



SIT STUDY ABROAD

STUDENT HANDBOOK

Revised July 2007

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School for International Training is the accredited higher education institution of World Learning



WORLD LEARNING

✦ THE EXPERIMENT IN INTERNATIONAL LIVING

SCHOOL FOR INTERNATIONAL TRAINING

SIT STUDY ABROAD

WORLD LEARNING FOR INTERNATIONAL DEVELOPMENT

SIT Study Abroad Student Handbook

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Introduction

About the School for International Training

The mission of the **School for International Training (SIT)** is to prepare students to be interculturally effective leaders, professionals, and citizens. In so doing, SIT fosters a worldwide network of individuals and organizations committed to responsible global citizenship. SIT fulfills this mission with field-based academic study abroad programs for undergraduates and degree and certificate programs for graduates and professionals.

World Learning, SIT's parent organization, was founded as The Experiment in International Living and has enjoyed a worldwide reputation for its programs in international education, exchange, and sustainable development for over 70 years. SIT was established in 1964 to answer a growing demand for expertise in language and intercultural training.

Today, SIT students and faculty are engaged in vital work in the fields of education, training, civil-society building, sustainable development, social justice, management, international exchange, and citizen diplomacy. SIT is accredited by the New England Association of Schools and Colleges. For more information on SIT, visit our Website at www.sit.edu.

About SIT Study Abroad

To date, more than 25,000 students have benefited from the field-based academic programs offered by SIT Study Abroad. Alumni of SIT's 80-plus semester and summer programs return from around the world to their home colleges equipped with academic insight, strong field research skills, essential intercultural competencies, and a comprehensive understanding of critical global issues in a regional context.

Field-based learning is the cornerstone of SIT Study Abroad. In every program, students integrate classroom study with field and research experience, creating synergies that enrich both their time abroad and their future studies.

SIT has long-established relationships with academic institutions and organizations around the globe. An Academic Director with experience in a relevant area of study and extensive knowledge of the host country supervises in-country coursework while facilitating student access to local resources, facilities, and experts. Each small group of students also benefits from the efforts of talented language instructors, lecturers, homestay coordinators, and other local staff.

In addition to formally structured coursework, students enrolled in the semester-long programs undertake a month-long Independent Study Project. Building on field study techniques acquired throughout the semester and working together with a local advisor, students have the opportunity to conduct research using primary sources on a topic that they find particularly interesting.

Both curriculum and program administration are coordinated centrally from SIT's main campus in Brattleboro, Vermont.

Program Overview

SIT's program components form a logical progression; enabling students to gain greater language proficiency, further understanding of the host culture, field research skills, and advanced knowledge of a particular subject. During the semester programs, students advance from a structured learning environment to a more independent one through the program's seven interrelated components. Program-specific components vary and are outlined in the individual program pages on our Website (<http://www.sit.edu/studyabroad/index.html>) and will be covered in detail during orientation.

Program Orientation

During the first week of the program, the Academic Director and other professionals conduct academic, cross-cultural, health and safety, and site-specific orientations.. Through group discussions, readings, and other methods, students are introduced to the host country and develop skills for successful cross-cultural communication. Orientation is also a time to review academic requirements, understand program objectives, and develop working relationships within the student group.

Intensive Language Study

SIT language instruction is offered through universities, language institutes, or qualified private teachers. With its focus on oral communication, SIT language learning enriches the academic experience and enhances cultural immersion. Based on in-country evaluation, including estimated ACTFL (American Council of the Teaching of Foreign Languages) oral proficiency testing, students are placed in a small class at the appropriate language level. Through three to six hours of daily formal classroom instruction and discussion, as well as field exercises, students develop conversation skills and learn aspects of written language. Guided Self-Instruction under the supervision of host country language instructors is available for students who place above the language levels offered. There may be an additional fee associated with this.

Homestay

Through a homestay, students become a member of a family and share in its daily life. This opportunity facilitates cultural immersion, helps develop further language skills, and provides a context for academic learning. Students frequently cite the homestay as an educational highlight of the term.

Homestay placements are arranged by a local coordinator who screens and approves each family's suitability. These families represent a variety of occupational, educational, and economic levels, and live in diverse neighborhoods, towns, and rural settings. Families include one or more adults and may or may not include children. The success of the homestay experience depends largely on each student's willingness to adapt as an active family member.

When not living with a homestay family, students stay in lodgings chosen under the guidance of the Academic Director. Accommodations may include guesthouses, educational institutions, lodges, hostels, hotels or camping facilities, depending on local conditions and customs.

Thematic Seminar

This interdisciplinary course focuses on a theme, such as ecology and conservation, culture and development, peace and conflict studies, gender issues, or the arts, within the context of the host-country culture.

In many cases, this seminar is conducted in cooperation with a host-country university or institute. SIT Study Abroad students do not enroll full time in these institutions. Instead, the program draws lecturers and instructors from these and other academic institutions and from the professional community, taking advantage of carefully selected local resources to provide a variety of informed perspectives. Classroom activities and required readings are complemented by educational excursions, rural stays, and field-based assignments.

Field Study Seminar

On SIT Study Abroad's semester programs, the Field Study Seminar trains students to learn effectively in a non-classroom environment and prepares them to develop, implement, and present their Independent Study Projects. Students learn the most effective and appropriate field study methods to use in the host communities. Students also learn to be aware of the effect of their informants' biases - and their own - on the design of field study projects and the interpretation of data.

Material includes cross-cultural adaptation and skills building; project selection and refinement; appropriate methodologies; field study ethics; developing contacts and finding resources; developing skills in observation and interviewing; gathering, organizing and communicating data; and maintaining a work journal.

Environmental studies programs include an Environmental Field Studies Seminar, which has an additional emphasis on fieldwork in the natural sciences.

Independent Study Project

In the final weeks of the semester programs, students pursue Independent Study Projects related to the theme of the program. During the semester, students work with the Academic Director to develop plans of study utilizing primary sources. Appropriate topics have a manageable focus and can be carried out in a variety of settings, such as schools, nongovernmental organizations, or field research stations.

Students work closely with a project advisor and other key contacts during the independent study period. The culmination of this project is typically a 20- to 40-page paper that is presented to colleagues, the Academic Director, and often the project advisor and other interested host-country individuals.

Independent Study Projects and Human Subjects Review Policy

All final Independent Study Project (ISP) proposals must reflect a thoughtful and culturally-appropriate consideration of the effects of the inquiry on the participants. To that end, students will be required to submit a *Review of Research with Human Subjects* application form that includes questions about any potential harm that might occur as a result of the study; appendices to the form should include interview and survey protocols. If the Academic Director believes that the concerns of this policy have not been sufficiently addressed, he/she may require a revision of the proposal. Standards for this Human Subjects Review policy are developed in country and reflect local academic practice. Completion of the *Review of Research with Human Subjects* application occurs during the SIT Study Abroad program, and is a standard part of ISP preparation.

If a student's research has been funded by a US government agency or if the student plans to take the research back to the home school or community for further dissemination, then more stringent standards must be followed, i.e., not only those of the host community, but also those of the Office for Human Resource Protections (with which SIT is registered). Any questions or concerns will be forwarded to SIT's Institutional Review Board for consideration. A student's home school may have its own procedure to follow regarding Human Subjects Review, and SIT recommends checking in with the study abroad office and academic advisor on the home campus prior to the start of the SIT program.

Commitment to Diversity

Diversity is at the core of SIT's mission. At SIT, we seek to engage students from a variety of backgrounds, perspectives, and experiences, and to ensure that the breadth of our thematic and regional programs meets students' academic and personal goals. Our staff, who have diverse cultural and academic backgrounds, are committed to fostering an atmosphere of understanding, tolerance, learning, and growth for each and every student.

SIT offers scholarship funds for students who demonstrate financial need and whose participation will broaden the perspectives and collective background of our student body. In addition to SIT institutional funds, we continually seek foundation and other support to help us increase financial assistance to all students, particularly those from public institutions and Historically Black Colleges and Universities.

SIT is dedicated to expanding outreach and providing quality programming and support to all students.

Student Rights and Responsibilities

One of SIT's goals is to promote understanding among people from different parts of the world through a commitment to mutual learning and respect for others. Students attending an SIT program become an integral part of a community striving toward these goals, which can only be realized if individuals honor the rights and privileges of all community members and take responsibility for their own actions. The following guidelines and procedures are designed in support of this purpose.

