

# ACADEMIC PROGRAMS INTERNATIONAL (API)

## API Code of Conduct



To ensure the safety, well-being, and success of all participants in an API program, API has established this Code of Conduct to outline behavioral expectations. All API students must comply with the following rules for the full duration of the API program. Violations of the following policies can result in disciplinary action being taken, as explained in section VI. Though API has attempted to create a comprehensive list of infractions and guidelines below, API reserves the right to discipline and/or dismiss a program participant for any action that API deems unacceptable. API may, at any time, contact the student's emergency contact/parent/guardian and/or Home Institution if API staff determine that the student's behavior is inconsistent with the rules specified in this Code of Conduct. For the purposes of this Code of Conduct, "Home Institution" means the college or university the student is currently attending or will attend upon completion of the program; and "Host Institution" refers to the college or university that the student will attend during the program.

### I. GENERAL

- 1. All API students are responsible for their own behavior.** API resident directors are available as a support to students but are not able to make decisions for them or to continually monitor their behavior. Students who are concerned about the behavior of other program participants are encouraged to speak with their API resident director immediately for further assistance.
2. Students must behave responsibly at all times, including but not limited to: reporting to API activities at assigned times; following written and verbal instructions of API on-site staff; being courteous with staff and other hosts at local establishments visited and used for lodging; and following all academic and behavioral regulations established by the Host Institution.
3. Any behavior that could result in physical harm to oneself or another person is strictly prohibited. API students are expected to treat all API representatives, local hosts and fellow program participants with respect. Any physical or verbal abuse or harassment by a student can result in automatic dismissal from the API program.
4. The use, distribution, or possession of controlled substances (other than medication prescribed in the student's name by a licensed physician) or illegal drugs is forbidden. Any such use may lead to immediate dismissal from all API-sponsored activities or the program, without the issuance of any intermediary warnings.
5. Breaches of the local law of the host community or country are referred to and handled by the appropriate law enforcement authorities. API does not guarantee what, if any, assistance it can provide to students under such circumstances.
6. Participants may not use the property of other participants or API unless express permission has been given in advance. Participants will not jeopardize the safety and the property of others by neglecting to secure common spaces (e.g., failure to observe directions for locking doors, windows, shutters; loss of keys; allowing strangers into accommodations). Students must respect all personal property of API, local hosts, and other program participants.
7. Students must remain in regular contact with the API resident director via phone, email, and appointments, and must report immediately any disturbances occurring during the program. Students are expected to respond to all correspondence from local staff in a timely basis, especially in regards to

safety concerns. Students must inform the API resident director of their whereabouts prior to all independent travel.

8. Participants must attend all mandatory meetings led by the API resident director.

9. Participants are urged to avoid placing inappropriate or incriminating photographs on Facebook or other public websites. While API resident directors will not specifically monitor such sites, if a student appears in a photo specifically disobeying API regulations, disciplinary action by API may be taken against that student.

## II. API EVENTS, EXCURSIONS, SOCIAL & CULTURAL ACTIVITIES

1. Students will not be reimbursed for individual API-sponsored excursions that they choose not to attend. Students also will not be reimbursed for excursions missed due to illness, for late arrival at the departure point, or for any other reason.

2. Students are advised that the API group transportation will depart according to the timeline indicated by the API resident directors. Students who arrive late to the group departure point (regardless of the circumstances) are responsible for making alternate transportation arrangements to the excursion site at their own expense or they will not be included in the excursion.

3. While on an API-sponsored excursion, students may participate in group activities and may also be given free time to explore an excursion site independently. No alcohol consumption is allowed during API-sponsored activities. Likewise, students who arrive at any API cultural event or excursion having consumed alcohol will be denied the right to participate.

4. Hotel room walls may be very thin and other hotel guests may be easily disturbed by noises. Students should speak quietly and use the television at low volume settings. Overnight guests and parties are prohibited in hotel rooms procured by API. If API resident directors or hotel staff are notified that students are disturbing other hotel patrons, students may be asked to leave the hotel and secure alternate accommodations at their own expense.

5. Hotel incidentals: Students are responsible for payment of any additional charges (such as phone usage, movies, or room service). Unpaid fees or fees for any damages made to the hotel room will be deducted from the student's security deposit.

6. Only students who observe the rules outlined above will be invited to participate in future excursions for the remainder of the semester. No reimbursements will be provided to students who are not allowed to participate in program excursions because they failed to follow API rules.

## III. ALCOHOL POLICY

1. API does not condone alcohol abuse or indiscriminately provide alcohol to students on its study abroad programs. On occasion, however, API may organize a cultural activity that does involve small quantities of wine or other local alcoholic beverage to be *tasted* as part of an educational tour (e.g., local agricultural production visits, wineries, etc.). In such cases, the following rules will be in effect:

- a) Students may drink only the amount provided by the tour guides.
- b) Any or all students may choose to refrain from tasting any alcohol provided.
- c) If an API resident director observes that a student is consuming an amount that is inappropriate for the visit, (s)he will require the student to discontinue his/her participation in that portion of the cultural activity.

