



# STUDENT HANDBOOK

## 2023-2024



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## About Arcadia

### History of Arcadia University and The College of Global Studies

#### Arcadia University

Founded in 1853, Arcadia University is a top-ranked private university in Greater Philadelphia offering bachelor's, master's, and doctoral degrees. Arcadia is a national leader in study abroad and international education. The 2020 Open Doors report names Arcadia University #1 in the nation for undergraduate students studying abroad, while U.S. News & World Report ranks Arcadia among the top regional universities in the north and lauds Arcadia's study abroad programs. Arcadia University promises a distinctively global, integrative, and personal learning experience that prepares students to contribute and lead in a diverse and dynamic world.

#### The College of Global Studies

The College of Global Studies at Arcadia University ("The College of Global Studies", "The College", or "Arcadia Abroad") is one of three Colleges and two Schools which constitute Arcadia University. As a student on one of our programs, you know us as Arcadia Abroad and this name may be used interchangeably with The College for the purposes of this *Handbook*.

The College is known internationally for academically sound and experientially rich study abroad programs. The College offers a wide range of academic programs at Arcadia Abroad study and research centers as well as at leading universities around the world. In addition to more than 100 study abroad programs in 13 countries, Arcadia Abroad offers a co-curricular learning program that integrates in-classroom learning with the out of classroom context and experience of students.

The College operates physical centers in four cities: Dublin, Edinburgh, London, and Philadelphia. In addition, we have virtual centers that operate without bricks and mortar, but fulfill the local curricular and pedagogical needs in Australia, New Zealand, Spain, Italy, and the Global Center (online). Nearly 3,000 students from about 250 colleges and universities participate in The College's programs abroad each year. Arcadia Abroad continuously strives to provide the highest level of support and service to its program participants wherever they are in the world.

#### Arcadia University Mission Statement



Arcadia University provides a distinctively global, integrative and personal learning experience for intellectually curious undergraduate and graduate students in preparation for a life of scholarship, service and professional contribution.

### **The College of Global Studies at Arcadia University Mission Statement**

The College of Global Studies at Arcadia University prepares students for lives of meaningful contribution in an increasingly complex and interrelated global society. Through strategic institutional partnerships and innovative academic, experiential, and co-curricular programming expressed in diverse and challenging global contexts, students learn to think critically, observe skillfully, reflect thoughtfully, and participate meaningfully.

### **The College of Global Studies at Arcadia University Regulations and Policies**

This *Handbook* contains the regulations, policies and judicial procedures of The College, including the Code of Academic Responsibility, Code of Conduct, Housing, Health and Safety, Discrimination and Sexual Harassment, Alcohol and Drug Use, and Technology Abuses policies. However, a student participating in a program with The College of Global Studies is subject to, and should be familiar with, not only the regulations, policies, and procedures of The College, but also those of their host institution and home institution. While this *Handbook* details the regulations and policies of The College, it does not in any way foreclose or alter the rights of a student's host institution and home institution to separately hold the student accountable under their policies and procedures.

The College of Global Studies' regulations and policies may be stricter than or different from those of a student's home institution because of the broader consequences of student conduct when a student is participating in a study abroad/away program. In the case of any differences between The College's regulations and policies and those of the host institution or home institution, the regulations and policies of The College govern participants in its programs, unless otherwise stated in this *Handbook*. Additionally, the specific policies and procedures of The College of Global Studies may differ from Arcadia University's general policies. In the case of any differences between Arcadia University's regulations and policies and those of The College, the regulations and policies of The College govern participants in its programs, unless otherwise stated in this *Handbook*.

### **Reservations of Rights**

The College of Global Studies reserves the sole right to interpret, add, delete, or modify at any time all provisions contained in this *Handbook*. The policies, rules, regulations, and standards of conduct are

under continual examination and revision and the College reserves the right to change them at any time as may be necessary in the interest of the College. This handbook merely presents the information in effect at the time of publication; it is not a contract and does not guarantee that the materials contained within it will not change. The College also reserves the right to modify or discontinue any of the services, programs, or activities described in this handbook. Changes to the handbook apply to prospective students and students currently enrolled. Revisions and updated information concerning changes in policy will be available on The College of Global Studies' website at [studyabroad.arcadia.edu](http://studyabroad.arcadia.edu).

**Student Conduct:** The Resident Director or designee, in consultation with the Chief Executive Officer & Chief Academic Officer of The College, is responsible for the enforcement of all policies pertaining to student conduct and discipline at the program site. The Resident Director may impose administrative sanctions such as warning, reprimand, censure, probation, suspension, dismissal, restitution and denial of privileges in the use of facilities whenever this becomes necessary to operate the program and properly protect the property of the College and/or the community. Sanctions may be appealed in writing to the Student Conduct Committee. The decision of the Chief Executive Officer & Chief Academic Officer on all matters is final.

Any incidents considered to be in violation of The University's [Policy Prohibiting Sexual Harassment and Sexual Misconduct](#) will be reviewed and adjudicated in accordance with the affiliated Procedures for Resolution of Complaints under the Non-Discrimination and Non-Harassment Policy and the Policy Prohibiting Sexual Harassment and Sexual Misconduct published rules and regulations.

**Admissions:** We reserve the right to withdraw a student from a program at any time if the student's academic or disciplinary record changes or if there is any material omission or misrepresentation on the application for admission.

**Program Fee Payment and Refund Policies:** Students must agree to abide by the financial policies outlined in the Fees and Financial Information section ([studyabroad.arcadia.edu/fees/](http://studyabroad.arcadia.edu/fees/)) on The College's website. They must also agree to be responsible for all other expenses not covered by the program fee.

**Property Damage and Unpaid Bills:** Students are responsible for any and all damage to their room, residence or other program related property. The College will add any damage charges and unpaid bills to the student's account. Arcadia University will withhold the student's transcript until the account is paid in full.

## Student Records Policies

### Student Address and Biographical Data

Students are responsible for providing The College of Global Studies with accurate address and biographical information, which is solicited initially as part of the admission and registration process. Changes that occur while you are studying abroad to your local address, permanent home address, the first person to notify in cases of emergency, marital status and name must be updated with The College. It is your responsibility to ensure that accurate, up-to-date address and biographical information is available to College officials at all times during your participation in a study abroad/away program. This includes students on virtual programs as well.

The College verifies students' identities using their government-issued passport. Copies of passports provided to The College are stored securely in Arcadia University's student record system. College staff in host country locations verify student identities during orientation programs. Students have the ability to indicate a preferred name for use in all correspondence during the application process and in the learning management system for courses delivered by Arcadia Abroad centers.

### Notification of Rights under FERPA

As described below, The College collects, uses, and discloses student education records in accordance with the Family Educational Rights and Privacy Act of 1974 ("FERPA") and its implementing regulations. This section discusses basic information about FERPA and should not be considered a definitive review of the law. More information about FERPA is available at:

[www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

FERPA affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day The College receives a request for access. A student should submit to The College's Academic Enterprise team a written request that identifies the record(s) the student wishes to inspect. The Academic Enterprise team 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 Academic Enterprise team, the Academic Enterprise team shall advise the student of the correct school 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask The College to amend a record should send in a written document containing a date and original signature to The College's Academic Enterprise team, clearly identify the part of the record the student wants changed, and specify why it should be changed.

The College may amend the educational record within a reasonable period of time and notify the student of the amendment.

If The College decides not to amend the record as requested, The College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Students who are not satisfied with the outcome of any hearing have the right to place in their education records a statement commenting on the contents of the education record or on their reason for disagreeing with the decision of the hearing panel. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before The College discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Arcadia University 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 Arcadia University has contracted as its agent to provide a service instead of using Arcadia University employees or officials (such as an attorney, auditor or collection agent, OCICU, ESI International); 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 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 responsibilities for The College.

Upon request, The College also may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

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

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington, DC 20202

**Directory Information:** FERPA requires that The College, with certain exceptions, obtain the written consent of a student prior to the disclosure of PII from that student's education records. However, The College may disclose appropriately designated "directory information" without written consent, unless the student has advised The College to the contrary in accordance with The College's procedures.

If a student does not want The College to disclose any or all of the types of information designated below as directory information, the student must notify The College in a written document containing a date and original signature by the start date of their program. The written request will remain in effect until the student directs The College, in a written document containing a date and original signature, that The College may designate the information as directory information.

The College has designated the following types of information as directory information:

- Student's name
- Graduation date
- Enrollment status (for current students)
- Dates of attendance
- Major field of study

**Requesting a Release of Records:** Students can request release of their individual records to select parties by requesting and completing a FERPA Request to Release Information form.

**Withholding Transcripts:** The College will issue transcripts of a student's permanent education record to students upon written request unless there are unpaid financial obligations to The College of Global Studies or other unresolved issues. The College is not obligated, however, to provide students with copies of transcripts or other source documents from other institutions unless state laws dictate otherwise.

**Notice of Privacy Policy:** For more information about how The College and Arcadia University collect, use, and disclose personal information provided by students to The College and Arcadia



University, please refer to the Notice of Privacy Policy available at:  
[www.arcadia.edu/notice-privacy-policy](http://www.arcadia.edu/notice-privacy-policy).

## Academic Policies

### Academic Expectations

The College of Global Studies at Arcadia University is committed to academic excellence. All students who participate in our programs around the world are expected to exhibit dedication to their academic work and to act with academic integrity.

### Academic Responsibility and Integrity

Students are required to comply with the principles of academic integrity and bear responsibility for their academic work while studying abroad. All submitted academic work, written or otherwise, must represent a student's original work and appropriately cite all quotations, concepts, and interpretations referenced in that work that are not the student's own, unique ideas. Any act of academic misconduct, such as fabrication, forgery, plagiarism, cheating, or facilitating academic dishonesty, will subject the student to disciplinary action.