Expectations of Student Conduct

Students are required to comply with policies and procedures of SIT Study Abroad, SIT and World Learning, including the SIT Study Abroad Conditions of Participation. Additional, program specific ground rules and codes of conduct may be introduced during the orientation portion of the program. Behavior of student participants on SIT programs must be above reproach at all times. It must take into consideration an accurate perception of the values and norms of the host communities, and the well being of fellow group members and program staff. The following is a non-exhaustive list of prohibited actions:

1. Violation of safety practices or negligence that might cause injury or death to any person on site or at any event sponsored by SIT or World Learning.
2. Creating excessive noise, disturbing the peace, sexual or other harassment of any kind, violation of individual rights or privacy, or disruption of lawful activities of others.
3. Deliberately or carelessly damaging or stealing SIT property or the property of those associated with SIT or a host community.
4. Theft of property from any other person.
5. Unauthorized entry or use of program facilities, including host facilities such as host universities, hotels or offices of program staff and contacts.
6. Possession or use, including the threat of use, of a weapon or other hazardous materials, such as, but not limited to, a firearm, knife, explosive or other object that could be considered a weapon while on the program.
7. Violation of host country or U.S. laws, including, but not limited to, those that relate to the use of alcohol and drugs on the program. Violation of local laws may result in fines, punishment, imprisonment or deportation in addition to punitive actions by SIT.
8. Failure to comply with the reasonable directions of program employees acting in the performance of their duties.
9. Violations of all approved SIT policies and regulations as published in the SIT Study Abroad Student Handbook, Conditions of Participation, program materials or other official SIT publications.
10. Any conduct which jeopardizes SIT's ability to maintain positive relations in host communities or to continue to carry out its programs, including but not limited to culturally inappropriate behavior.

Academic Integrity

Academic dishonesty is the failure to maintain academic integrity. It includes, but is not limited to, obtaining or giving unauthorized aid on an examination, having unauthorized prior knowledge of an examination, doing work for another student, having work done by another person for the student, and plagiarism. Academic dishonesty can result in severe academic penalty, including failure of the course and/or dismissal from the institution.

Plagiarism is the presentation of another person's ideas or product as one's own. Examples of plagiarism are: copying verbatim and without attribution all or parts of another's written work, using phrases, charts, figures, illustrations, computer programs, websites without citing the source; paraphrasing ideas, conclusions or research without citing the source; using all or part of a literary plot, poem, film, musical score, computer program, websites or other artistic product without attributing the work to its creator.

Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record sources of material to be cited, quoted, paraphrased or summarized, and research or critical papers should acknowledge these sources in footnotes or by use of footnotes.

Infringements of SIT's academic dishonesty policy are handled as violations of the student code of conduct and may result in disciplinary action.

Attendance and Participation

Due to the nature of SIT programs, and the importance of student and teacher contributions in each and every class session, attendance at all classes and for all program excursions is required. Criteria for evaluation of student performance include attendance and participation in program activities. Students must fully participate in all program components and courses. Students may not voluntarily opt out of required program activities.

Peer Relations

SIT Study Abroad fosters an environment of mutual respect for all program participants. It is incumbent upon each student to try to work out disagreements with peers. If the students cannot satisfactorily resolve the issues, s/he may file a complaint with the Academic Director. Sexual harassment complaints will be handled in accordance with SIT Study Abroad's Sexual Harassment policies and procedures.

Housing

Student housing will vary during the program and may include homestays, hotels, guesthouses, lodges, educational institutions, camping and hostels. Students must respect the policies and practices of each establishment or facility at which they are housed, including respectfully following their homestay family's rules. Students are responsible for informing themselves of policies and practices for all housing situations. Students should inform their Academic Director and/or Homestay Coordinator if any conflicts arise during the homestay and efforts will be made to resolve the issue or find an alternative placement for the student. Students are responsible for their own behavior and actions in their housing situations. Any damage to the property or environment, disruptive activities, or willful disregard of policies and practices of any housing situation may result in disciplinary action, including expulsion from housing and/or dismissal from the program.

Support for Students with Disabilities

Students with disabilities (including physical, learning, or other types of disabilities) should contact the SIT Study Abroad office as soon as possible to discuss their needs and to obtain information about accommodation. Each situation will be considered on a case-by-case basis, and every effort is made to work collaboratively with students to facilitate a positive educational experience. In-country conditions and resources do vary by site, however, and some program locations have limited accessibility.

Students seeking reasonable accommodations are asked to provide current documentation of the disability as early as possible, within 15 days of their offer of admission and no later than 60 days prior to the start of the program. SIT Study Abroad cannot guarantee that we will be able to provide for any request received after the 60-day deadline. General requirements consist of written documentation from a qualified professional, which, at a minimum, includes the following:

- Specific diagnosis of the disability
- Specific evidence of the disability, including any tests or other evaluations performed and results
- Impact of the disability on the person's functioning (functional limitations)
- Recommendations for adjustments

Additional information may be requested.

Sexual Behavior and Relationships

One of the greatest concerns regarding sexual relationships in today's world is safety and the use of effective protection against life-threatening diseases. It is vital to obtain the most current information possible regarding sexual relationships, host-country expectations in this regard, and prevention of sexually

transmitted diseases and unwanted pregnancies. Students should make every effort to address these issues before going abroad.

Students must be fully aware that both verbal and non-verbal communication, including dress, can communicate specific sexual expectations in the host country. The subtleties of acceptable sexual behavior in host communities will be difficult for students to grasp as outsiders, and students' assumptions about what is acceptable may be frequently challenged. Students need to become sensitive to these differences, and strive to educate themselves quickly on appropriate behavior.

Gay, Lesbian, Bisexual and Transgender Student Issues

Sexual orientation and sexual identity are viewed differently in the various host communities you may have contact with on your program. While on the program, you may need to consider these issues differently than you do in your home community. Please discuss the specific local cultural and religious realities as they apply to GLBT issues with your Academic Director during orientation. For more information about GLBT issues abroad, visit the NAFSA: Association of International Educators GLBT Special Interest Group's website: <http://www.indiana.edu/~overseas/lesbigay/student.htm>. This site has information on lesbian and gay issues, as well as links to international lesbian and gay organizations, and overseas support.

Policy on Alcohol and Other Drug Use

Statement of Philosophy

In keeping with its mission, it is the intent of SIT to provide an environment that fosters tolerance, a commitment to learning, personal development, and respect for others. While there does exist some latitude for individual choice regarding the personal use of alcohol, that freedom of choice exists within certain guidelines. Students and staff are required to obey all applicable laws regarding the possession, use, and distribution of alcohol, comply with SIT alcohol and other drug policies, and take full responsibility for their conduct. This includes respect for individual and collective rights and property. Behavior which threatens to create disorder, public disturbance, damage to oneself or to others, or that otherwise interferes with the proper functioning of the institution will not be tolerated. SIT expressly prohibits the unlawful manufacture, distribution, possession, or use of any controlled substance on its premises (including the office, classroom buildings, homestays, and anywhere else SIT holds program-related events) by students or staff, or through any of its sponsored activities. Convincing indication of drug use requires immediate dismissal from an SIT Study Abroad program.

Acceptable use of alcohol will be shaped by local laws, cultural norms, and safety considerations. The Academic Director will set guidelines and rules for alcohol consumption, in relation to local cultural norms, for each program. SIT Study Abroad reserves the right to prohibit alcohol use on any of its programs at any time. SIT Study Abroad staff will not purchase alcoholic beverages for students. Excessive alcohol use is not permitted.

Violations

Students who violate the SIT Alcohol and Other Drug Policy are subject to disciplinary action, including, but not limited to, disciplinary probation and dismissal from the program, and may face possible criminal or civil liability. Such persons may be referred to law enforcement authorities for prosecution and/or referred to substance abuse programs for evaluation or treatment.