- d) Students who act in a manner that exhibits lack of control or disrespect for the cultural event and the hosts of the event may be dismissed from the activity and may forfeit his/her right to participate on the next program cultural event or excursion.
2. Participants are prohibited from drinking alcohol during any other API-organized activity when they are accompanied by the API resident director, including excursions and local cultural events. Students shall not drink alcohol within hotel rooms procured by API. No alcohol can be consumed in a host family's home unless provided by the host.
  3. Intoxication while participating in an API excursion is grounds for immediate dismissal from the excursion. Students will be responsible for any costs incurred for independent transportation from an API event or excursion.
  4. All students are responsible for discouraging alcohol-related behavior that is abusive to themselves or to others. Repeated intoxication and group disturbance will be evaluated and dismissal from the program will be considered.

#### IV. ACADEMICS

1. API requires students to maintain full-time enrollment during a semester or quarter program. Full-time enrollment means the greater of: i) the number of credits required by the Home Institution for study abroad participation and transferrance of institutional aid or ii) 12 semester credits for a semester program or 12 quarter credits for a quarter program. Any exceptions to this rule must be approved by an advisor at the student's Home Institution.
2. API will notify the Home Institution of students who fall below full-time enrollment, as API directors are notified by the Host Institution of enrollment status.
3. Students are responsible for familiarizing themselves with and understanding the policies of their Host Institution, particularly in regard to attendance, classroom decorum, and grading policies. Students who are dismissed from their Host Institution for failure to abide by the Host Institution's policies are generally ineligible to receive academic credit and may be immediately dismissed from the API program. API supports, and will enforce, the policies of the Host Institution.
4. Academic integrity is taken seriously by API. Any violation of academic policy at the Host Institution will be reported to the student's Home Institution and could be grounds for further sanctions by the Home Institution.

#### V. HOUSING

1. Students must adhere to all housing regulations and policies that are conveyed in pre-departure materials and on-site. Students should be aware that housing infractions abroad can have an impact both on their standing within the API program and at their Home Institution.
2. All API housing accommodations are contracted for, and paid for, a full semester at a time. Students who choose to move out of their pre-arranged housing prior to completing the semester are not entitled to any type of housing refund.
3. Students are responsible for being good tenants (when selecting an apartment option or a dormitory) or a responsible guest (when selecting a family stay).

- a) Students will not disrupt others' rights to a peaceful living environment and privacy. This policy protects not only fellow API program participants (roommates, suitemates, and flatmates) but also other inhabitants of the accommodations and/or the host family.
  - b) Students living in a host family are responsible for notifying the family in advance of any extended absences from the home. This includes notifying families of intended travel dates. Students must also notify hosts of plans to be absent for meals or plans to sleep elsewhere.
4. Damages to accommodations resulting from misuse or negligence will be assessed to a student. When no specific individual claims responsibility for a particular set of damages, charges may be distributed among all residents of the particular accommodation. Damage fees will first be deducted from a student's security deposit; any damages in excess of the security deposit amount will be billed to the student on a separate invoice.
5. Parties, overnight guests, and animals are strictly prohibited in the housing provided by API. Students may have visitors during daytime hours only with permission of the host family, or as long as the visitors adhere to the policies of the dormitory or residence.
6. Students are not permitted to give assigned keys to other students or guests or to make duplications.
7. Students who fail to abide by API housing regulations are advised that they could be removed from housing without any housing refund and/or their Home Institution may be notified of their behavior.
8. Students who are asked to leave their housing by their hosts (e.g., landlord or host family) will be responsible for the cost of securing housing on their own. In cases of egregious behavior, students who are removed from housing may also be dismissed from the API program.

## VI. DISCIPLINARY PROCEDURES

Students who choose to disregard the API policies and their commitment to promoting a safe environment for themselves or their fellow program participants may be made aware of their harmful behavior by local API representatives. Disciplinary action may take several forms:

1. Issuance of warnings:
  - a. Verbal warning: The API resident director, or another API staff member, will discuss the student's behavior with the student. The specific behavior will be identified and the student will be asked to discontinue such behavior.
  - b. Written warning: The API resident director, or another API staff member, will issue a written warning to the student. This warning will specifically identify the negative behavior in question and may establish specific conditions for continued participation in the API program. During a meeting with the API representative, the student in question will be asked to sign the warning and/or behavioral contract, acknowledging that (s)he has been made aware of the problematic behavior. This written warning may serve as the last effort to discipline the student before dismissal from the program. At this stage, API staff will contact the student's Home Institution and/or emergency contact to advise that a written warning has been issued. This action may result in the student becoming subject to disciplinary sanctions at his/her Home Institution.
2. Loss of housing: Students who fail to abide by housing regulations may be removed from API housing (or hotel accommodations if participating in the API orientation period or on excursion) for the remainder of the program. (S)he will be responsible for any costs incurred to secure housing independently of API.

3. Loss of privileges: Students can be prohibited from using API facilities or participating in API sponsored activities for a specific period of time or for the remainder of the program. No refunds for missed cultural outings, excursions or other API-sponsored activities will be granted in such cases.

4. Assessment of damages: Students are responsible for and will be billed by API for any damages caused by misbehavior or negligence.

5. Dismissal: API reserves the right to expel a student from a program at any time at its sole discretion, without following the protocol outlined above.

## VII. ACKNOWLEDGEMENT OF STUDENT PARTICIPANT

I understand that the above rules, regulations and policies are enforced for the safety of all API students and to ensure that all participants benefit from the activities organized by API to enhance their study abroad experience. I have read and agree to comply with all the rules, regulations, and policies stated in this document.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Program \_\_\_\_\_

Date \_\_\_\_\_