### Enrollment

#### 1. Course Selection

The recording of program and/or host institution coursework on an Arcadia University transcript does not guarantee that students' home universities will accept those credits for application toward the credit requirements for graduation or specific degree requirements. Students are therefore responsible for seeking home institution pre-approval for all program courses they wish to pursue. The College or its designee will assist this process by providing, as available, any academic documentation required for course pre-approval by students' home universities. In isolated circumstances, specific provision of this information may take time. Students should therefore plan accordingly, as last-minute requests may be difficult to accommodate.

#### 2. Registration deadlines

Whether taking courses taught by Arcadia faculty or at a host institution, students pursuing a semester of study have a designated time frame from the commencement of classes to make changes in course registrations (*i.e.* add/drop courses) without these changes being reflected on the Arcadia University transcript (typically one to two weeks). If courses are taught in teaching blocks within the semester, students have one week in the beginning of each teaching block to change course registration. It is important to note that students studying at an Arcadia Center that combines

program and university study may be subject to two different add/drop periods — one for their program courses and one for their host institution courses — if the program and host institution calendars do not align. On occasion, certain host institutions may employ a shorter add/drop period. In such cases, students must adhere to the host institution's requirements. However, if the add/drop period of the host institution or program is longer than The College's add/drop period, students must adhere to The College's add/drop policy.

Where host programs, host institutions, and/or visa enrollment requirements allow, The College permits students pursuing semester or academic year study who submit a formal written request to withdraw from a course in accordance with the policy delineated below, as long as they will not drop below The College's 12-14 credit minimum full-time load (excluding pre-session courses) per semester. In cases where the option of withdrawing during the term of study is not possible, students who submit a formal written request to withdraw from a course in accordance with the policy delineated below will be afforded the opportunity to petition for a retroactive withdrawal for a period of 30 days after the program end date.

Students may withdraw from a course after the add/drop period, but before the 50% point of the term of study after consultation with the Resident Director or designee and written approval from the home institution. The grade for such courses will be recorded on the official transcript as a W (withdraw). Students may withdraw from a course after the 50% point but before the 75% point of the term of study only due to a documented academic and/or personal hardship that is outside of their control. Withdrawal at this point requires approval from the College's Academic Enterprise team or designee and the home institution. The grade for such courses will be recorded on the official transcript as a WP (withdraw passing) or WF (withdraw failing) based on the assessments completed to date. Students cannot withdraw from a course during the last 25% of the semester except in rare instances of documented personal hardship that requires withdrawal from the entire program. Such withdrawals require approval from the Academic Enterprise team or designee. In these instances, the courses will also be recorded on the official transcript as a WP or WF based on the assessments completed to date.

Students pursuing study for a term/quarter have the same add/drop period as semester students (unless, as noted above, there is a shorter host institution add/drop period). Students pursuing January, Maymester, and summer programs may only add/drop courses prior to the start of the program. Term/quarter, January, Maymester, or summer students are governed by the same mid-term and three-quarter-term deadlines for withdrawals. Courses dropped after the add/drop period without the appropriate approval(s) are, as noted above, reported as an 'F' on the Arcadia University transcript.

Students opting to participate in Arcadia+ academic opportunities are held to separate registration deadlines. Internships managed by Arcadia Abroad require students to commit to the placement and academic course requirement no later than the billing deadline for their program. The associated academic course cannot be dropped in the same manner as another course and requires written notification to Arcadia staff and confirmation after the billing deadline. Students who withdraw from an Arcadia+ option after the billing deadline are not eligible for a refund if there are supplemental course fees for participation. Withdrawal from internship participation in particular may affect a student's visa and/or immigration status and should only be pursued in consultation with Arcadia in-country staff and the home institution's approval.

Students participating in a customized or faculty-led program facilitated by The College should consult their home university for guidance on course enrollment and withdrawal policies.

### **3. Reporting Host Institution Registration**

Students pursuing study at a host institution or host program must submit a course confirmation report indicating the final course selections to the Resident Director or designee prior to the end of the host institution add/drop period. This form is available in the Arcadia Abroad application portal.

### **4. Course Load**

Semester and academic year students are expected to pursue a full-time course load. Students on term/quarter, January, Maymester, or summer programs will have lower full-time expectations due to the shorter period of study. Since a full-time course load varies from program to program, you should consult the credit-ranges posted on The College's website for your program. The expectations will also be reiterated during orientation.

Where program, host institution, and/or visa enrollment requirements allow, The College permits students pursuing semester or academic year study to enroll in a minimum full-time course load of 12-14 credits (excluding pre-session courses) with written approval from their home institution submitted to the Resident Director or designee prior to the end of the add/drop period (per semester). It is important to note that certain programs of The College and some host institutions may not allow a minimum course load. Students must adhere to the requirements associated with their program or host institution.

Where program, host institution, and/or visa enrollment requirements allow, The College permits students pursuing semester or academic year study to enroll in a maximum full-time course load

of 20 credits per semester. Students at the University of Oxford may be permitted to enroll in a maximum of 28 credits during the Spring study period in consultation with in-country staff. Students are responsible for any additional fees resulting from enrollment in excess of the standard load as well as ascertaining whether enrollment above 17 credits per semester will incur additional fees at their home institution. A minimum full-time course load varies from 12–14 credits per semester (excluding pre-session courses) depending on the program.

### **5. Home Institution Financial Aid and Degree Progress Enrollment Requirements**

The College's minimum course load requirements are designed to ensure that students maintain the minimum full-time course load associated with Federal Title IV financial aid requirements. These do not reflect the financial aid and/or degree progress requirements that might be associated with students' home institutions. Students are therefore responsible for knowing and following the enrollment requirements associated with remaining a student in good standing at their home institution.

### **6. Home Institution Coursework**

Students may pursue up to six credits of their coursework through special arrangement with their home institution. This coursework may involve home-institution-supervised independent study or independent research, or a home institution online course. It is important to note, however, that such coursework cannot be factored into students' in-country course load requirements; therefore, it can only be pursued in addition to the required minimum in-country course load for a given program. The approval process for such arrangements is the same as that required for pursuing a minimum full-time course load (*see* Enrollment: Course Load).

## **Grades, Attendance, and Examinations**

### **1. Grades**

The College only offers students the option to pursue coursework for an A–F grade. As a matter of course, The College does not offer students the option of pursuing courses on an Audit (AU), Pass/Fail (P/F) or Satisfactory/Not Satisfactory (S/N) grade base. If, however, a host institution reports a course on a P/F grade scale, The College will also report it as such, and The College will report grades on an S/N scale in instances involving disruption of host institution coursework. Please note The College follows the AACRAO grade conversion scales exactly as posted on the program Courses page and grades are based upon whole numbers.

A grade of Not Reported (NR) for the purpose of finishing coursework post-program will only be granted at The College's discretion in the case of a hardship withdrawal or a case of documented

hardship that doesn't require withdrawal from the program but involves an extended absence. In these instances, the coursework must be completed within 30 days of the final day of the program as stated in the program materials. Not Reported may be used in instances where host institution finalized academic records are not available for a given course.

Grade appeals may be pursued in one of two ways, depending on the host of the course(s) to be appealed. Courses pursued through an Arcadia Center are appealed through The College's Registrar. Students will be asked to provide a rationale for their appeal, which will then be researched by The College's Academic Enterprise staff in collaboration with appropriate in-country staff of The College. The College's Petition Committee (Academic Dean, The College's Registrar, and a third member of Academic staff) will then render a decision within 3-6 weeks.

Appeals regarding host institution courses are pursued through the host institution's process. The College cannot undertake appeals on a student's behalf and has no influence over the outcome of appeals regarding a host institution course; the host institution is the final arbiter of all such appeals. The College's role is limited to instructing students on the appeals process, following up with the host institution's international offices when required, and, if a grade or enrollment status is changed, producing an updated Arcadia University transcript.

Students wishing to pursue an appeal should notify Arcadia University's Registrar via email ([tcgsregistrar@arcadia.edu](mailto:tcgsregistrar@arcadia.edu)). Students are responsible for following the instructions provided for the appeal, which will involve directly contacting, as appropriate, the host institution's international office, academic affairs unit, and/or instructor of the course. Students should copy The College's Registrar on all correspondence related to the appeal.

## **2. Attendance**

You are expected to attend and contribute to each course for which you are registered, as well as to complete course assignments in a timely manner and to sit scheduled examinations. It is your responsibility to be aware of assessment requirements, deadlines, and participation and attendance policies.

Absences are disruptive to The College's teaching and learning environment, especially absences from a course meeting involving an excursion. If an illness or a personal crisis requires you to miss a College of Global Studies taught course, it is your responsibility to alert your instructor and/or Arcadia Center staff as soon as possible, preferably prior to the start of class. Know that excessive absences will likely affect your grade.



Host institution courses will have their own requirements regarding assessments, deadlines, and participation and attendance; it is your responsibility to be aware of and abide by those requirements, in addition to the requirements of The College.

The College of Global Studies recognizes student choice in observing religious holidays that occur during regularly scheduled classes. Students should make arrangements in advance of their absence with their instructors to establish a plan for making up work missed as a result of a religious observance. Instructors make every reasonable effort to accommodate such requests.

### **3. Assignments and Examinations**

Based on The College's expectation of academic dedication, responsibility, and integrity, students are expected to complete all assignments, examinations, and final papers for each course for which they are registered.

Students pursuing study at a host institution should be aware that choosing to participate in an alternative final assessment (*i.e.*, one designed specifically for study abroad students) may also involve effectively removing oneself from the institutional academic oversight processes. Possible implications include being unable to contest a grade or to request, when otherwise appropriate for the standard assessment, a re-sit examination (see below).