SIT Study Abroad Alcohol Policy - Code of Conduct

Consumption of alcohol within the limits of local law, cultural norms, and safety considerations may be permitted with the following guidelines:

1. Students must obey local laws, and take full responsibility for their conduct.
2. Students must behave in a culturally appropriate manner.
3. Behavior must not violate the rights of roommates, host families, host community members, other students, program staff or program contacts.
4. Inappropriate behavior resulting from alcohol consumption, including but not limited to behavior which is offensive to others; and/or poses unreasonable risk to the student or others; and/or results in destruction of property; and/or affects student performance; and/or causes embarrassment or otherwise interferes with the proper functioning of the program, is not permitted.

Sponsoring SIT Events where Alcohol is Requested

There may be events where alcohol may be served when this is in keeping with local alcohol laws and local custom. Alcohol may be served at sponsored events under the following conditions:

1. All SIT sponsored events at which alcohol is to be served must be approved by the Academic Director.
2. When alcohol is served at an event, food, as well as an equal amount of nonalcoholic beverages (such as soda and juice), must also be provided.
3. Academic Directors cannot purchase alcoholic beverages for students. Purchase of alcoholic beverages must be paid for by the student.

Resources for Substance Abuse Counseling and Treatment

World Learning/SIT supports the prevention of substance abuse and encourages the rehabilitation of those persons who may be affected by alcohol and other drug problems. Information and counseling availability varies by program, but the Academic Director is the main resource person who will inform students of the counseling options in the program area.

Health Risks Associated With Use of Alcohol and Illicit Drugs

Part of SIT's commitment to health and well-being includes efforts aimed at the prevention and treatment of substance abuse problems, with education forming an important component of these endeavors. The following information is offered to increase awareness about the risks associated with the use alcohol and other drugs. Also included is a list of resources for substance abuse treatment.

Alcohol

Alcohol is a substance found in beer, wine, and various liquors. Because alcohol is a legal drug and readily accessible, it is easy to overlook the many problems that can result from its use. People who drink regularly can build up a tolerance for its effects and may need increasing amounts of alcohol to acquire the same feeling. When people become physically dependent on alcohol, they suffer severe withdrawal symptoms when they try to stop.

Physically, alcohol functions as a central nervous system depressant. It enters the bloodstream almost immediately and circulates to the brain and all organs. Alcohol slows thought processes, reflexes, and other physical skills. Mentally, its effects vary greatly. In small amounts, the user may feel relaxed, talkative, happy, and excited. In larger doses, the person may feel confused, moody, angry, or unhappy. Large doses can result in unconsciousness, coma, and even death. Mixing alcohol with other drugs can be particularly dangerous.

Alcohol may lead to addiction, damage to the brain, liver, and other organs, fetal alcohol syndrome (harm to babies whose mothers abuse alcohol during pregnancy), overdose, and death. Drinking and driving is the greatest cause of fatal car accidents. Furthermore, alcohol is a factor in many family, school, and job problems, domestic abuse and other violent crimes.

Marijuana

Marijuana is a drug made from the Indian hemp plant, *Cannabis sativa* (hashish is also derived from this plant). The main ingredient in marijuana is THC (delta-9-tetrahydrocannabinol). Physically, it enters the blood stream and acts on the brain and nervous system. It causes the heart to speed up, lowers body temperature, impairs coordination, slows reaction time, stimulates appetite, and produces a dry mouth and throat. Mentally, marijuana affects one's moods and perceptions; for example, the user may feel silly, quiet or withdrawn, confused, frightened, or anxious. Regular use of marijuana can lead to tolerance, psychological dependence, and possibly physical dependence (marked by withdrawal symptoms of difficulty sleeping, nervousness, and quick temper).

Depending on how much and how long marijuana is used, it may affect the reproductive system (especially in adolescence), cause chest pain, increase the risk of breathing problems and lung cancer, weaken the body's ability to fight disease, reduce short term memory, and result in diminished motivation and concentration.

Cocaine

Cocaine is a stimulant made from the leaves of the coca bush. Crack cocaine is a highly potent form of cocaine that is extremely addictive. Physically, cocaine increases blood pressure, heart and breathing rates. It can cause nausea, vomiting, insomnia, tremors, convulsions, and damage to lungs and nasal tissue. Mentally, users may feel anxious, confused, irritable and very depressed. They may experience

hallucinations, paranoia, tolerance, and addiction. Physical harm includes possible damage to the brain and other organs, and permanent damage to lungs, liver, and nose. Cocaine use can lead to severe problems for the unborn and newborn babies of mothers who use cocaine. Cocaine is never safe; it can result in coma and death.

Other drugs

Cigarette, cigar, and pipe smoking can cause coughing, wheezing, sore throat, headache, dizziness, and nausea. Over time, smokers face an increased risk of lung and throat cancer, emphysema, bronchitis, and heart disease. Nicotine is a highly addictive substance, and the dangers of second hand smoke have been documented in recent years.

The use of other drugs such as inhalants, stimulants, depressants, heroin, and hallucinogens (LSD, mescaline, and PCP to name a few) all can cause serious and potentially fatal consequences for users. Persons who inject drugs with needles place themselves at risk for HIV/AIDS and other infections if they share needles or have unsafe sex.

Sanctions for Violations of Codes of Conduct

Violations of the codes of conduct may bring one or more of the following sanctions:

Official Warning

A warning is given in the form of a written statement to the individual that he or she has violated SIT policy and that any additional violations may result in more serious disciplinary action during the stated period of reprimand. A copy of this statement will be kept on file for the stated period of reprimand.

Disciplinary Probation

Probation is a period of time during which a student's actions and behavior are subject to close examination. Any offense committed during this time period can result in further sanctions, up to and including dismissal from the program. While on probation a student may be denied permission to participate in certain program activities. A copy of the statement will be kept on file for the period of probation and will become part of the student's SIT file.

Dismissal

In addition to violations of the Conditions of Participation and codes of conduct, SIT, in its sole discretion, reserves the right to dismiss any student for the following reasons: failure to participate fully in all program components, failure to observe published policies or procedures, failure to disclose material information requested by SIT (e.g. emergency contact information, ISP information, health information), ill health that interferes with effective program participation, or conduct that is, in the sole judgment of the Dean of SIT Study Abroad, improper or offensive to the host community, potentially detrimental to the health or safety of the student or other members of the program, or inappropriate for the program or for study in a cross-cultural environment. A student who leaves the scheduled program at any time without prior written authorization from SIT Study Abroad will not be allowed to return to it and will be considered withdrawn. In the case of dismissal, the normal refund schedule will apply.

Right to Appeal

Students have the right to present their perspective and exercise appeal consistent with SIT's policies and procedures. Appeals of any decision and/or sanctions should be made to the Dean of SIT Study Abroad within 48 hours of the initial decision.

Statement on Ethics in Field Study

In the course of field study, complex relationships, misunderstandings, conflicts and the need to make choices among apparently incompatible values are constantly generated. The fundamental responsibility of students is to anticipate such difficulties to the best of their ability and to resolve them in ways that are compatible with the principles stated here. If a student feels such a resolution is impossible, or is unsure how to proceed, s/he should consult as immediately as possible with the Academic Director or Project Advisor and discontinue the field study until some resolution has been achieved. Failure to consult in cases, which, in the opinion of SIT Study Abroad, could clearly have been anticipated, can result in disciplinary action.

Students must respect, protect and promote the rights and the welfare of all those affected by their work. The following general principles and guidelines are fundamental to ethical field study:

Responsibility to People Whose Lives and Cultures are Studied

Students' first responsibility is to those whose lives and cultures they study (please refer to the Human Subjects Review policy on page 6 of this Handbook). Should conflicts of interest arise, the interest of these people take precedence over other considerations, including the success of the field study or Independent Study Project, or if the study has negative repercussions for any members of the target culture, the project can hardly be called a success. Students must do everything in their power to protect the dignity and privacy of the people with whom they conduct field study.

The rights, interest, safety, and sensitivities of those who entrust information to students must be safeguarded. Students may not realize the risk that people may be taking ; therefore, students should endeavor to understand and appreciate the role of their human subjects. The right of those providing information to students either to remain anonymous or to receive recognition is to be respected and defended. It is the responsibility of students to make every effort to determine the preferences of those providing information and to comply with their wishes. It should be made clear to anyone providing information that despite the students' best intentions and efforts anonymity may be compromised or recognition fail to materialize. Students should not reveal the identity of groups or persons whose anonymity is protected through the use of pseudonyms.

