

PARTICIPANT CODE OF CONDUCT CONTRACT

PRIMARY CONCERNS

During the Columbia State program in which you will participate, there are three primary concerns.

1. The safety and well being of all participants
2. The protection of the rights of others on the program as well as those of your foreign hosts.
3. The positive reputation of the program as a whole.

All three of these depend in great part on your own personal behavior while abroad. As a member of a formal educational program sponsored by Columbia State, you will be expected to adhere to these rules of conduct. These rules will apply 24/7 and not just during class time or only when you are with the group. In fact, the greatest dangers which you face will likely be when you are not with the group.

HIGH RISK BEHAVIOR

1. Columbia State students may not engage in high risk activities even if they may be considered legal and/or safe in this country or abroad. Being legal is no excuse for putting yourself at undue risk. Risk is determined by your program leadership. Remember, if and when something happens to you, it is the Columbia State administration which must deal with the situation and not only you.
2. If you wish to engage in an activity, visit an establishment, or go to an unknown part of town or another town, you must first seek permission from the program leadership.
3. If you are advised that there is likely risk to either you or the program's overall well being then you are not permitted to engage in that activity, enter that establishment, or go to that part of town. Examples of this might include but are not limited to:
 - a. discos where it is known that drugs are bought and sold
 - b. night clubs where prostitution or other sexual favors are available
 - c. parts of town which are known or suspected to be rough and dangerous
 - d. going sky diving, bungee-jumping, or even riding a bicycle in most cities
4. In addition, if all due caution is exercised and you still find yourself in a place which might compromise your safety, such as political protests, where fights are happening, where drugs are present or excessive drinking is going on, **then you are required to leave that place and get to safety immediately.**

5. In other countries safety standards may not be adequate, police protection insufficient or even corrupt, and in some establishments you may be cheated, exploited and even physically harmed with little or no recourse. For these and many other reasons, you are required to check with the program leadership before venturing out. **Failure to do so may result in disciplinary action or even expulsion from the program.**

OTHER CONDUCT ISSUES

1. **Alcoholic Beverages:** The possession or consumption of alcoholic beverages is not permitted in any Columbia State facility or on Columbia State excursions. Columbia State facilities include classrooms and offices, residences including hotels, dorms, family residences, and busses or other means of transportation.
2. **Excessive Drinking:** If you are found to be drinking excessively you will be warned to limit your consumption of alcoholic beverages and if it continues your right to consume alcoholic beverages may be revoked.
3. **Respectable behavior:** You are expected to conduct yourself in a respectable manner, taking into consideration the well being of the entire group and those around you. Disrespectful behavior which reflects negatively on the group is unacceptable and will not be tolerated. Columbia State's Student Conduct Rules also apply.
4. **Columbia State Directives:** You are expected to comply with directives given by your program leadership.
5. **Local Laws:** You must be aware that you are subject to the laws of the host country. Columbia State cannot provide legal representation in the event of arrest or other legal action in the host country. Columbia State reserves the right to expel from the program any individual who is charged with or convicted of a crime while abroad.
6. **Attendance:** You must attend and be punctual at all classes and program sponsored excursions. Absences due to illness or other emergencies must be documented and approved by the program leadership.
7. **Accommodations:** You are expected to reside in your program accommodation throughout the program.

8. **Natural Disaster or Terrorist Attack:** If there is a natural disaster or attack of any kind such as a bomb explosion anywhere in your host country, you must immediately contact your program leadership communicating your well-being and location.
9. **Cheating:** Cheating, plagiarism, or doing graded work for another student are all unacceptable.
10. **Drugs:** The use of any controlled substance is strictly prohibited.
11. **Weapons:** The possession, whether open or concealed, of any deadly weapon is strictly prohibited. This includes knives except for a simple utility pocket knife.
12. **Sexual Misconduct:** Sexual misconduct is prohibited. Sexual misconduct is defined as any interaction where there is an absence of full consent by one party involved. Sexual activity is prohibited in all College program facilities. Program facilities include classrooms and offices, residences including hotels, dorms, family residences, and busses or other means of transportation.
13. **Harassment:** Harassment in any form is prohibited. Harassment is defined as intimidation, inappropriate comments or suggestions, or coercion. Behavior involving harassment must be reported to the program leadership immediately.
14. **Columbia State I.D. Card:** Students must carry their Columbia State I.D. Card at all times.
15. **Traveling:** When traveling separate from the program, students must always inform the program leadership of where they plan to go and when they will return. In addition, students should tell at least one other person where they plan to go if leaving the program residence. Going out or traveling alone is strongly discouraged.
16. **Curfew:** A curfew may be imposed in your program. If so, you must strictly abide by that curfew.
17. **Visitors:** Individuals not affiliated with your program may not enter program facilities without the permission of Columbia State leadership or facility management.

PROCEDURES FOR DISCIPLINARY ACTION

- Disobeying any of the above stated rules and regulations may warrant being expelled from the program and sent back to the U.S.
- All infractions of these rules will be entered into an incident report in which the program leadership will describe the incident in detail.
- The student will also have due process by either denying or explaining the situation in writing.

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- If one incident report is used as a warning, then you must understand that multiple incident reports of any kind will result in being expelled from the program.
 - Prior to expulsion, all incident reports will be forwarded to the appropriate officials at the student's home institution. These officials will be consulted before action is taken.
 - Disciplinary/Student Conduct Rules of Columbia State are also applicable during the study abroad program. All appeals for both disciplinary action and grades must be filed pursuant to the procedures of Columbia State.

ONCE EXPELLED FROM THE PROGRAM, THE STUDENT'S EMERGENCY CONTACT WILL BE NOTIFIED, AND THE STUDENT WILL BE REQUIRED TO TRAVEL TO THE UNITED STATES IMMEDIATELY. IN SUCH CASES, NO ACCESS TO PROGRAM HOUSING OR PARTICIPATION IN PROGRAM ACTIVITIES WILL BE PERMITTED. THE STUDENT MUST RETURN TO THE UNITED STATES IMMEDIATELY AND WILL BE RESPONSIBLE FOR ARRANGING AND PAYING FOR HIS/HER RETURN.

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE CONDITIONS OUTLINED IN THIS CODE OF CONDUCT CONTRACT:

Name: _____

Signature: _____

Date: _____