Students agree to participate in their program of study in its entirety when confirming their spot via the program deposit and Enrollment Agreement. Program dates are set to accommodate the entire teaching term and exam period, and do not reflect individual student course enrollment requirements. Students are expected to be available for any exams or assessments that require in-person participation throughout the official program dates. The College does not endorse a voluntary departure prior to the official program end date, however, we will not prohibit students from doing so. Students are fully responsible for understanding the academic commitments and requirements of their program, and knowingly assuming any and all risks associated with a voluntary early departure. Students who voluntarily depart early from their program are not eligible for refunds on tuition, housing, or other related program fees.

Students pursuing study at a host institution in the United Kingdom or the Republic of Ireland may have the option of pursuing a "re-sit" of that examination/assessment. Re-sits are designed to give students the opportunity to re-take an examination/assessment in order to demonstrate that, with additional time, they have mastered the material. The parameters for pursuing a re-sit, including at what performance level a re-sit is available, whether it is an option for a given

course, whether the resulting grade from a re-sit is capped, etc. are exclusively within the purview of the host institution.

Students interested in pursuing a re-sit should contact The College's Registrar. The Registrar will put the student in contact with the in-country staff member responsible for liaising with the host institution. The in-country staff member will notify the institution of the forthcoming appeal, learn what the process is for appealing a grade, and then contact the student to explain the process. The host institution's process is the final arbiter of such requests including whether or not the examination/assessment may be pursued at the student's home institution with proctoring or must be pursued on the host institution campus.

## **Course Equivalencies and Transcripts**

### **Arcadia Center Courses**

All courses taught at Arcadia Centers are reviewed and approved by The College of Global Studies Curriculum Committee and the Arcadia University Faculty Senate Academics Committee according to the Arcadia University Academic Policies and Procedures for course proposals and approval. Approved courses are then continuously assessed through processes associated with The College's course evaluations and Assessment of Teaching, Learning and Scholarship ([ATLAS](#)) review process.

### **Host Institution Courses**

All host institutions at which students study under the auspices of The College of Global Studies are nationally authorized post-secondary institutions that are responsible to the Ministry of Education and/or peer review quality control processes in their own countries. The College continuously monitors these programs through the liaising processes of the Resident Directors and The College's ATLAS review process.

### **Host Program Courses**

Arcadia University serves as the "school of record" for all coursework pursued at non-host-country-accredited programs under the auspices of The College of Global Studies. As is the case with the Arcadia Centers, all courses taught at these programs are reviewed and approved by The College of Global Studies Curriculum Committee and the Arcadia University Faculty Senate Academics Committee according to the Arcadia University Academic Policies and Procedures for course proposals and approval. Approved courses are then continuously assessed through processes associated with The College's course evaluations and ATLAS review process.

## Transcripts

Arcadia University is the sole transcribing authority for all Arcadia Center and school of record courses pursued at non-host-country-accredited programs. In addition to being accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, Arcadia University's undergraduate and graduate programs are accredited and approved by numerous academic and professional bodies, associations and councils. These organizations are listed at:

[www.arcadia.edu/academics/accreditation/](http://www.arcadia.edu/academics/accreditation/).

All students studying through The College receive a transcript from Arcadia University as part of the student's permanent education record at Arcadia University.

In the case of host institution enrollment under the auspices of The College, the host institution issues transcripts reporting students' coursework and grades to the College. The College's Registrar, in collaboration with the Academic Dean, is responsible for establishing U.S. credit and grade equivalencies for each host institution (see *Grades* section above). In the case of host institution enrollment, The College provides the student's home institution a verified copy of the host institution transcript upon homeschool request in addition to the Arcadia University transcript.

Transcripts from host institutions are kept on file at Arcadia University for five years. Requests for this documentation must indicate the specific students for whom academic records are required, come directly from an official at the institution that requires copies of the transcripts, and should be addressed to: The College of Global Studies, Arcadia University, 450 South Easton Road, Glenside, PA 19038-3295.

## Transcript issuance

At the conclusion of a program, The College of Global Studies is required to send an official Arcadia University transcript to the student's home institution. The transcript will list the course numbers and titles exactly as they appear on the host institution transcript or in the Arcadia Center or host program materials. Students may request an additional copy of their official transcript by mail to the Office of the Registrar, Arcadia University, 450 South Easton Road, Glenside, PA 19038-3295, or online, (National Student Clearinghouse or TranscriptsPlus™) at:

[www.arcadia.edu/academics/registrar/transcript-requests](http://www.arcadia.edu/academics/registrar/transcript-requests).

Due to different administrative structures and processes, host institution transcripts take longer to issue than transcripts at U.S. institutions. While the timeline varies by institution, a general transcript issuance timeline is:

- Summer Programs – transcript issued early to mid-September

- Fall Programs – transcript issued late-March
- Academic Year Programs – transcript issued late-September
- Spring Programs – transcript issued late-September

In cases where extenuating circumstances prevent an individual instructor from reporting a grade in a timely manner but all other grades have been received by The College, or if a student requires a transcript for proof of attendance but the host institution's or program's transcript has not yet been received by The College, The College's Registrar will report courses with a grade of Not Reported (NR). The Registrar will then issue an updated transcript once the missing grade(s) have been reported.

Transcripts will be withheld by The College's Registrar if students have an outstanding balance on their account resulting from nonpayment of: the program fee (in whole or in part), special course fees, late fees or returned check fees, housing damage charges, library fines, or any other unmet financial obligations deemed appropriate by The College.

Students may contact the program advisor responsible for their program if they have any questions about the process. Graduating seniors who require a transcript by a certain date in order to meet graduation requirements should contact their program advisor and request an expedited transcript. The College's Registrar will make every effort to meet this deadline; however, it is not possible to guarantee that the deadline will be met because the host institution processes are ultimately outside the control of The College's Registrar.

## **Code of Academic Responsibility and Integrity**

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

A distinguishing characteristic of an academic community is the way that it combines competitive and cooperative values. On the one hand, education is a shared task and progress comes through cooperative efforts. On the other hand, new ideas are the currency of the community, and it is therefore important to acknowledge the individual ownership of ideas.

It is a serious violation of the norms of the academic community to appropriate the ideas of other people without credit or permission, and it is important to learn to discriminate between exploitation and the legitimate use of the ideas of others.

The most general rule is that any use of another person's ideas—whether the source is published or not—should be acknowledged fully and in detail. Because each discipline differs in the best way to acknowledge another person's ideas, students should consult instructors as to the form and nature of the acknowledgments required for the work associated with a given course.

### **Arcadia Center Courses: Procedures for Examinations, Written Work, and Laboratory Work**

#### **Procedures for Taking Examinations, Tests and Quizzes:**

1. To eliminate suspicious behavior during any type of examination, students must leave all books, notes, note cards, papers, materials and instruments in a designated location away from the testing area, except for those materials previously specified by the instructor.
2. The instructor may remain in the exam room. If the instructor leaves the room after the initial questions are asked, he/she/they will remain accessible and may return to answer questions that arise during the examination.
3. Students must direct any requests for clarification of questions only to the instructor.
4. Silence is to be maintained in the exam room.
5. Students should, if possible, occupy every other seat.
6. Students are not to leave the test area unless an emergency arises, or by permission of the instructor. The instructor's policies on leaving the testing area should be specified beforehand. If students do leave the room, they must leave their test papers behind.
7. In fairness to all students, you must finish the examination by the end of the examination period. The examination time can be lengthened only if granted at the beginning of the period, and only if the extension applies to all students. (Students with advance special permission or approved academic accommodations are exempt.)

#### **Procedures for Papers, Reports, and Other Written Work:**

1. When preparing all written work, take great care to fully acknowledge the source or sources of all ideas, language, diagrams, charts, or images (including but not limited to drawings, designs or photographs) etc., which are not your own. If you intentionally appropriate the ideas, images or language of another person and present them without attribution, you are committing plagiarism. This includes the purchase or acquisition of papers or other material from any source. For specific questions consult with the instructor, but the following rules must be observed:
  - a. Any sequence of words appearing in your essay which is not your own must be enclosed in quotation marks and the source identified in a manner designated by the instructor.
  - b. A paraphrase should not be enclosed in quotation marks, but should be footnoted and the source given.



- c. An interpretation based on an identifiable source must be so attributed.
2. If you wish to seek assistance from another student (i.e., proofreading for typographical errors), consult your instructor to determine if such assistance is permissible. If permitted, the instructor may require that such assistance be acknowledged in the written work.
3. Arcadia-taught courses utilize software to preliminarily check for instances of academic dishonesty, including plagiarism and artificial intelligence-generated work. Host institutions may utilize similar tools when assessing submitted student work.

### **Procedures for Laboratory Work:**

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

### **Host Institution and Host Program Courses: Procedures for Examinations, Written Work, and Laboratory Work**

In addition to the procedures noted above, students must also adhere to the host institution and host program procedures for examinations, written work, and laboratory work. If those procedures are in conflict, the host institution and host program procedures take precedence.

### **Violations of the Code of Academic Responsibility and Integrity**

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

1. Plagiarism – If you appropriate the ideas, concepts, images (including but not limited to drawings, designs, or photographs) or language of another person and present them without attribution, you have committed plagiarism. Great care should be taken in academic work to acknowledge fully the source or sources of all ideas, language, diagrams, charts, etc. For specific questions the instructor should be consulted, but the following rules must be observed:
  - a. Any sequence of words that is taken verbatim from another source must be enclosed in quotation marks and the source identified in the manner designated by the instructor.
  - b. Paraphrases and interpretations from a source should have the source identified.
  - c. Unless otherwise directed, when you are doing laboratory work, you are expected to make all necessary measurements, drawings and calculations independently, based on your own work. Observations, including numerical data, are to be collected independently.