Students must be candid from the outset in the communities where they work that they are students. The aims of their study projects should be clearly communicated to those among whom they work. Students must acknowledge the help and services they receive. They must recognize their obligation to reciprocate in culturally appropriate ways. Students must take into account and, where relevant and to the best of their ability, make explicit the extent to which their own personal and cultural values affect their field study.

To the best of their ability, students have an obligation to assess both the positive and negative consequences of their field study. They should inform individuals and groups likely to be affected of any possible consequences relevant to them that they anticipate.

Students must not represent as their own work, either in speaking or writing, materials or ideas directly taken from other sources. They must give full credit in speaking or writing to all those who have contributed to their work.

Responsibility to Hosts

Students should be honest and candid in all dealing with their own institutions and with host institutions. They should ascertain that they will not be required to compromise either their responsibilities or ethics as a condition of permission to engage in field study. They will return copies of their study to SIT and/or other sponsoring institution and to the community that hosted them at the discretion of SIT, other sponsoring institution, and/or host community.

Failure to Comply

When SIT Study Abroad feels that a student has violated this statement of ethics, the student will be subject to disciplinary action, up to and including dismissal from the program.

Health, Safety, and Risk Management

Safety Statement

Sending over 2000 students each year to more than 45 countries throughout the world, student safety is our highest priority. Due to our long experience with risk assessment, emergency preparedness and crisis management, we are able to adapt quickly to dynamic challenges. Because socioeconomic, political, environmental, and medical conditions vary widely across the countries in which we operate, SIT Study Abroad specifically tailors health, safety, and security measures to each location and current circumstances. Our staff are well trained in risk assessment and crisis management, and we gather information from a variety of sources to continuously evaluate safety and security conditions:

1. SIT monitors US government advisories, considering those issued both by in-country embassies and consulates and by the State Department in Washington, DC.
2. In addition to our own academic directors and other in-country staff, we rely on the considerable in-situ knowledge and analysis of local institutional colleagues with whom we have long and trusted relationships.
3. SIT consults with academic and nongovernmental organizations through the global networks of World Learning, SIT's parent organization.
4. Through personal, professional, and online networks, SIT maintains close contact with other study abroad programs and professionals around the world.
5. SIT senior staff have collectively lived and worked for decades in the regions where our programs operate. These staff members are on call 24 hours a day, including after hours in the event of emergency.

SIT Study Abroad infuses safety and security throughout the program curriculum. Key elements of the SIT model help to maximize in-country safety, including:

- Orientation - During the initial orientation period, academic directors and others educate students about potential safety risks and strategies to keep themselves safe within their new context. Our staff provide further safety and security briefings at key junctures throughout the semester, most notably at times of movement to different program locations.
- Homestays - Homestays provide students with grounding in the local culture – critical to building realistic perceptions of risk. Host families help students navigate their new surroundings by providing first hand exposure to local norms, modeling culturally appropriate behavior, and giving precautionary advice about the local environment.

Total safety cannot, of course, be guaranteed abroad just as it cannot be in the United States. SIT is committed to taking the necessary steps to maximize student safety at each and every program site.

Staying Healthy

Students receive a copy of SIT Study Abroad's Health Guidelines and Requirements specific to their program as part of the pre-acceptance materials (with the exception of some Europe and Oceania programs). Students should read these guidelines and requirements carefully, and discuss precautions and preventative measures with their health care professionals before departure. Students must acknowledge that they have read and understood the contents of this document before they will be permitted to participate on the program. During orientation, students will receive an additional health briefing, and are expected to follow the recommendations and requirements set forth.

Student Health Insurance

SIT will provide students with illness and accident insurance as specified in the accident and illness policy sent to students prior to departure. All students are automatically covered by SIT's accident and illness insurance policies for the period of their enrollment on the program. All students should read these policies

carefully and arrange personally for any supplemental coverage desired. The insurance identification card contains a summary of coverage and students should carry it at all times. Although SIT can make no representation as to the availability or level of proficiency of medical care in all circumstances, in the event of accident or illness we will attempt to ensure that appropriate care is provided. Financial responsibility for medical treatment of pre-existing conditions rests solely with the student.

The Academic Director will have a number of claim forms to give to students as needed. Note that students are responsible for paying medical expenses on-site and filing claims with the insurance company. The insurance company will then reimburse the student less a \$50 deductible per injury or period of illness. See details at http://www.sit.edu/studyabroad/docs/health_insur_policy_info.pdf Any questions regarding insurance coverage, filing a claim or medical bills should be directed to the student insurance specialist at SIT.

Medical Form

All students must submit a complete SIT medical form by the stated deadline. Failure to do so may jeopardize participation in the program. Failure to disclose complete and accurate information on the medical form can result in denial to participate prior to the program or dismissal from the program. SIT does not accept medical forms completed by a relative.

The medical form is designed to help SIT's medical staff determine whether or not there are any health issues that may put the student at risk in a particular program setting. The information contained in the medical form is not used in the admissions process. However, the form must be approved by our medical staff in order for a student to participate in the program. In some cases, a student may not be able to participate on a program if resources available on site do not, in our opinion, allow for adequate support of student needs. In such cases, every effort is made to place the student on a program with appropriate resources. Full and timely disclosure of any medical or psychological issues or special student needs is required. This will help us determine if adequate resources are available and to make any necessary preparations to ensure successful participation on the program. If our physicians have any questions about a completed medical form, an SIT staff member will be in touch to request further information.

We require that all students participating on SIT programs show medical and psychological stability for no less than six months prior to the group's departure date.

Support for Psychological Issues

SIT can make no guarantees that adequate psychological care can be provided in country. Wherever possible, trained psychiatrists or psychologists have been identified by the Academic Director. However, the strenuous demands of cultural adaptation and the rigor of SIT programs may have adverse effects on students who are recovering from mental health issues. Our screening process is designed to identify such potential risks, and to avoid recurrences of psychological problems.

SIT Policy on HIV

This states the policy of World Learning and the School for International Training (SIT) with respect to HIV infection and AIDS:

1. It is not a U.S. legal requirement and, for reasons of privacy, we do not normally require students or host family members to submit to HIV testing or to disclose their status.
2. We provide our students with written information on precautions that should be taken to avoid transmission of communicable diseases. With respect to HIV/AIDS, specifically, we strongly encourage that Universal Precautions be observed.
3. The prevalence of HIV infection and AIDS is a fact of life around the world. SIT students and staff should take steps to inform themselves of the local situation and adjust their behavior accordingly.

4. Medical information concerning our students, including HIV status, is confidential and is to be disclosed only with the written consent of the student or otherwise in accordance with applicable law.

SIT Health Center Universal Precautions

Due to the rising incidence and threat of HIV infections and AIDS, a series of simple rules has been developed to prevent the spread of these and other serious infectious diseases. The precautions, if followed, will protect you from acquiring these infections.

1. Avoid any unprotected sexual contact in any area of the world. Remember that condoms are not 100% effective. Also avoid tattooing, body piercing or handling used medical needles. In addition common household items such as razors, toothbrushes, personal care scissors, tweezers etc. can be contaminated with blood, and therefore should never be shared.
2. Avoid exposure to potentially HIV-containing fluids, primarily blood, but also semen, vaginal secretions, mother's milk, and any other body fluid that contains blood; e.g. bloody vomitus, feces, saliva, or urine.
3. When exposure is unavoidable, as in caring for an injured person, or in cleaning up a bloody spill, always wear surgical gloves and protective garb, and, where splattering is likely, protective mask and eye wear. Do not re-use gloves, gowns, or masks; dispose of them in a manner that prevents contaminating others. Blood spills should be cleaned up (while wearing gloves) with 1 part in 10 Bleach/water solution, and the rags safely disposed of. Thorough hand washing after clean up is also necessary.
4. These precautions are universal, i.e., they must be observed at all times in any part of the world, regardless of the perceived level of endemicity of HIV in a given individual or population.
5. Following these precautions also minimizes exposure to Hepatitis B and Hepatitis C, which are other common blood-borne viral infections.

