



Office of International Programs

Study Abroad Code of Conduct: Expectations and Consequences

EXPECTATIONS

International programs are designed to be significant, educational and transformative experiences. Washburn University is committed to providing a positive and safe experience. However each student is responsible for individual actions and the effects of those actions on themselves, other students, and the surrounding community.

Acceptable behavior is governed by ethics, integrity, and respect as well as compliance with all local norms, social patterns, laws and regulations. Behavior should reflect qualities like integrity, openness to new and different situations, sensitivity to others' needs and generous compassion. Acceptable behavior also includes actions that ensure the safety of the individual and the group.

Student Conduct

Students enrolled at WU who are part of an International program are responsible for following the procedures and sanctions in this Study Abroad Code of Conduct. It provides for the disciplinary process available for misconduct or violations of the Student Code of Conduct that occur when a WU student is abroad. The purpose of the Study Abroad Code of Conduct is to provide procedures to immediately address conduct issues while abroad.

The Code of Conduct applies to all aspects of the International Program experience. This includes any location where the program is taking place, whether owned or used by the University; during University-sponsored activities such as field or day trips; and to conduct committed generally by the student that adversely affects the University community.

The WU Student Conduct Code still applies: https://www.washburn.edu/student-life/services/files/Student_Conduct_Code.pdf. This Study Abroad Code of Conduct does not replace the WU Student Conduct Code, it supplements it. By signing this document, students are agreeing to be subject to any additional provisions provided in this document, even if such provisions may be stricter than the WU Student Conduct Code.

If the University Official determines a students' behavior disrupts the educational experience or threatens the safety of the individual or others, the student may be dismissed from the program and sent home at their own expense.

PROCEDURES and CONSEQUENCES

In the event of an incident that involves academic or behavioral misconduct or a student's difficulty with local authorities, the Washburn University Faculty Leader may need to notify the Washburn University Study Abroad Coordinator. Washburn Officials may learn about possible violations in many ways and will investigate any reports made in good faith.

When feasible, the Faculty Leader should make every effort to informally resolve problems which arise. If the issue cannot be resolved informally, an Incident Report will be completed.

Procedure

The following procedures for determining a violation of the Code of Conduct are as follows:

1. The Faculty Leader, or Associate VP of Student Life (“University official”), if practicable, will notify the student of an alleged violation, in writing if possible.
 - a. If appropriate, the Faculty Leader will follow this procedure to immediately address certain conduct issues while abroad.
 - b. If conduct issues do not need to be addressed immediately, the Faculty Leader will report a complaint to the Associate VP of Student Life upon return and he will implement the WU Student Conduct Code procedures.
 - c. In cases of sexual harassment, the Faculty Leader will evaluate first the safety of all individuals and send the accused student home if there is danger to any person. The Faculty Leader will explain and assist the victim with available resources, then gather evidence as practicable. The Title IX Coordinator will then follow the usual procedure for investigating complaints of sexual harassment either upon the alleged perpetrator’s return to campus or via virtual technology if necessary.
2. Possible violations of the Code of Conduct include the following:
 - a. Behavior that violates the Student Abroad Code of Conduct.
 - b. Behavior that violates the Washburn Student Conduct Code, including U.S. Federal and Kansas laws.
 - c. Behavior that violates the terms of sanctions imposed under this Code.
 - d. Behavior deemed disruptive to the University community, the international educational opportunity, and/or prohibited by local, state, federal or international law.
3. The University official will investigate behavior to the best of his or her ability in an expedient manner.
4. The University official and student will meet to review the complaint, identify possible Code violations, discuss the procedure, and explain the possible sanctions, listed below. (If the student does not meet with the faculty member at the specified time, that failure will result in an additional charge of “failure to comply with a University official”.) If possible, the meeting will be held virtually with the Associate VP of Student Life; otherwise the meeting will be in person with the University official that is present.
 - a. At the meeting, the student will have an opportunity to respond to the complaint and admit or deny responsibility for the allegations. The student may have an advisor present who may provide advice to the student; the advisor will not have the right to represent the student during the proceedings.
 - b. Both parties will have the same opportunity to present relevant evidence, including witnesses.
5. The University official will determine if the student has violated the Code of Conduct using the preponderance of the evidence standard.
6. If the University official finds a violation, he or she will determine an appropriate sanction.
 - a. The University official will consult with the University Counsel, Study Abroad Coordinator, Associate VP of Student Life, and Program Leader, as possible, in situations where the sanction could be immediate removal from the program.
7. If the University official determines the student has violated the Code of Conduct, they will notify the student orally and in writing of the violation and sanctions.
 - a. The University official will also notify the student, if expelled, that he or she could be ineligible for a current Visa status if no longer considered a student, depending on the country’s immigration laws.
8. Appeal Rights:
 - a. Upon the students’ return to the United States and Washburn University, he or she will have the opportunity to appeal the sanction within **three business days** of return using the process found in the Washburn Student Code of Conduct: https://www.washburn.edu/student-life/services/files/Student_Conduct_Code.pdf.

Sanctions:

If the University official determines a student has violated the Code of Conduct, the on-site Faculty Leader has discretion to apply the sanctions as appropriate. The University official may impose any sanction listed in the Washburn Student Conduct Code and additional sanctions below:

1. Written reprimand
 - a. Reprimand will contain the statement that continuation or repetition of specific conduct or other misconduct will result in further judicial action.
2. Disciplinary Probation
 - a. For example, suspension of field trip privileges, access restrictions, payment for damages to property. Other limitation may be determined at the discretion of the University official.
3. Immediate Dismissal
 - a. For behavior deemed detrimental, disruptive and/or dangerous to the student, others, or the International Program, the student may be immediately dismissed and removed from the Program.
 - b. The Faculty Leader will notify the contact person in the United States the student has designated in the application materials.

Examples of Student Behavior that may lead to immediate dismissal:

- *Illegal drug use*
- *Abuse of alcohol*
- *Failure to attend class and/or other required activities*
- *Hitchhiking*
- *Unauthorized absence from the program*
- *Unauthorized changes in housing*
- *Arrest for infractions of local laws*
- *Violations of Washburn University or host policies*
- *A threat to the health or safety of self or others*
- *Sexual harassment of any kind*

I have carefully read the information in this document, and I understand and agree to abide by the Study Abroad Code of Conduct: Expectations and Consequences, which includes the Washburn University Student Conduct Code. I **acknowledge that if my conduct violates this code, that I could be immediately dismissed from the program and be sent home at my own expense**