- d. If instructors permit you to seek the assistance of other students on academic work, the exact nature of the assistance must be acknowledged in detail. This refers not just to papers, but also to laboratory work and computer programs.
  - e. Any use of a commercial writing service is forbidden.
  - f. Use of artificial intelligence tools to generate content without explicit permission from the instructor is prohibited.
2. Submitting the same work for credit in more than one course without the express permission of each instructor involved.
3. Attempting to give or to receive unauthorized assistance on academic work, as well as attempting to hinder others in their academic work.
4. Furnishing false information to University officials on matters relating to academic work. This includes, but is not limited to:
  - a. false information provided for the purpose of obtaining special consideration (*e.g.*, postponement of examinations or of deadlines for written work);
  - b. fraudulent registration for classes;
  - c. signing the name of an absent person to an attendance sheet; and/or
  - d. reporting the results of experiments or surveys not performed.
5. Attempting to gain unauthorized access to exams or tests.
6. Cheating during examinations, which includes:
  - a. attempting to look at another student's exam;
  - b. attempting to communicate concerning the content of the exam with another student; and/or
  - c. attempting to use any materials (such as notebooks, notes, textbooks) not specifically authorized by the instructor.
7. Failing to follow any of the procedures outlined above in regard to taking examinations, tests and quizzes.
8. Failing to sign a book or periodical out of the library or from other consortium libraries.

For host institution and host program courses, additional violations may be included as a part of the host institution or program's Code of Academic Responsibility and Integrity or equivalent policy.

#### **Procedures for Reporting Violations of the Code of Academic Responsibility and Integrity**

1. If you have violated an academic regulation, you may report yourself to the instructor involved or the Academic/Resident Director or designee.
2. If you suspect that a violation has occurred, you may submit to the instructor of the course a written, dated, and signed report of the suspected violation. Persons with knowledge of the violation may be questioned or asked to give testimony by the instructor or the

Academic/Resident Director during the investigation and, as necessary, adjudication of the infraction.

3. In the case of Arcadia Center courses, every effort will be made to resolve charges against students before the end of the program. However, the timeline for the resolution of charges will vary for host institutions and host programs.

### **Procedures for Determining the Level of Responsibility for Violations and Sanctions**

After a violation of the Code of Academic Responsibility and Integrity has been alleged, there are two possible procedures that may be followed in resolving the alleged violation:

1. The student who is accused of the violation and the instructor may mutually agree to have the instructor decide the case and assess the penalties as they determine fit. Violations that are addressed in this manner must be resolved by the end of the program.
  - a. An instructor who suspects a student of violating academic regulations will notify the student of the allegation and the grounds for suspicion promptly after it is discovered or reported.
  - b. If the instructor finds the student responsible for the infraction, the instructor must submit a written report to the Resident Director or designee, describing the violation, the grounds for suspicion, the decision, and the penalties applied. The Resident Director or designee will notify the student of the instructor's report. The College will keep a record of the report in the student's file at The College for a period of five years.
  - c. If the Resident Director or designee discovers upon receipt of this report that the student has previous violations, the Resident Director shall promptly consult the Academic Enterprise team of The College or designee for the purposes of determining if additional, administrative-level sanctions are appropriate.
  - d. If new evidence becomes available or extraordinary circumstances are revealed within a reasonable period of time after a decision is rendered, a student may request reconsideration of the case. A student may make such a request in a letter addressed to the Resident Director or designee, who will then consult with the Academic Enterprise team of The College or designee to decide whether to revise the previous decision and sanctions. The decision of the Academic Enterprise team or designee is final in such matters.
2. The student who is accused of the violation or the instructor involved may choose to refer the case directly to the Resident Director or designee.
  - a. Within one week of discovery of the alleged violation, the party choosing this procedure must present a written, dated, and signed statement of the reasons for requesting a hearing to the Resident Director or designee.

- b. The Resident Director/ The College reserves the right to notify a student's home school and/or parents/guardians of both the offense and the disciplinary action taken. Actions taken are recorded in the student's file. The Resident Director or designee, in consultation with the Academic Enterprise team or designee, will review the case.
- c. The instructor involved must await the results of The College's full review before assessing any sanctions.
- d. If the student is found responsible for the infraction, the Resident Director or designee will send a written report to the student and to the instructor describing the violation and the recommended sanction(s). The College will keep a record of the report in the student's file at The College for a period of five years.
- e. In every case concerning academic integrity, the instructor has final authority for determining the sanctions to be applied within the course. In cases where the instructor chooses to defer to the Resident Director or designee for the adjudication process, the Resident Director or designee may only implement administrative sanctions. Sanctions involving course grades are only advisory, with the final decision regarding implementation left to the discretion of the instructor.
- f. If, within a reasonable period of time after a decision is rendered, new evidence becomes available or extraordinary circumstances are revealed, a student may request reconsideration of the case. A student must make such a request in a letter addressed to the Academic Enterprise team of The College, who will then decide whether to revise the previous decision and sanctions. The decision of the Academic Enterprise team or designee is final in such matters.

## Sanctions

In cases where adjudication of the violations of the Code of Academic Responsibility and Integrity are referred to the Resident Director or designee, sanctions include but are not limited to:

- 1. a formal written warning;
- 2. requiring resubmission of work or additional assignments;
- 3. lowering the letter grade for the work involved;
- 4. issuing a grade of F for the work;
- 5. lowering the letter grade for the course;
- 6. issuing a grade of F for the course; and/or
- 7. dismissal from the program.

## Program Participation and Withdrawal

A student who wishes to formally withdraw must notify the Resident Director or designee in writing. A determination will be made at that time if the student has the option to continue with their academic study remotely, which varies by program and course. Students are expected to engage fully in the academic component of the program in order to be considered a program participant. A student who stops participating in a program without formally withdrawing prior to the end of the term of study will receive a grade of F (failure) on the official transcript. In addition, non-participation in academic obligations is grounds for program dismissal, ceasing access to Arcadia Abroad supports and services.

A student who formally withdraws from a program prior to the end of the term of study will receive a grade based on the criteria established in Enrollment: Registration Deadlines above. Students who withdraw under the condition of extenuating circumstances beyond their control may petition to have the grade of “WF” or “WP” changed to “W.” Such petitions are submitted to the Academic Enterprise team.

## Housing Policy

The College believes housing is a critical and foundational element of the learning experience, and plays a key role in students becoming part of the host community. Arcadia recognizes that feeling 'at home' is the first step to success on any program. As such, we take into account the following aspects of all student housing: safety, location, cost-effectiveness, and cleanliness. We encourage students to take full advantage of the learning opportunity of living in a new and diverse environment. In many cases, students have the choice of living alongside local residents, in homestays or with other program participants from a wide range of institutions and backgrounds. Housing is not typically provided for programs delivered entirely online.

We recognize that students may elect to make their own living arrangements while participating in our programs. Students assume any and all risks arising from their choice to live independently, including and without limitation, the risks of bodily injury or property damage, unavailability of, or access to, quality of emergency medical care, and the deliberate act(s) of another person. Students living independently will be responsible for travel arrangements to their accommodations and all associated costs. Certain programs require students to live in Arcadia University-arranged housing; therefore, in such a case, requests to live independently are not considered. Students who live independently are still expected to fully participate in Arcadia orientation programming and all required program activities.



As The College considers housing as an important element of any students' program experience, arrangements are often made well in advance of the start of each program. Students should be certain to review the information and deadlines around housing choices in the Financial Information Section on The College of Global Studies' website at: [studyabroad.arcadia.edu/fees](https://studyabroad.arcadia.edu/fees).

## Loss or Damage Statement

The College of Global Studies at Arcadia University is not responsible for the loss of students' property due to fire, theft, water damage, or any other causes. It is suggested that students obtain insurance against loss by fire, theft or any other causes before attending the program, and/or before moving into living accommodations on our programs.

## Health and Safety

Student health, safety and security are our top priorities. The College of Global Studies has an experienced and well-connected Health and Safety team based in Glenside that works closely with our expert Resident Directors and staff to ensure best practices in health, safety, and security on all of our programs. On in-person programs, staff members are prepared to support students through pre-departure and program participation and are available to respond to emergencies that may arise through a 24-hour staffed emergency telephone number (215-572-2123).

We are committed to:

- Promoting student wellness and fostering diversity and inclusion
- Supporting students with pre-existing conditions or disabilities
- Education regarding health, safety, and local conditions
- Ongoing risk assessment
- Safe and secure housing
- Timely incident response and communication
- Clear and effective emergency plans and procedures

Our policies and procedures receive ongoing review and refinement from our Chief Executive Officer and senior leadership team; our U.S.-based Health, Safety, and Security Team; and our experienced and well-trained in-country staff. Read more about the [best practices and professional networks](#) that inform our approach to health and safety.

We encourage all program participants and families to thoroughly [review our website](#) and materials shared via email and our online learning platform Canvas to learn more about our protocols and what

steps to take to prepare for the students' experience, as each individual's own preparedness is key to ensuring their personal health and security. Our staff is dedicated to partnering with students towards a positive and productive overall experience.

Study abroad can be a profoundly life-changing experience. Concerns about health, safety and security should not dissuade you from this wonderful opportunity. Instead, we encourage you to be informed and knowledgeable about the risks and rewards of such an undertaking. Our student wellness advisors are available throughout the pre-departure process to answer student questions and form individualized wellness plans for your time abroad.

## Health Insurance and Travel Assistance

### Overview

The College provides students studying abroad with comprehensive health and accident insurance through Cigna Global and security and supplemental travel benefits through Lloyd's. This coverage is administered by University Health Plans and designed to go hand and hand with the International SOS membership. Students studying abroad have access to 24/7 global medical and security assistance while abroad from International SOS, the world's leading medical and security risk services company.

Students studying virtually or with Intern Philly are responsible for their own health insurance during the program.