Travel

SIT, as the student's agent, arranges for scheduled international air transportation through an airline or travel agent. Students agree that SIT assumes no responsibility or liability for death or injury to the student or for loss of or damage to property (including baggage) resulting from the provision of air transportation and other services. The passenger contract in use by the airlines, when issued, will constitute the sole contract between the airline and the passenger. SIT will designate the times and ports of departure for all group transportation during the program and will arrange for assembly at the designated times and places. However, each student is solely responsible for any missed connections due to failure to assemble in a timely manner. SIT will be in no way liable for the cost of alternate transportation or for any losses resulting from the student's failure to use the designated transportation. Upon departure, the student must present a passport or travel document that matches the name on the passenger manifest.

Program Restrictions

Students are prohibited from engaging in certain activities for a variety of reasons, including but not limited to: potential tragic consequences for the individual concerned, potential disruption of the SIT program as a whole, non-insurability, or U.S. State Department or other authoritative warnings. Participation in these activities is not permitted and is grounds for dismissal. These include, but are not limited to, motorcycling, hitchhiking, driving, parachuting, bungee jumping, hang-gliding, riding in private airplanes, rock climbing, white water rafting, and scuba diving. In addition, Academic Directors may inform students during orientation of other activities that are prohibited due to specific factors in country.

Student Independent Travel

Independent travel during the program is limited and restricted. Students may not travel independently during the program without prior written consent from SIT Study Abroad. Students traveling independently following the close of a program assume total responsibility for their actions and safety. The period of enrollment for students ordinarily begins the day of the group's arrival in country and concludes the day of the scheduled group departure for return to the U.S. World Learning, its School for International Training, and its employees assume no liability for individuals once the program has concluded.

Harassment Policy

Introduction

Harassment, sexual harassment and sexual assault are acts of aggression, whether verbal or physical. They include various forms of sexual abuse and sexual assault, including both acquaintance and stranger rape. All such behavior is illegal under both state and federal law. It is also a violation of standards of conduct that are cherished in the School for International Training community and is not tolerated under any circumstances. An individual who engages in harassment, sexual harassment or sexual assault is subject to appropriate disciplinary action by the administration, including, but not limited to, reprimand, suspension, termination, or expulsion. In addition, he or she may face possible criminal or civil liability. It is further illegal for an employee or student to attempt in any way to retaliate against a person who makes a claim of sexual harassment. Any such retaliation will also result in disciplinary action, up to and including expulsion, and may also result in criminal or civil liability.

The School for International Training, in an effort to create an environment where all people can work and study without fear of discrimination, harassment, exploitation, or intimidation, is committed to the following: educating the community about harassment, sexual harassment and sexual assault; implementing appropriate, consistent, and prompt procedures for protecting the rights and well-being of victims, the respondent, and the community-at-large; and assisting victims to secure needed services.

Students and staff from other countries must abide by U.S. laws and regulations while members of this community. Students and/or staff involved in programs in countries other than the United States must abide by U.S. laws and regulations while overseas, as well as observe local laws and regulations of their host-country. Harassment, sexual harassment and sexual assault, as defined below, are never acceptable, although a special effort is made to explain and clarify the rules for those from other cultures who may not be familiar with such a code of behavior.

Definition of Harassment

Harassment is a form of discrimination and is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability or handicap, or veteran's status or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

1. has the purpose or effect of creating an intimidating, hostile or offensive work, educational or living environment;
2. has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or educational opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on World Learning/School for International Training premises or program site.

Definition of Sexual Harassment

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or written communication of an intimidating, hostile, or offensive sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or job performance or creating an intimidating, hostile, or offensive employment, educational, or living environment for the person as a student and/or employee.

Examples of conduct which may constitute sexual harassment include but are not limited to: conditioning a promotion, pay raise, or course grade upon the receipt of sexual favors, unwelcome hugging, kissing, embracing, patting, pinching, or leering; persistent unwelcome social invitations; use of vulgar language of a sexual nature; graphic comments about a person's body; displaying sexually explicit pictures or other materials; making sexually suggestive comments or telling sexually suggestive or "dirty" jokes or stories; asking an employee or student questions about his or her sex life; retaliating against an individual for complaining about the behaviors described above.

Definition of Sexual Assault

Sexual assault (including acquaintance and stranger rape) may fall by definition within the scope of sexual harassment and may be subject to criminal prosecution by law enforcement authorities to which it must be referred by SIT. Such conduct must be addressed by SIT in conjunction with any external criminal proceedings.

Sexual assault is defined as any sexual act that is perpetrated without consent of the victim. The type of force employed may involve physical violence, coercion, or the threat of harm to any person. A victim is considered unable to consent, and therefore, sexually assaulted if he or she is:

- 1) Mentally incapacitated or physically helpless due to drugs or intoxicants;
- 2) Cognitively impaired;
- 3) Unaware that the sexual act is taking place;
- 4) Under 16 years of age (except where the persons are married and the act is consensual), or under 18 years of age when the accused:
 - a) Is a parent or entrusted by law to care for the victim;
 - b) Uses a position of authority over the victim to persuade him or her to submit.

Examples of acts defined as sexual assault by Vermont law and World Learning/SIT policy include forcible rape by an acquaintance or stranger, incest, and sexual abuse of minors, as well as sexual assaults that do not involve penetration.

Dual Relationships

Employees and students should be aware of conflicts of interest that are inherent in personal relationships where professional and educational careers are also involved, and potential abuses of authority. This is especially true of amorous or sexual relationships between faculty and students or between administrators and students, given the inherently unequal structure of power between them within colleges.

Given the special relationship that exists between Academic Directors and their students, it is important that this relationship not be compromised, even if without intent, due to relationships of a personal nature. For this reason, it is the policy of this organization that faculty and administrators are not permitted to engage in such relationships with students of SIT. This relationship also continues after the student leaves the program in which he or she is enrolled and consensual relationships, therefore, between Academic Directors and former students are also viewed as inappropriate. Should a charge of sexual harassment arise from such a relationship, the burden and cost of providing a defense falls on the accused. Members of the SIT community should know that in such instances, defenses are extraordinarily difficult to prove.

Reporting and Assistance for Victims

Any member of the SIT Study Abroad community, including students and staff participating in programs overseas, who believes he or she has been harassed is strongly encouraged to report any episode(s). All complaints are investigated thoroughly and appropriate corrective action will be taken, including, but not limited to, termination or expulsion.

SIT Study Abroad students and staff must receive a copy of the Harassment Policy and be informed that any incident of harassment and/or assault should be reported to the following persons:

On-site contacts:

- Academic Director(s)
- One designated local staff member, such as Program Assistant or Homestay Coordinator, trained to receive complaints

U.S.-based contacts:

- Director of Area Studies of the Program; (802) 258-3212 (tell the operator the name of the program you are on)
- Director of Enrollment and Student Services; Ross Colgate (802) 258-3212, ext. 3278
- Student Health Administrator; Cheryl Pennie Williams (802) 258-3212, ext. 3523
- Dean, SIT Study Abroad; Rebecca Hovey (802) 258-3212, ext. 3288
- Vice- President of Human Resources; Julia Gagnier (802) 257-7751, ext. 3112

These individuals will be able to help in assessing each situation, in clarifying possible alternative courses of action that might be pursued, and in contacting the appropriate people once a course of action has been decided. They also will be able to direct people to needed services, such as counseling, translation, and medical or police assistance, within or outside of World Learning work sites and the SIT campus. Care will be taken to protect the identity of the person with the complaint and of the accused party or parties, except as may be reasonably necessary to successfully complete the investigation. World Learning/SIT requires program staff to report all complaints or incidents of harassment, sexual harassment, sexual assault or retaliation, regardless of the offender's identity or position.

Every supervisor is responsible for promptly responding to, or reporting, any complaint or suspected acts of sexual harassment. Supervisors should report to the Vice President of Human Resources. Failure by a supervisor to appropriately report or address such harassment complaints or suspected acts shall be considered in violation of this policy.

Please see page 29 for information on reporting, confidentiality and requirements of information sharing.

Abiding by U.S. Laws and Regulations

Staff, faculty and students who are not from the United States must abide by U.S. laws and regulations while members of the World Learning/SIT community.

Retaliation is Prohibited

World Learning/SIT prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Illness and Crime Reporting

It is your responsibility while a participant on an SIT Study Abroad program to report any illness or crime that happens to you, or you are involved in. Compilation of this information can assist you with later insurance claims, and also helps SIT assess and adjust programs to minimize health and safety risk.

