled substance or illegal drug on University premises or at

- University-sponsored activities; possession of drug paraphernalia used for illegal drugs;
4. The consumption or distribution of alcohol in public places or buildings on Arcadia University premises;
 5. The abuse of alcohol that includes but is not limited to the following:
 - a. Violent acts against persons or property
 - b. Drunkenness
 - c. Contributing to the abuse by another
 - d. Driving under the influence
 - e. Medical emergencies such as excessive consumption or injury while drinking
 - f. Drinking contests, drinking funnels, and games and multiple shots are considered to be especially dangerous and may be considered abuse of alcohol.

Consequences of Alcohol or Other Drug Abuse often include the following:

- vehicular accidents
- injuries such as broken bones or burns
- violence, assault, property damage
- alcohol or drug poisoning
- aspiration of one's vomit
- addiction
- broken relationships
- failure or poor performance at school
- sexual assault, date rape, unwanted pregnancy, sexually-transmitted diseases, including the HIV virus.

Substance Use and Sexual Behavior

Substance use and risky sexual behavior are closely linked. There is evidence that sexually transmitted diseases, date rape, pregnancy, bad relationships, and loss of self-respect frequently relate to the use of alcohol or other drugs and sex. We encourage all students to make choices regarding sexual behavior when not under the influence of alcohol or other drugs.

Searches

Arcadia's responsibility to protect its buildings and property necessitates a right to enter a student's room. University employees may conduct a search in a student housing for, among other things, inspection, or repair, and insurance of compliance with federal, state, and local criminal laws, and University policies where there is cause to believe that a violation has occurred.

Arcadia University Center for Education Abroad Events Outside University Premises

Students are advised that the Arcadia University does not condone problematic or underage drinking at Center for Education Abroad events and activities, and reserves the right to discipline cases which are called to its attention. Students involved in any incident may be subject to disciplinary action under certain circumstances. Any disciplinary action will be administered in the same way as for violations of the Student Code of Conduct, with the same range of penalties, including warning, censure, disciplinary probation, restitution, dismissal from student housing, permission to withdraw, expulsion from program.

Legal Use of Alcohol for Students

There are two situations where students of legal age may consume alcohol:

1. At approved functions, such as receptions, meals and other Arcadia-sponsored events: Only those of legal drinking age will be served (proof of age required). No one who is intoxicated or under the influence of other drugs will be served. They will also be refused admission. No alcohol can be brought into any event nor leave the premises.
2. In students' own rooms where at least one resident is of legal drinking age. The limits on the number of people are based on the number of residents assigned to the room. For each resident present, three guests are permitted. No open containers of alcohol can be taken outside of individual rooms, suites or apartments. Arcadia University students are responsible for the behavior of their guests. Disciplinary action will be taken against the host of a guest who violates any University policy, in addition to action against the guests involved.

Any disciplinary action will be administered in the same way as for violations of the Student Code of Conduct, with the same range of penalties, including warning, censure, disciplinary probation, restitution, dismissal from student housing, permission to Withdraw, expulsion from program.

Laws Regulating Use of Alcohol and Other Drugs

Financial Aid Implications of Drug Offenses

Effective July 1, 2000, a conviction in a state or federal court for a drug-related offense will result in a student losing eligibility for federal financial aid.

Drugs at a Glance

Health Risks

1. *Alcohol*

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental function, severely altering a person's ability to learn and remember information. **Very high doses cause respiratory depression and death.** If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of becoming alcoholics.

2. *Cannabis*

Use of cannabis is often accompanied by sleepiness, wandering mind, craving for sweets, increased appetite, and time and space distortion. Sometimes a panic attack or paranoia occurs. It may impair short-term memory and comprehension. It also reduces ability to perform tasks requiring coordination and concentration such as driving a car. It is very irritating to the lungs and contains more cancer-causing agents than tobacco. Use during pregnancy can lead to low birth weight and damage to fetus.

Long-term users may develop psychological dependence and require more of the drug to get high. In the case of heavy users, it becomes the center of their lives.

3. *Inhalants*

The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the

heart and respiratory rates and impair judgment. Amyl and Butyl nitrate cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage.

Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

Long-term use causes weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

4. *Cocaine*

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, and body temperature. Occasional use can cause a stuffy or runny nose. Chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. This often happens rapidly. Crack or free base rock is extremely addictive, and its effects are felt within 10 seconds. Physical effects include: dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucination, paranoia and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

5. *Other Stimulants*

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. Users report feelings of restlessness, anxiety and mood swings. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug use ceases.

6. *Depressants*

The effects are similar to alcohol. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering gait and altered perception. Very large doses cause respiratory depression, coma and death. **The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.** The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

7. *Hallucinogens*

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instinct in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last 6 months to a year, following prolonged daily use. Mood disorders—depression, anxiety and violent behavior—also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, as well as heart and lung failure.

Lysergic acid (LSD), mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin.

The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

Some depressants that produce amnesia, such as Rohypnol or GHB, may be involved in rape cases.

8. *Narcotics*

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

9. *Designer Drugs*

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogues known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.

Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphoriant. They can produce severe neurochemical damage to the brain.

The narcotic analogues can cause symptoms such as those seen in Parkinson's disease; uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogues of amphetamines and methamphetamine cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogues of phencyclidine cause illusions, hallucinations and impaired perception.

Drugs used in combination are extremely risky.

Arcadia University Center for Education Abroad reserves the right to discipline students who violate the drug policy. Any disciplinary action will be administered in the same way as for violations of the Student Code of Conduct, with the same range of penalties, including warning, censure, disciplinary probation, restitution, dismissal from student housing, permission to withdrawal, dismissal from program.

Technology Abuses

When there is indication of any of the following abuses, or any other abuse which either interferes with the proper functioning of Arcadia's or a host university's computer, telephone, or other systems or impinges on another user's rights, the Resident Director or his or her staff are authorized to investigate and bring charges. The student's privileges to use any computer, telephone, or other resources may be suspended by the Resident Director until the outcome of a judicial hearing. Students may also be subject to sanctions for violations to the Code of Conduct.

Examples of technology abuse include but are not limited to the following:

1. Unauthorized attempt to, or threat to modify, or the modification of, computer equipment or peripherals.
2. Unauthorized attempt to, or threat to add/delete/change software, or the addition/deletion or change of software, such as games, graphics, operating systems, compilers, utility routines, etc.
3. Use of an account without proper authorization from the owner of the account.
4. Reading or use of private files, including Arcadia's or the host university's administrative or academic files, without proper authorization, or changing or deleting private files belonging to another user without proper authorization.
5. Violations of property rights and copyrights in data and computer programs.
6. Use of software to communicate offensive or obscene messages to other users of the system or anyone else on the internet.
7. Accessing offensive or obscene materials.
8. Violation of host university technology policies.

The use of any Arcadia University computer for copying licensed or copyrighted software (whether the software is owned by the University or not) is strictly prohibited. Also prohibited is copying University-owned, licensed, or copyrighted software on any other computer.

Loss or Damage Statement

Arcadia University Center for Education Abroad is not responsible for the loss of students' property because of fire, theft, water damage, or other causes. It is suggested that the students obtain insurance against loss by fire, theft or other causes before attending the program, and/or before moving into living accommodations overseas.