Students attending programs in New Zealand will be provided with the New Zealand government's mandated insurance plan as primary coverage and have access to the Cigna policy as secondary coverage. Please review the [New Zealand Health and Safety page](#) for more information and contact a New Zealand Program Advisor with any questions.

For students on programs abroad, health insurance and travel assistance are effective throughout the duration of the participant's program. There is no deductible per injury or illness on the Cigna Global policy, and the maximum medical expenses of the policy for accident or sickness is \$500,000.

After acceptance into the program, students will receive more detailed information about coverage as well as Arcadia's membership number. Students can then utilize the assistance services to discuss medical and security concerns relating to their destination.

Additional information about health insurance and travel assistance is available online at:

<https://studyabroad.arcadia.edu/before-after-you-go/health-safety/health-insurance-travel-assistance/>.

## Travel/Personal Property Insurance

We strongly encourage students to obtain insurance against theft and/or damage to personal effects for the period of time they will be on our programming. Arcadia University does NOT provide insurance for student possessions or property. (Note: students participating in programs in New Zealand will have some property coverage through the insurance mandated by the New Zealand government).

Please contact the Director of Global Health, Safety, and Security, with any questions about insurance coverage at 1-866-927-2234.

## Personal Health and Student Support Services

The College encourages students with pre-existing conditions and disabilities to consider studying on our programs. We are committed to working with each student in an effort to find a program that suits their individual needs. We strongly recommend that students contact their Program Advisor or a Wellness Advisor to discuss the kinds of support available to help students achieve their cultural, educational, and personal goals.

The College works with its overseas offices and partner universities to provide reasonable accommodations to students with disabilities. Not all program sites are equally able to accommodate all types of disabilities due to local in-country contexts over which the College has no control, nor are all our locations able to provide appropriate support for all disabilities.

However, among our programs there is a wide-range of opportunities and we will work with students, to the extent possible given the reasonable accommodations available, to match them with suitable alternatives that meet their needs and goals.

## Personal Health Preparations

It is important to be as healthy as possible, both physically and mentally, before beginning a program away from home, as the challenges that come with transitioning to a new environment and culture can affect both physical and mental health. Students studying away from home are recommended to schedule a checkup with their doctor(s) and/or care provider(s) before departure to discuss how to stay healthy and establish a plan for what to do if any current conditions are exacerbated or previous conditions resurface while you are on-site.

If you are taking prescription medication and will study in-person with us, you should make arrangements to bring enough medication to last for the duration of your program, if permitted. Refer to our website for complete guidelines on [bringing medications with you](#). You will also receive direct

advising information on medication and health management during the application process, especially after submitting your Personal Health and Self-Care Form.

Arcadia Abroad's Wellness Advisors are available throughout the pre-departure stage to meet with you for individualized care plans with the goal of facilitating continuity of care to the greatest degree possible. Information shared on your Personal Health and Self-Care Form and directly with Wellness Advisors does not influence admissions decisions.

Personal health preparations matter at home as well as abroad. Students studying virtually should consider the changes that may come from their regular routine including their sleep schedule, exercise, social outlets, and the ability to balance home life with schoolwork.

## Immunizations

The College of Global Studies strongly supports the use of vaccines to protect the health of individual students and the host community and discourages the use of nonmedical exemptions to required vaccines.

Students are responsible for ensuring their routine vaccinations, Covid-19, and seasonal flu shot are up-to-date. Students studying on in-person programs with The College may be prompted to verify that the following required immunizations have been obtained:

- **Hepatitis B:** Three doses of Hepatitis B vaccine are needed for immunity. Doses 1 and 2 must be administered at least four weeks apart. Dose 3 should be at least six months after the first dose and eight weeks after the second dose. A blood test may be used to confirm immunity.
- **Measles, Mumps, Rubella:** MMR #1 and #2: Two doses of Measles (Rubella); two doses of Mumps and one dose of Rubella; or two doses of the MMR vaccine; or results from a blood test showing immunity. Dose 1 must have been given on or after the student's first birthday. Dose 2 must have been given at least four weeks after dose 1.
- **Meningococcal:** Meningococcal conjugate vaccine (MCV4): initial dose administered at age 11-12 with booster dose administered at age 16 or older.
- **Varicella (Chicken Pox):** Two doses of varicella (chicken pox) vaccine are needed for immunity. The doses must be administered at least 28 days apart; or a blood test confirming immunity if a student has had the chickenpox disease.
- **Tetanus-Diphtheria-Pertussis (Tdap)** (Within 10 years): One dose of Tdap (tetanus toxoid, reduced diphtheria toxoid and acellular pertussis, (NOT to be confused with DTap or Td)) vaccine is needed for immunity. The Tdap vaccine booster is also needed if it is greater than 10 years since the Tdap was administered.

- **Polio:** Four dose series given during childhood at each of the following ages:
  - 2 months
  - 4 months
  - 6 through 18 months
  - (booster) 4 through 6 years
- **Tuberculosis screening** (within the last six months)

Recommended vaccinations include Hepatitis A (HepA), Human Papillomavirus (HPV), Pneumococcal, and Covid-19.

A physician must complete the certification section of the verification form as proof of vaccination. Notwithstanding the above-required vaccinations, if a student has a sincerely held religious, medical, or philosophical objection to being vaccinated, that student shall be exempted from the College's immunization requirements and provided with detailed information on the risks associated with meningococcal disease and the availability and effectiveness of any vaccine. They must read, sign, and submit the College's Immunization Waiver Form accompanied by appropriate supporting documentation, as required. Failure to receive the recommended vaccinations set forth above may increase the risk of such students contracting a preventable infectious disease.

In the interests of the safety of our abroad community, if there is a vaccine-preventable disease outbreak at a study abroad location, non-immunized students may be excluded from the abroad campus, classes, accommodations, and other activities at The College for the duration of the outbreak, which can last up to 21 days after the last case is detected at the abroad campus. Any affected students will be responsible for any costs associated with their exclusion from the program under these circumstances as well as any academic repercussions that might arise as a result of their absence.

If a student fails to submit a completed Undergraduate Student Health Record or signed University Immunization Waiver Form within the required time frame, Student Health Service's online medical system will place a hold on the student's registration until all requirements are met. In the case of College housing, a student will not be permitted to move into, or will be removed from, housing unless vaccination against meningococcal disease has been proven or the College's Immunization Waiver Form submitted.

Any questions regarding immunizations or The College's immunization policy should be referred to the Director of Global Health, Safety, and Security, at 1-866-927-2234. Additional Resources for vaccine information can be found at [Centers for Disease Control \(CDC\)](#) and [American College Health Association \(ACHA\)](#).



Additional vaccinations may be required or recommended to enter certain countries. Please check with your local county health department and/or your family physician for required and recommended vaccinations to enter countries where you may be studying. Additional information regarding vaccinations needed and recommended for traveling to certain destinations can be found at [CDC Traveler's Health Studying Abroad Page](#).

## Process for Disclosing Specific Needs

As part of the pre-departure process for studying away from home, students complete a Personal Health and Self Care Form. On this form, students are asked to list any medical or mental health condition(s); physical or mobility conditions; dietary restrictions or preferences; learning accommodations; allergies; and/or strict religious observances. If you are participating in a virtual program, you will have the opportunity to inform us of any learning accommodations.

We encourage students on our programs to disclose any condition(s), previous or current, that is part of your life or may require support while on-site, as well as any conditions or disabilities that require accommodations. Physical or psychological conditions can become more serious under the stresses of a new environment. Moreover, the healthcare systems and accommodation requirements in other regions can be different from the systems in place at home. Students are responsible for their well-being and the responses you provide will help us to properly advise you of the resources available in order to optimize your health and safety while studying with us.

Disclosing this information will not affect your participation unless it is of such a serious nature that it may impact your ability to be successful on the program, as solely determined by College staff. In such cases, we will discuss with you any available options.

If you require accommodation, you will need to submit official supporting documentation to receive consideration for accommodations. Because we want students to enjoy a successful and rewarding study abroad experience, we encourage students to disclose all specific needs as early in the application process as possible, and at least six weeks prior to the beginning of the program. Failure to disclose any conditions or to provide proper documentation far enough in advance of departure may limit the resources and support available to you while abroad.

All information you provide is considered confidential and will only be shared on a need-to-know basis in emergencies or where necessary for your treatment. We encourage students with a medical condition that might affect emergency treatment to wear a MedicAlert bracelet or pendant.

## Travel Safety and Security

The College of Global Studies at Arcadia University takes all reasonable steps to promote student safety and security on our programs. Our Centers maintain robust emergency plans that are reviewed and practiced regularly. Additionally, we conduct ongoing risk assessments to ensure our policies and protocols are relevant and revised when necessary.

### Emergency Procedures

In the event of a large-scale emergency, The College will reach out to students who may be affected to confirm their safety and offer assistance. To aid in those efforts, all students studying with The College are expected to have a mobile phone from which they can make and receive phone calls or texts without a Wi-Fi connection. Students are asked to provide the phone number to College staff on arrival. Additionally, we ask students to share any independent travel plans with The College through an online travel form which they will receive via email weekly, in order to be located and contacted in emergency situations.

### Emergency Contact

All students are provided with a 24-hour contact for College staff while in their respective study abroad countries. In the event of an emergency, students on-site should contact an emergency responder (such as the local equivalent of 911) or the on-site staff immediately.

If students are unable to contact an emergency responder or the on-site staff immediately, they should contact Arcadia Abroad's 24/7 Global Health and Safety Emergency line at (215) 572-2123. This is the best phone number for homeschools and families in the United States to contact and we ask that local staff emergency numbers are reserved for student use only.