Please use the Illness Report form and Crime Report form (below) as appropriate. Completed forms should be given to your Academic Director. All health and crime incidents are reported to SIT Study Abroad's main office in Vermont, with serious incidents reported immediately. Both health and crime incidents are considered confidential information and only shared with staff members at World Learning/SIT and your home institution on a "need-to-know" basis.

SIT Study Abroad Illness Report

Student Name: _____

Program Country and Title: _____

Date: _____

Please fill out this form each time you are ill during the course of this semester and return the completed form to your Academic Director.

1) Date of the onset of symptoms:

2) Type of illness:

3) How was the illness diagnosed (i.e. self-diagnosis, physician, nurse, etc)?

4) Please give the name, address, and contact information of any doctors or other medical personnel seen (include clinic or hospital name and contact number if applicable).

5) List all symptoms accompanying the illness.

6) Describe treatment (i.e. name of any medications used), rate of administration of the medication, amount of medication taken and any other pertinent information regarding treatment.

7) What is the current status of your health? What follow-up is required?

8) Additional information:

Signature of Person Completing the Report

Note: please use the backside of this sheet or additional sheets as necessary.

SIT Study Abroad Crime Report Form

Student Name	
Program and Country	Semester
Please fill out this form for any incident that you feel should be considered a crime that occurs during your semester with SIT. Please use a separate form for each incident. You should inform your AD(s) as soon as possible if you feel a crime has been committed.	
Date of incident	Time of incident
Weapon: Y/N	Type of Weapon
What kind of crime occurred? (Place X next to closest matching kind of crime below)	
Murder []	Physical Assault []
Rape/Attempted Rape []	Other sexual offense (lewd behavior, exposure, peeping Tom, offensive touching, etc) []
Theft (taking of property without force) []	Robbery (theft using force or threat of force) []
Please describe incident and any injuries	
List anything that was stolen/taken and approximate value of each item	
Was a police report made? (If so, please attach and provide the name of the recording officer and/or police station location.)	
Other comments	

Academic Affairs

Performance Evaluation

Academic assessment is on going throughout the term, through conferences, journal writing, cultural analyses, theme papers, ISP presentations, language use and proficiency, Field Study Seminar, Thematic Seminar participation, and meetings with in-country advisers. Students on SIT programs are expected to take responsibility for their learning by setting goals and working towards them systematically. The importance of taking the initiative and setting goals and standards of quality for one's work is emphasized throughout the SIT program. Specific grades are given in language study, the Thematic Seminar, the Field Study Seminar, and the Independent Study Project.

Satisfactory academic performance is based on a student's ability to meet the requirements of each individual course and on the student's ability to function within the program as a whole. Specific academic expectations and grading criteria for each program will be discussed during orientation.

Student Withdrawal Procedure

SIT Study Abroad does not permit students to withdraw from an individual course. If a student is considering withdrawing from the program, the student must contact his or her home institution prior to withdrawing to discuss possible implications for credit transfer or the student's standing at that institution. If a student wishes to withdraw from the program, the student must notify the Academic Director who will ask the student to sign a withdrawal form. Upon notification, or last date of association with the program, whichever is later, the student will be considered withdrawn from the entire program. Once withdrawn, the student will not be permitted any further association with the program and will forgo any of the benefits that the program provides, including insurance coverage and visa sponsorship. Students agree that when they withdraw or are withdrawn from a program, they will leave the program site and discontinue contact with the program. Students will be responsible for making their own return travel arrangements from the program site.

Grades will be assigned and credit will be given for passing grades in courses completed on or before the date of withdrawal from the program, provided that course requirements are met before the student withdraws. Students should verify which credits will be granted by the program (if any) with their Academic Directors prior to withdrawing from the program.

Academic Probation

A student may be placed on academic probation, and will be notified of such in writing if s/he:

1. Has received a letter of warning from the Academic Director indicating that the student is failing to work up to the standards or within the spirit of the program.
2. Has received an incomplete and has not satisfactorily outlined a course of action to meet any outstanding course requirements.
3. Has failed 33% or more of course requirements.
4. Has received a grade of "F" for any course.

The student is required to discuss his or her academic status with the Academic Director and make a plan for regaining satisfactory status.

Academic Dismissal

A student is subject to dismissal and is so notified in writing if, in the opinion of the Academic Director s/he:

1. Has failed to meet the conditions of any academic probation.
2. Has failed 50% or more of program requirements.
3. Demonstrated inadequate quality of participation.

In cases of dismissal, the Academic Director makes a recommendation to the Dean of SIT Study Abroad who will make the final decision. SIT's only obligation to a dismissed student is to confirm in writing the reasons for dismissal.

Grades

Grades will be given in accordance with the system below.

A = 4.0 or 94-100	B - = 2.7 or 80-83	D+ = 1.3 or 67-69
A- = 3.7 or 90-93	C+ = 2.3 or 77-79	D = 1.0 or 64-66
B+ = 3.3 or 87-89	C = 2.0 or 74-76	F = 0.0 or below 64
B = 3.0 or 84-86	C- = 1.7 or 70-73	

I = Incomplete

W = Withdrawal (student initiated)

Note: SIT does not award A+ grades

AW = Administrative withdrawal

NR = No grade Received from Instructor

SIT awards letter grades to all students in order to give standard values to an assessment of work. Pass/Fail and Credit/No Credit are not options. Other than letter grades, only I (incomplete), W (withdrawal), or AW (administrative withdrawal) can be submitted, as explained below. Program specific grading policies and criteria for A-B-C-D-Fail will be shared with the students during orientation.

Incomplete Grade Policy

The expectation is that all course requirements are due on the dates set by instructors in the course syllabi unless prior arrangements are made. A grade of incomplete (I) is awarded only as a result of illness or other extenuating circumstances (such as family emergency) and must be arranged in writing with the Academic Director at least one week prior to the end of the term or at the beginning of the evaluation period for your program. At the time of grade submission, the Academic Director will provide the Registrar with the Report of Incomplete Grade form that outlines the agreement made between the student and the Academic Director. The specific deadline of materials due to the Academic Director is arranged between the student and the Academic Director and may not exceed 60 days after the last day of the term. The Academic Director is responsible for the submission of a final grade to the Registrar within 30 days. If the Registrar does not receive a final grade within 90 days of the term end, the Incomplete will convert to an F.

Withdrawal

If a student withdraws from the program for any reason while a course is in progress, and if enough work has not been performed to assign an adequately passable grade, the grade of W is assigned.

At the discretion of the Academic Director, a failing grade (F) may be assigned for the ISP period for any student withdrawing without proper justification.

Administrative Withdrawal

The administrative withdrawal is initiated by the Academic Director, and includes dismissal from the program. If course work has not been submitted and a student leaves the program, a grade of AW is assigned. If course work has been submitted and the student leaves the program, the student may be graded

on assignments received with the appropriate grade for assignments not completed, or, at the discretion of the Academic Director, given an AW.

Transcripts

Students should be advised that an official transcript may take up to 45 days after the program completion date to reach their home institution.

Right to Appeal

Students have the right to exercise appeal consistent with SIT's policies and procedures. Appeals of any decision must be made to the Dean of SIT Study Abroad within 48 hours of the initial decision.

Academic Appeal Process

Phase One

A student seeking a grade change or an appeal to an academic policy must first, within six months of the posting of the grade, file a written request for reconsideration directed to the appropriate Director of Area Studies (Africa, the Americas, Asia/Pacific, Europe, or the Middle East), via e-mail (preferred) or regular post: SIT Study Abroad, Box 676, Kipling Road, Brattleboro, VT 05302. Any and all relevant materials and information the student has to support the appeal must accompany this letter by e-mail attachment or in hard copy. Students should follow up with the Director of Area Studies to confirm receipt of these materials. A copy of the student's appeal letter and materials will be forwarded to the Academic Director(s) and a copy of the appeal letter will be sent to the SIT Registrar by the Director of Area Studies.

In considering the appeal, SIT Study Abroad relies on the materials and information the student submitted, feedback and documentation from the Academic Director (AD), consultation with appropriate in-country faculty, evaluated work that may have remained in country, and any other documentation relevant to the specific course(s) being appealed. Within forty-five days of receipt of the appeal, the Academic Director must submit an evaluation of the appeal and recommendations for action to the Director of Area Studies. The Director of Area Studies forwards the letter of decision to the student and SIT Registrar, which becomes part of the student's academic file. The Director of Area Studies also returns to the student all hard copy materials the student submitted with the appeal.

Phase Two

Should the student want to proceed further, s/he must submit an appeal in writing to the SIT Study Abroad Dean with any and all relevant materials, documentation, and information within forty-five days from the date a response to Phase I is sent from the Director of Area Studies to the student. The AD(s) is given the opportunity to submit any additional response to the student's appeal at this point. Upon receipt of the AD(s)' response, the SIT Study Abroad Dean forwards all documents to the Academic Review Board and informs all concerned individuals that the appeal rests with the Academic Review Board. This board is comprised of members of the SIT faculty, including one SIT Study Abroad representative who is not in any way connected to the case, and the SIT Registrar as an advisor and recorder. The Board can request additional information from the AD(s) and/or the student if it deems necessary.

The Board will make every effort to deal expeditiously with the appeal. Under normal circumstances, an appeal will be taken up at the next regularly scheduled monthly meeting of the Board and the case will be decided within sixty days of the Board receiving the appeal. Ideally, decisions are made through consensus, but otherwise through majority opinion. The Board's decision and rationale are then sent to the Registrar, who notifies the student and the DAS/AD(s).

Phase Three

Should the student want to further pursue the appeal, a Board decision can be appealed in writing to the Provost of SIT within sixty days of the date of the Board's decision. This appeal must be based only on the evidence and rationale previously considered by the Appeals Board, and the Provost will review the official record of these proceedings. A copy of this appeal letter is also sent to the Registrar, the SIT Study Abroad

Dean, and the Academic Director. The Provost's decision is final, and s/he must notify the involved individuals within sixty days of receipt of the student's final appeal.

If the student's appeal results in a change to the academic record, the SIT Registrar will forward an updated grade report to the student's permanent home address as it is recorded in SIT files. The student must provide the Registrar with a written request for an updated transcript for his/her home institution.

General Policies

Equal Educational Opportunities

World Learning and its School for International Training, in accordance with federal and state laws and regulations, do not discriminate on the basis of race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability or handicap, or veteran's status.

Privacy of Educational Records

The Family Educational Rights and Privacy Act of 1974 as Amended (FERPA): Overview

The Family Educational Rights and Privacy Act of 1974, as amended is a Federal law. The "Act" was designed to protect the privacy of educational records, establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings.

FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the School for International Training (SIT) receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask SIT to amend a record that they believe is inaccurate or misleading. They should write to the SIT official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. FERPA was not intended to provide a process to be used to question substantive judgments, which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If SIT decides not to amend the record as requested by the student, SIT will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by SIT in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom SIT has contracted (such as an attorney, auditor, collection agent, or official of the National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.**

SIT may disclose education records in certain other circumstances: to comply with a judicial order or a lawfully issued subpoena; to appropriate parties in a health or safety emergency; to officials of another school, upon request, in which a student seeks or intends to enroll; in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid; to certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs; to accrediting organizations to carry out their functions; to

organizations conducting certain studies for or on behalf of SIT; the results of an institutional disciplinary proceeding against the allegation of a crime of violence may be released to the alleged victim of that crime with respect to that crime.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SIT to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education,
400 Maryland Avenue, SW.,
Washington, DC, 20202-4605

5. The School for International Training may release Directory Information without prior written consent. Directory Information is limited to: name, address, telephone numbers, e-mail address, dates of attendance and classes, field of study and certification, certificates, diplomas and degrees conferred including dates, honors and awards, the most recent previous educational agency or institution attended, and participation in officially recognized activities, practicum location and organization, enrollment status, and anticipated graduation date.

6. Directory information shall be released freely unless the student files a written request to withhold disclosure of information with the Registrar. SIT Study Abroad students can file a written request by contacting the registrar's office in advance or with the assistance of the Academic Director once the program has begun. The block will remain in effect until the Registrar receives a written statement from the student releasing the hold on directory information.

*The Approval of Participation or Student Disclosure Form signed by each applicant to SIT Study Abroad authorizes SIT and the home institution to release educational records to each other.

**In the case of study abroad students who remain enrolled in their home institution, and, hence, are dually-enrolled in that institution and SIT, a "school official with legitimate educational interests" includes an individual at the home institution with professional responsibilities for oversight of study abroad. Information that may be shared may include, but is not limited to, academic status, disciplinary actions, dismissal, or withdrawal.

Confidentiality Policy

SIT's responsibility regarding confidentiality is to protect the rights of the individual student and to ensure the institution's ability to make appropriate decisions regarding programmatic and student life issues. Because SIT Study Abroad programs are holistic in nature, SIT staff and program contacts are concerned about all aspects of a student's life while on the program. Staff members and program contacts may need to confer with each other regarding health, academic or personal issues, community living, cross-cultural issues and judicial matters. In order to protect students' rights and best serve the SIT community, the following guidelines have been established:

Conversations, records, and referrals are kept confidential within World Learning staff. However, confidentiality may be breached when a staff member considers that the student is in clear or imminent danger to himself or herself or to others, hospitalization occurs, the situation threatens to disrupt the normal operation of the program, information is regulated under U.S. or local law, or information is otherwise required to be disclosed by law or World Learning/SIT policy. Additionally, we may be asked or required to share information on serious happenings with a student's home institution, particularly when a student enrolled on an SIT Study Abroad program remains enrolled in her/his home institution. The home institution may have its own protocols to follow in these situations, which may include contacting the student during the program and/or requiring follow-up at the institution after the program. Students may wish to inquire about such policies and procedures at their home institutions before participating on an SIT Study Abroad program.

Public Right to Information

As soon as feasible after an incident which seriously disrupts student life on the program, the Academic Director or other staff member may notify the student group regarding an incident or actions being taken in one of several ways, including through a designated person, a group meeting, or written memos. Incidents which may involve the greater community or public interest may be made public, when necessary, through on-site staff and/or the World Learning Marketing and Communications team in collaboration with the Dean of SIT Study Abroad.

Program Changes

Although SIT will attempt to maintain its programs as described in its publications, SIT reserves the right to terminate or alter a program at any time and for any reason, with or without notice, and shall not be responsible for any expenses or losses resulting from such changes.

Communication

Students should plan for communication with family and friends at home, realizing that in many program locations, communication can be slow and difficult. In the event of an illness, crime or emergency while on the program, students should contact their Academic Director or other appropriate staff member with all relevant details. Parents, relatives, and friends of students needing to urgently contact a student while on a program should do so through the SIT Study Abroad office in Brattleboro, who can contact the Academic Directors and/or other program staff. Students should not give phone numbers of host families, Academic Directors or other program staff to family and friends at home without the specific permission of the people involved. In an emergency, SIT Study Abroad needs to have the ability to rapidly communicate with staff on site, and phones need to remain clear for this purpose.

Visitors During the Program

SIT often sends visitors from the home office or from home institutions to program sites during the term in order to monitor progress and evaluate program components. Aside from these special cases, SIT does not encourage visitors during the term, due to the rigorous nature of the programs and the disruption that such visits cause in program flow and group dynamics. Students should be sure that friends and relatives are aware of this policy, and that any plans for visits are scheduled after the formal conclusion of the program. SIT may grant or refuse permission for any visits during the program in its sole discretion.

Modifications

The School for International Training may modify, supplement and/or replace, without notice, any of its policies, procedures and/or fees.

Financial Matters

Fees

The SIT Study Abroad fee covers all scheduled program expenses during the period of enrollment. Students are expected to pay for the following additional expenses: domestic travel to the point of departure from the U.S.; food and lodging prior to arrival at the orientation site on the date scheduled; baggage insurance; fees for passports, visas, tourist cards, and identification cards; preprogram medical expenses (e.g., inoculations) and prophylactic medicines; travel expenses as part of the Independent Study Project; expenses for student books and supplies, tips, laundry, telephone, fax and e-mail expenses, postage, gifts, all alcoholic beverages and beverages that are not a customary part of meals, food outside of customary meals provided by the program, and all other such expenses.

Fees, as posted on our website, have been established based on all known circumstances at the time of calculation, and no change in them is expected. However, due to the nature of SIT programs and the economics of host countries, SIT reserves the right to change its fees without notice. In the event of a fee increase, students will be provided with a reasonable amount of time prior to the scheduled group departure and not less than ten (10) days from the date of notice, in which to withdraw. In the absence of notice of withdrawal, students will be committed to the program.