Information about our emergency contact procedures is available at:

[studyabroad.arcadia.edu/contact-us/in-case-of-emergency/](http://studyabroad.arcadia.edu/contact-us/in-case-of-emergency/)

### Student Preparedness and Resources

The College encourages all students traveling to program sites to become informed travelers before they depart and while abroad. Read the safety information provided by Arcadia including pre-departure orientation materials, keep up with country-specific news, and research health, safety, and security matters for your destination(s). Recommended resources include:

- The U.S. Department of State (DOS) [Travel website](https://travel.state.gov), which details country-specific information about health and safety in every country as well as Travel Advisory levels to help travelers understand and mitigate risk in their destination.

- [International SOS](#), Arcadia's medical and security assistance provider. International SOS' website provides detailed medical and security information and advice for countries worldwide. Students can sign up to receive email alerts from International SOS for their destination(s). Students are provided with Arcadia's member ID after program acceptance.
- The U.S. Department of State's [Smart Traveler Enrollment Program](#) (STEP). STEP is a free service that allows U.S. citizens to receive security messages and other important information from the Embassy or Consulate in their destination. The College instructs all students to enroll in STEP for their program location and any independent travel they undertake.

## Code of Conduct

The College regards all students as responsible citizens who have the same obligations as other citizens to observe the laws of the United States and the local and national laws of the host country for their program. The College does not regard itself or its members as above the law in any way. Students are subject to the rules and regulations of the host institution or program, as well as governed by the rules and regulations of The College and those of their home institutions. Therefore, students should familiarize themselves with the Codes of Conduct for their home and host institutions and remain mindful that they may be separately held accountable for violations of those codes by their home and host institutions.

To the extent there are any differences in Codes of Conduct of The College and those of the home and host institution, The College will enforce its own Code of Conduct. In other words, in the event of any conflicts between the separate policies, those laid out in this *Handbook* will control.

As a member of an academic community, students have both rights and responsibilities to benefit from a collegiate environment that encourages the maximum development of all students.

Students are reminded that existing regulations and policies contained in this *Handbook*, including in the Code of Conduct, are binding and that all students are responsible for knowing and complying with this Code of Conduct. Violations of this Code of Conduct can lead to dismissal from the program, loss of academic credit, and, in addition, may result in a decision by The College to impose further sanctions.

## Violations of the Code of Conduct

Students' wellbeing requires the prevention of behavior that interferes with or threatens the welfare of others or the community. To list all the acts that might constitute unacceptable conduct is impossible.

However, your participation in any of the actions listed below constitutes a violation of The College's regulations and subjects you to disciplinary action:

1. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct which threatens or endangers the health or safety of any person on The College's or host university premises or at The College or host university-sponsored events or activities.
2. Violation of the Non-Discrimination Policy of Arcadia University and The College of Global Studies, including, but not limited to, discrimination on the basis of race, color, ancestry, national origin, gender, sexual or affectional orientation, religion, age, or disability.
3. Harassment of any person, including, but not limited to, violation of the Policy Prohibiting Sexual Harassment and Sexual Misconduct.
4. Violation of the [Policy Prohibiting Sexual Harassment and Sexual Misconduct](#)
5. Hazing, aggravated hazing, and organization hazing against The College's community members (*see* Anti-Hazing Policy)
6. Violation of local, state, and federal laws, or local and national laws in the case of programs administered outside the United States.
7. Openly abusing the customs and mores of the host community.
8. Reckless and/or malicious destruction, damage or misuse of The College's or host university property, or of the property of a member of The College or the host institution or program community, or any attempt to cause such damage.
9. Possession of stolen property, theft, attempted theft of The College's or host university property, or theft of the property of a member of this or the host institutional community. This includes removal of any of The College's or host university property from its designated area.
10. Unauthorized entry into or use of facilities or property of another person, of The College, or of a host university, as well as the illegal possession, duplication, or unauthorized use of keys to The College or host university facilities.
11. Conduct that is disorderly, lewd or indecent; that constitutes a breach of peace; or that causes inconvenience, annoyance or alarm. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on The College's premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.
12. Interfering with any College disciplinary process, including but not limited to, tampering with evidence, falsifying or withholding information, or inducing a witness to engage in such conduct.
13. Gambling as prohibited by law.
14. Obstruction or disruption of teaching, research, administration, or other lawful College or host university activities, or of any authorized activities on College or host university premises.

15. Setting fires, tampering with or misusing fire equipment, or setting off false alarms in any facility made available by The College or host institution.
16. The sale, possession, production, purchase or use of any explosives, fireworks, incendiary devices, firearms or weapons.
17. Any violation defined below as an Alcohol and Drug Violation (*see* Alcohol and Other Drugs Policy).
18. Smoking in any College building or host country/university grounds where it is prohibited.
19. Failure to comply with directions of College or host institution or program officials acting in performance of their duties.
20. Violation of published College or host institution or program regulations and policies, including those relating to entry into and use of facilities, the rules of the Code of Academic Responsibility, and any other regulations that may be enacted.
21. Fraud, intentional misrepresentation, forgery, or falsifying College documents, records, or identification cards; or knowingly furnishing false information to The College or the host university or to any university officials acting in performance of their duties.
22. Misuse of computer technology or resources (*see* Computer Abuse Policy).
23. Failure to engage in responsible social conduct that reflects well upon The College of Global Studies community and to model good citizenship in any community.

## **General Procedures for Investigation, Discipline, Sanctions and Appeal**

Application of the General Procedures set forth in this *Handbook* may vary depending on the length of the program. The College will make reasonable efforts to complete the investigation and adjudication of any alleged violations of the Code of Conduct, or other policy or regulation, within a reasonable timeframe and under the time constraints of each individual program. However, students should bear in mind that the General Procedures for Investigation, Discipline, Sanctions and Appeal may be adjusted to accommodate the shorter duration of certain programs. This may mean that for certain alleged violations, the investigation and adjudication process may take place, or partially take place, after a student has returned to their home institution.

The Resident Director, in consultation with the Student Conduct Committee, is responsible for investigation and adjudicating alleged violations of College regulations and policies. If the Resident Director is involved in the alleged violations, the Chief Executive Officer of The College of Global Studies at Arcadia University will designate the person responsible for adjudicating the case.

***Procedural Standards:*** In the event that the Resident Director or a member of staff receives a complaint of an alleged violation of the Code of Conduct, or other policy or regulation, or determines

for themselves that such an alleged violation has occurred, the Resident Director shall ensure that the following requirements are met before rendering a final determination: (1) the student will receive notice of the alleged violation prior to any disciplinary action being taken; and (2) the student shall have the opportunity to respond, explain, and defend against the alleged violation prior to any action.

***Standard of Review:*** The Resident Director or designee will evaluate the points of view of the accused student and any other party to the matter and will determine if it is more likely than not that the accused student engaged in behavior that is in violation of policy. During the course of this process, the technical rules of evidence applicable to civil and criminal U.S. cases shall not apply.

***Notice to the Student:*** All students will be notified of any allegation of a violation of the Code of Conduct, or any other policy or regulation. The type of notification may vary depending on the seriousness of the accusation and the type and length of the program. If the alleged violation results in an interview, the student will be informed at the interview of the nature of the allegation, the regulations or policy allegedly violated, their right to respond, and the procedures to be followed. If the alleged violation does not trigger an interview process, the student will be notified of the alleged violation. Such notification may be through Arcadia email, written correspondence, in person verbal notification, or another alternative form depending on the specific allegation and surrounding circumstances.

***Investigation and Resolution Process:*** If a student engages in any of the prohibited conduct identified above as a violation of student conduct, or conduct prohibited by any other policy or regulation, the student will be subject to an investigation. This investigation may consist of interviews with the reporting party, any witnesses, and the accused student. However, the scope of the investigative procedure employed will vary depending on the seriousness of the alleged violation and the range of sanctions that would likely be imposed for the alleged violation. The higher the degree of seriousness of the alleged conduct, and the higher the degree of severity of the potential disciplinary action to be imposed, the more robust the investigative process will be. In all cases, the accused student will have an opportunity to respond to the allegations either through an informal meeting with the Resident Director or appointee, through a prescribed mediation process, or at a formal judicial board hearing.

### **Interim Suspension or Leave**

A student who is facing a charge of a serious offense, even before the adjudication of that charge pursuant to the applicable procedure, may be suspended temporarily from participation in their program and/or removed from housing, if in the judgment of the Resident Director or designee, the student is a danger to themselves, or to the safety of persons or property on College premises, or poses a threat of immediate disruptive interference with the normal conduct of College activities. If a student is suspended temporarily and removed from the program and/or housing, the student will bear the cost associated with the suspension or leave (such as airfare or rent for interim housing) until a hearing and



or a final decision is reached. The Resident Director or designee shall afford the student the opportunity to challenge the evidence and shall make every effort to have the hearing at the earliest practicable time. However, given the brevity of some programs, a student's challenge to an interim suspension or leave may not occur, in some situations, until after a student has returned to their home institution.

### Disciplinary Actions

- **Documentation:** All disciplinary actions taken will be documented.
- **Notification to the Student:** The Resident Director will inform the student and the Student Conduct Committee at The College of Global Studies in writing of the action to be taken and of the appeal process available to the student, if any. The College of Global Studies may share this information with home campus administration and/or academic offices.
- **Director's Authority:** If the Resident Director believes that disciplinary action is appropriate, they are empowered to take disciplinary action in consultation with the Student Conduct Committee, and host institution or program officials, if applicable.

### Sanctions for violation of the Code of Conduct or other policy or regulation:

If a student is found responsible for a violation of a College of Global Studies regulation, policy or procedure the Resident Director or Student Conduct Committee shall impose one, or a combination of, the below-listed sanctions or alternative sanctions when deemed appropriate. In determining the appropriate sanction to be imposed, the following will generally be considered:

- Seriousness of the conduct;
- Student's academic and behavioral record;
- The student's ability to correct conduct;
- Surrounding circumstances;
- Whether the individual should have been aware of the rule or behavioral violations; and
- Whether there is a reasonable excuse for the infraction.