Payment

A \$400 deposit, credited towards the student's program fee, must be received before a space on a program can be confirmed. The deposit is nonrefundable and may not be transferred to another term. Payment of the balance of the program fee is due:

July 15 for fall semester programs.

December 15 for spring semester programs.

May 1 for summer programs.

Students are expected to pay the program fee according to this schedule. If payment is not made on schedule, the student will be withdrawn for nonpayment.

School Billing

SIT Study Abroad maintains special billing relationships with a group of colleges and universities. These agreements facilitate the use of financial aid to cover the cost of SIT programs. The terms of the agreements vary by school. It is the student's responsibility to be aware of their home institution's current billing policies and agreements, if any.

Refund Policy

It is the policy of World Learning's School for International Training that students who withdraw from a program for any reason are entitled to a refund in accordance with federal and school policies, whether or not they are recipients of federal or institutional financial aid. The effective date of withdrawal is the date SIT is notified or the last date of association with the program, whichever is later. The period of enrollment for which the student is charged is defined by SIT Study Abroad as from the time a student arrives in-country, to the time the group flight departs for the US.

Withdrawal Refund Procedures

After acceptance to the program, refunds in the event of withdrawal will be made according to the schedule below. Refunds will be calculated from the time SIT is notified by the student or by the last date of association with the program, whichever is later. The amount of the total refund will be determined by the Office of the Registrar. After the refund amount has been determined, balances will be refunded or invoices issued for outstanding funds.

Students withdrawing before the first 50% of the term is over will realize an adjustment of tuition, room, and board, excluding the nonrefundable deposit, according to the following schedule:

Up to the day of the group's U.S. departure	100% refund minus the \$400 deposit and any airline cancellation fees and penalties
during the first 10% of the term	90% refund of tuition, room, and board
between 11% and 20% of the term	80% refund of tuition, room, and board
between 21% and 30% of the term	70% refund of tuition, room, and board
between 31% and 40% of the term	60% refund of tuition, room, and board
between 41% and 50% of the term	50% refund of tuition, room, and board
After 50% of the term	No refund of tuition, room, and board

In all cases, travel charges are refunded at the discretion of the carrier.

If a student believes individual circumstances warrant an exception to these procedures, a written request with supporting documentation should be sent to the Office of the Registrar.

Dismissal for Nonpayment of Fees

Students are expected to pay their tuition fees in full as outlined in the Tuition and Fees Schedule Sheet. If payment is not made on schedule, the student will be administratively withdrawn for nonpayment. The refund policy above will apply in all such cases and collection procedures initiated.

Account Balance Refund Policy

When a student's account shows a credit balance after the period of enrollment begins, the refund will be disbursed within 14 days of the date the credit balance occurs.

SIT SERVICES

The Alumni and Constituent Relations Office

The alumni office at SIT Study Abroad strives to establish a mutually beneficial relationship between SIT and its alumni and parents – one which will meet alumni needs and interests while contributing to the long-term vitality of SIT Study Abroad programs. SIT is part of World Learning, and as an alum you have access to all the services World Learning offers its alumni, including networking opportunities with nearly 100,000 fellow alumni.

There are a plethora of services available to SIT alumni, ranging from an international jobs posting service to news and updates about fellow alumni. To access these services, please visit OurWorld, our online alumni community, at www.ourworld.worldlearning.org. Information on these services is also available via our alumni e-newsletter, which you will begin to receive automatically when you finish your SIT program.

If you have questions or need additional information, please contact ourworld@worldlearning.org, or call 888-272-7881, ext. 3521. If you have exciting news or information that you'd like to share, please let us know, or go to OurWorld and click "Share your Story." We often profile alumni and their accomplishments on OurWorld and in the e-newsletter.

SIT hosts alumni events around the country during the school year. We also have several alumni chapters throughout the US which host their own social and professional networking events. We'll send you invitations to all these events in your region. Because of that, it's vital that you keep us up-to-date on your address by notifying us when you move, or when you change your email address. This updated information also allows your classmates to locate you using our online alumni directory. You can use the directory or update your information online using OurWorld (www.ourworld.worldlearning.org).

Alumni can help SIT by letting other students know about their SIT experience, and encouraging them to apply to an SIT program by being a mentor. If you are interested in helping others maximize their study abroad experience through SIT, please email us at sitalumni@sit.edu. To find out other ways you can get involved with World Learning, please visit Our World for more information.

We welcome your input on alumni services and related matters. Please feel free to contact us via phone or email.

Development Office

The Development Office designs and implements World Learning/SIT's fund raising efforts including all donor campaigns for the School for International Training. The purpose is to support the institution in achieving its mission: fostering peace and social justice through international and intercultural understanding.

This is accomplished by securing support for scholarships, program development, general operations, capital projects, and endowments. Support comes from many areas, including alumni (of all World Learning and SIT programs), parents, friends, staff and faculty, foundations, and corporations.

The Development team works closely with SIT Study Abroad Alumni and Constituent Relations Manager in an ongoing effort to keep our alumni and friends informed of current and future activities that might provide opportunities for funding support. These include general support for SIT and World Learning, as well as targeted projects in the many countries in which we work.

Alumni donations help provide scholarships and keep tuition costs as low as possible. This allows SIT to recruit the best students, and allows us to increase diversity on our programs by making them accessible to a wide range of students. These donations also help us develop new programs and improve existing ones, allowing us to remain innovative and responsive to changing global needs. To make a gift, visit OurWorld and click "Make a Donation" or respond to our annual appeals by mail, email or phone.

International Health Care Service

Pre-Travel Counseling

The SIT Health Center can provide counseling which includes country-specific information about immunizations, information about a preventative program for health that is valuable to all travelers, as well as travel advisories. Please call (802) 258-3358 or (802) 258-3351, visit www.sit.edu/otc or e-mail health@sit.edu for more information.

Post-Travel Preventative Program

This service includes counseling for health upon reentry to the United States. Returning travelers sometimes experience health problems on arrival home or in the days or weeks following return. Most of these problems have solutions that the Health Center can help with. Many international travel organizations recommend that you take advantage of these services in order to maintain good health following study abroad.

Financial Aid Office

The Financial Aid Office provides scholarship counseling and assistance to SIT students from the time of initial inquiry until completion of studies. Details on how to apply for scholarships are available at www.sit.edu/studyabroad/scholarships

Registrar's Office

The Registrar's Office handles registration, grade processing, maintenance of enrollment records, school identification cards, and certification of student enrollment. Academic transcripts and diplomas are issued by the Registrar's Office. All requests for transcripts must be made by the student in writing. The current fees are \$7 for transcripts. The student's account with SIT must be paid in full to honor transcript requests.

SIT and World Learning Programs

World Learning

World Learning is a private, nonprofit international organization promoting international and intercultural understanding, social justice, and economic development through education, training, and field projects around the globe. Through its program units—School for International Training (SIT), The Experiment in International Living, World Learning for International Development, and World Learning for Business—World Learning is a leader in the fields of study abroad, teacher education, language training, peacebuilding, international exchange, sustainable development, and NGO management.

School for International Training

SIT prepares students to be interculturally effective leaders, professionals, and citizens committed to responsible global citizenship. In addition to more than 80 semester and summer study abroad programs for undergraduate credit, SIT offers graduate degrees and professional programs at its Brattleboro, Vermont, campus in the fields of peace and conflict transformation, international education, intercultural communications, sustainable development, and the teaching of languages. For more information, please visit our website at <http://www.sit.edu>

The Experiment in International Living

Our groundbreaking international exchange program has provided cross-cultural summer learning experiences to generations of high school students for the past 75 years. Participants develop a profound understanding of a different culture, language and worldview, as well as the capacity to see their own lives and country in a much broader perspective. For more information, please visit our website at <http://www.usexperiment.org>

World Learning for International Development

Our Washington, DC – based field division is a prominent nongovernmental organization (NGO) whose projects in education, training, institutional capacity building, democracy and governance and societies in transition contribute to creating a prosperous and peaceful future in over 35 countries worldwide. For more information, please visit our website at <http://www.worldlearning.org/wlid>