Typically, sanctions include one, or a combination of the following:

#### 1. Warning

A warning, both oral and written, placing the student on notice that continuation or repetition of the violation or any other violation of regulations may be cause for severe disciplinary action. The College reserves the right to notify a student's home school and/or parents/guardians of both the offense and the disciplinary action taken. Actions taken are recorded in the student's file.

#### 2. Probation

The warning will include a notification to the student that they are on probation, and any additional violations of regulations will lead to more severe sanctions and possible dismissal. To the extent permitted by law and policies, The College reserves the right to notify a student's home school and/or parents/guardians of both the offense and the disciplinary action taken. Actions taken are recorded in the student's file.

### **3. Restitution**

Restitution for damage to or misappropriation of property.

### **4. Dismissal from College or host university student housing**

This sanction will be imposed in cases of serious or repetitious misconduct in the student housing, or violations of the housing agreement. For a specified period a student is not permitted to reside in or to be a guest in College residences, but may continue to enroll as a student in the overseas program. Home institutions may be notified of the cause of dismissal from the College-owned or controlled, or host institution or program residence. Should a student be dismissed from College or host institution housing, the student will be held responsible for securing alternative accommodation.

### **5. Dismissal**

This sanction is imposed for serious forms of misconduct or for repetitive offenses and entails the student's required and immediate departure from the program without financial refund. To the extent permitted by law and University policies, notification is given to the home schools and/or parents/guardians as to the cause of the dismissal.

Once a decision has been reached, the accused student shall be informed of the decision and sanctions, if any, in person, by telephone or email by the Resident Director or the Student Conduct Committee. Official notification will be sent to the student indicating the decision and sanctions.

A copy of the record of the case, and a copy of the letter to the accused student relating the decision, shall be kept on file in the Glenside office of The College of Global Studies for five years. The record is the property of the College and may be reviewed, but not copied, by the accused, accuser(s) and any advisors to those individuals. All reports will be destroyed after five years. The only action recorded on a student's permanent file is dismissal.

## **Appeals**

The availability of an appeal will vary depending on the specific program, but general considerations will include the severity of the violation and the sanction imposed. Any party in a case who has the ability to appeal and wishes to appeal a disciplinary action or a decision shall present, within three days of the receipt of the decision, his or her request in writing to the Student Conduct Committee. A party may appeal to the Student Conduct Committee only on the grounds that an error was made which affected the outcome of the case. The letter requesting a review by the Student Conduct Committee shall state the basis or reasons for the appeal. Disagreement with the decision or disciplinary action is not, in and of itself, grounds for appeal.

If, within a reasonable period after a decision is made, new evidence becomes available, or other extraordinary circumstances are revealed, the Student Conduct Committee may be asked to reconsider the case. Such a request must be made in writing and addressed to the Student Conduct Committee, who will then consult with the Resident Director to decide whether to grant the request.

### **Home School and Parental Notification**

The College of Global Studies may notify a student's home school and/or parents/guardians about conduct that constitutes a violation of the College's Code of Conduct, regulations, policies or procedures.

## **Alcohol and Other Drugs Policy**

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

The College's staff and faculty value personal accountability, care for oneself and respect for others in the community; therefore, in compliance with the Drug Free Workplace act of 1988(P.L. 100-690) and the Drug-Free Schools and Communities Act Amendments of 1989(P.O. 101-206), the College community recommends that all students read and understand the following information. This information applies to all members of the College community.

## **Standards of Conduct Regarding Alcohol and Drugs**

Consistent with U.S. law and the laws of the various host countries in which its overseas programs are located, The College of Global Studies permits the responsible and low-risk use of alcohol by students who are of legal drinking age in their host country; the College does not permit individuals below legal drinking age to use alcohol. Additionally, the College does not permit the use of illegal drugs, as defined by U.S. and local law.

The College of Global Studies does not encourage the use of alcohol. However, The College permits the lawful use and moderate consumption of alcoholic beverages by individuals who are legally entitled to drink. Students of legal age may consume alcohol at approved functions, such as receptions, meals and other College-sponsored events: Only those of legal drinking age will be served (proof of age required). No one who is intoxicated or under the influence of other drugs will be served. Intoxicated individuals or those who are under the influence of other drugs will also be refused admission. No alcohol can be brought into any event, nor leave the premises.

The College does not condone problematic or underage drinking at The College of Global Studies' events, excursions, field study trips, and activities, and reserves the right to discipline cases that are called to its attention.

The College subjects intoxication and disorderly or offensive behavior deriving from the use of alcoholic beverages to disciplinary action, regardless of the student's age and the location where the behavior occurs. No drugs are permitted, except for those medications that are properly prescribed, in the original container for the person prescribed, and used in the manner prescribed.

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

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

1. The possession, consumption, purchase, attempt to purchase, or transportation of alcohol by anyone under legal drinking age on property owned, leased, or controlled by The College;
2. The furnishing of alcohol to individuals under legal drinking age;
3. The sale, possession, production, purchase, or use of any controlled substance or illegal drug on College premises or at College-sponsored activities; possession of drug paraphernalia used for illegal drugs;
4. The consumption or distribution of alcohol in public places or buildings on College premises for non-sanctioned events;
5. The abuse of alcohol that includes but is not limited to the following:

- a. Violent acts against persons or property;
- b. Drunkenness;
- c. Contributing to the abuse by another;
- d. Driving under the influence;
- e. Medical emergencies, such as excessive consumption or injury while drinking; and
- f. Drinking contests, drinking funnels and games, and multiple shots are considered especially dangerous and may be considered abuse of alcohol.

The College of Global Studies reserves the right to discipline students who violate the Alcohol and Other Drugs Policy. Any disciplinary action will be administered in the same way as for violations of the Student Code of Conduct, with the same range of penalties, including warning, probation, interim suspension, restitution, dismissal from student housing, permission to withdraw and expulsion from the program.

### **Searches**

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

### **Laws Regulating Use of Alcohol and Other Drugs Financial Aid Implications of Drug Offenses**

Effective July 1, 2000, a conviction in a state or federal court for a drug-related offense will result in a student losing eligibility for federal financial aid. For more information please visit the [Students with Criminal Convictions page at the Federal Student Aid website.](#)

### **Medical Amnesty Policy**

This policy only provides amnesty from violations of the College's Code of Conduct for students who seek immediate medical attention for themselves or individuals in a life threatening drug/alcohol related condition. The student reporting the incident must state his/her name and remain with the individual in need of medical assistance until help arrives. The policy does not grant amnesty from criminal, civil, or legal consequences for violations of Federal, State, or Local law.

The health and safety of the College's community members is of the highest significance. The College seeks to remove barriers that prevent students from seeking the medical attention they may need.

Students may be reluctant to seek assistance for themselves or someone else for fear of disciplinary action. Students must seek immediate medical attention for themselves or others when their health and/or safety are at risk.

1. Students who seek emergency medical attention for themselves due to consumption or use of drugs or alcohol will not be charged with applicable violations of the Code of Conduct provided that the student completes an assessment with a mental health professional identified by the College or its assistance provider and completes any recommended treatment plan within a reasonable time frame to be determined by College staff.
2. Students who seek emergency medical attention for someone else due to consumption or use of drugs or alcohol who are likewise engaged in violations of University policy will not be charged with violations of the Code of Conduct provided that the student completes an assessment with a mental health professional identified by the College or its assistance provider and completes any recommended treatment plan within a reasonable time frame to be determined by College staff.
3. Students who seek emergency medical attention for someone else due to consumption or use of drugs or alcohol who are not engaged in violations of College policy will be required to meet with a member of the College to discuss the incident.
4. This policy applies only to those students who seek emergency medical assistance for an alcohol or drug-related medical emergency. This policy does not apply to individuals who are found to be under the influence by College employees (i.e. Resident Directors, Center staff, or Resident Life Assistants)
5. The Medical Amnesty Policy is not intended to shield or protect those students that repeatedly violate the Code of Conduct. In egregious cases, or where repeated violations of the Code of Conduct occur, the College reserves the right to take disciplinary action on a case by case basis regardless of the manner in which the incident was reported.

## Anti-Hazing Policy

Hazing is a violation of The College of Global Studies policy. A person commits the offense of Hazing if the person intentionally, knowingly, or recklessly for the purpose of initiating, admitting, or affiliating a Student into or with an Organization, or for the purpose of continuing or enhancing a Student's membership or status in an Organization, causes, coerces, or forces a Student to do any of the following:



- Violate Federal or State criminal law;
- Consume any food, liquid, Alcoholic Liquid, Drug, or other substance which subjects the Student to risk of emotional or physical harm;
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements;
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
- Endure brutality of a sexual nature; and/or
- Endure any other activity that creates a reasonable likelihood of Bodily Injury to the Student.

Hazing shall NOT include reasonable and customary athletic, law enforcement, or military training, contests, competitions, or events.

Any Student, Organization, or other persons associated with an Organization found responsible for Hazing, Aggravated Hazing, or Organizational Hazing, whether occurring on or off campus, may face disciplinary action from the College, and may also face criminal charges under applicable federal law, state law, or local law. Hazing, Aggravated Hazing, and Organizational Hazing are each prohibited by this Policy. It shall not be a defense that the consent of the Student was sought or obtained. It is also not a defense that the conduct was sanctioned or approved by the College. Retaliating in any manner against any individual who reports Hazing, Aggravated Hazing, or Organizational Hazing, or who participates in an investigation of a report of the same is prohibited.

For more details on the Anti-Hazing policy, please see

[www.arcadia.edu/student-handbook/university-regulations-and-policies/hazing-policy](http://www.arcadia.edu/student-handbook/university-regulations-and-policies/hazing-policy).

## Computer Abuse Policy

Responsible use of computer technology on The College's programs is expected of all students. Failure to do so will result in an investigation by the Resident Director or designee.

Examples of computer abuse include, but are not limited to:

- Unauthorized attempt to modify computer equipment or peripherals. Unauthorized attempt to add/delete/change software, such as games, graphics, operating systems, compilers, utility routines.
- Use of an account without proper authorization from the owner of the account.

- Reading or using private files, including the College's administrative or academic files, without proper authorization, or changing or deleting private files belonging to another user without proper authorization.
- Violations of property rights and copyrights in data and computer programs. Use of software or social media to communicate offensive or obscene messages to other users of the system or any other form of harassment.
- The use of any College computer for copying licensed or copyrighted software (whether the software is owned by the College or not) is strictly prohibited.
- Copying College-owned licensed or copyrighted software on any other PC. The College's Computer Lab consultants/operators are authorized to monitor and report such violations.

## Policy Prohibiting Sexual Harassment and Sexual Misconduct

**If you believe you are the victim of Sexual Harassment or Sexual Misconduct, you are encouraged to immediately contact Arcadia on-site staff on the in-country Arcadia emergency phone number for assistance. If you are in imminent danger, you should call the local emergency number for police or medical assistance (the equivalent of 911).**

Arcadia University and The College of Global Studies are committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from Sexual Harassment, Sexual Misconduct, and Retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the Education Program or Activity, the University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of Sexual Harassment, Sexual Misconduct, or Retaliation. The University values the dignity of all persons and strives to balance the rights of the Parties during what is often a difficult time for all those involved.

To familiarize yourself with university resources and options in the event you or someone you know experiences Sexual Harassment or Sexual Misconduct while abroad, please review Arcadia University's **Policy Prohibiting Sexual Harassment and Sexual Misconduct** and the associated **Procedures for Resolution of Complaints Under the Non-Discrimination and Non-Harassment Policy and the Policy Prohibiting Sexual Harassment and Sexual Misconduct** at [www.arcadia.edu/university/university-policies](http://www.arcadia.edu/university/university-policies). All program participants are subject to the Policy and Procedures.

### Title IX Coordinator

The Director of The Office of Equity and Civil Rights serves as the University's Title IX Coordinator and oversees implementation of the Policy Prohibiting Sexual Harassment and Sexual Misconduct. The Title IX Coordinator has the primary responsibility for coordinating the University's efforts related to the intake, investigation, and resolution of Complaints, and implementation of supportive measures to stop, remediate, and prevent Sexual Harassment, Sexual Misconduct, and Retaliation as prohibited under the University's [Policy](#).

Inquiries concerning alleged violations of this Policy, the Procedures, compliance, and information should be directed to the Office of Equity and Civil Rights/Title IX Coordinators on the Arcadia main campus, 777 Limekiln Pike, Glenside, PA, ground floor, Suite 112, Room 111 Email: [oeocr@arcadia.edu](mailto:oeocr@arcadia.edu) Phone: +1-215-517-2659

The University has also designated several Deputy Title IX Coordinators, whose responsibilities are overseen by the Director of OECCR/Title IX Coordinator. Deputy Title IX Coordinators are also knowledgeable and trained on the Policy and related Procedures, and available to advise any individual about the courses of action available. Please see the [Title IX/Sexual Misconduct website](#) for information about Deputy Title IX Coordinators.

## **Sexual Assault and Misconduct: Where Can I Find Help?**

Arcadia strongly encourages all individuals who have experienced Sexual Harassment or Sexual Misconduct to consider seeking assistance from a medical provider and/or law enforcement immediately after the incident in order to ensure preservation of evidence for the purposes of seeking criminal or civil remedies, or in case an individual would like to make a Formal Complaint to the University.

It is important to understand, too, the legal implications of seeking assistance from a medical provider and/or law enforcement in countries outside the U.S. in advance, as legal systems in certain countries require that local law enforcement be notified if a sexual assault is reported to an organization like a hospital or university, regardless of the wishes of the parties involved. Arcadia staff are trained to respond with empathy and support to guide you through the resources available; whatever you may wish to pursue or not pursue. See the chart below for information and lists of Emergency Resources.

## **Confidential Resources**

While all individuals are encouraged to consider making a prompt report to law enforcement and to Arcadia, the University recognizes that an individual who has experienced Sexual Harassment, or Sexual Misconduct may choose to seek only confidential support and resources. Confidential resources will not share information with the University nor will speaking with a confidential resource trigger action by the University unless there is an immediate threat to self or others, or if a minor is involved. Confidential resources include trained mental health and medical professionals.

In addition, Arcadia University's international assistance provider, International SOS, provides support for individuals who have experienced sexual assault and can serve as a confidential resource if you do not consent for them to inform Arcadia University. Sexual assault cases receive the highest level of attention within the International SOS assistance center and are overseen by medical staff specially trained in supporting sexual assault survivors. All students studying overseas with The College of Global Studies can call [International SOS](#) 24 hour per day, 7 days per week at +1 215-354-5957 or chat them on their app for assistance in seeking medical care and/or counseling.

## Emergency and Local Resources for TCGS Programs

Location/ Program	Emergency Services: Medical Attention/Law Enforcement	Arcadia Abroad Staff 24/7 Emergency Number	International SOS 24/7 Support  (U.S. Number)  Confidential Resource if you do not provide consent for ISOS to share information with Arcadia.	Local Resources  Note: phone numbers are written in the country's local format.
Australia	000	From a US SIM card: 011-61-448-111-097  From a local SIM card: 0448-111-097	+1 215-354-5957	1800RESPECT: <a href="http://www.1800respect.org.au">www.1800respect.org.au</a> Phone: 1800 737 732

England	999	From US SIM card: 011-44-800-652-5587  From local SIM card: 0800-652-5587	+1 215-354-5957	- The Havens: <a href="http://www.thehavens.org.uk/">www.thehavens.org.uk/</a> - Support Line: <a href="http://www.supportline.org.uk/">/www.supportline.org.uk/</a> - Galop LGBT Anti-Violence: <a href="http://www.galop.org.uk/">www.galop.org.uk/</a> - Rape Crisis Eng & Wales: <a href="http://rapecrisis.org.uk/">rapecrisis.org.uk/</a> - Rape Crisis national freephone helpline: 0808 802 9999
Ireland	999	From US SIM card: 011-353-87-187-1458  From a local SIM card: 087-187-1458	+1 215-354-5957	- Rape Crisis Helpline: <a href="http://www.rapecrisishelp.ie">www.rapecrisishelp.ie</a> Phone: 1800 778888
Italy	112	From a US SIM card: 011-39-346-030-8745  From a local SIM card: 346-030-8745	+1 215-354-5957	- 1522 Help Line Violence and Stalking: Call 1522 from a local phone or use their website to chat. Available 24/7 and with English speakers. <a href="http://www.1522.eu/?lang=en">www.1522.eu/?lang=en</a> - For women & Italian speakers: <a href="http://www.artemisiacentroantiviolenza.it">www.artemisiacentroantiviolenza.it</a> Phone: 055 602311
New Zealand	111	From a US SIM card: 011-64-27678-6700  From a local SIM card: 027-678-6700	+1 215-354-5957	- Safe to Talk: <a href="http://www.safetotalk.nz/">www.safetotalk.nz/</a> Phone 0800 044 334, text 4334 - Rape Crisis NZ: <a href="http://www.rapecrisisnz.org.nz">www.rapecrisisnz.org.nz</a> Phone: 0800 883300

Northern Ireland	101	From US SIM card: 011-353-87-187-1458  From a local SIM card: 087-187-1458	+1 215-354-5957	- The Rowan Sexual Assault Referral Centre (Belfast): Phone: 0 800 389 4424
Scotland	999	From US SIM card: 011-44-753-023-9472  From local SIM card: 0753-023-9472	+1 215-354-5957	- Rape Crisis Scotland: <a href="http://www.rapecrisisscotland.org.uk">www.rapecrisisscotland.org.uk</a> Call: 08088 01 03 02
Spain	112 (all emergencies)  092 Local police  091 National police	Refer to Arcadia Spain staff for up -to-date 24/7 phone number	+1 215-354-5957	Resources in Spanish:  Andalusian Institute of Women's Affairs, Resources for women 900 200 999 (toll free)  Counselling for victims (UGR): <a href="mailto:clinicadepsicologia@ugr.es">clinicadepsicologia@ugr.es</a>
South Korea	112	Arcadia University Public Safety  From a US SIM card: 215-572-9999  From a local SIM card: 011-215-572-9999	+1 215-354-5957	Call Seoul Crisis Intervention Center for Women and Children  <a href="http://www.help0365.or.kr/eng.php">www.help0365.or.kr/eng.php</a>  Phone: 02-3672-0365



Wales	999	<p>From US SIM card: 011-44-800-652-5587</p> <p>From local SIM card: 0800-652-5587</p>	+1 215-354-5957	<p>Support Line: <a href="http://www.supportline.org.uk/">www.supportline.org.uk/</a></p> <p>Galop LGBT Anti-Violence: <a href="http://www.galop.org.uk/">www.galop.org.uk/</a></p> <p>Rape Crisis Eng &amp; Wales; <a href="http://rapecrisis.org.uk/">rapecrisis.org.uk/</a></p> <p>National freephone helpline 0808 802 9999</p> <p>Rape &amp; Sexual Abuse Center N Wales: <a href="http://www.rasawales.org.uk/">www.rasawales.org.uk/</a></p> <p>Nightline: <a href="http://www.nightline.ac.uk/">www.nightline.ac.uk/</a></p> <p>Live Fear Free Helpline Phone: 0808 80 10 800, 24/7</p>
Other Countries Outside the U.S.	<p>View this chart to find the equivalent of 911 in your host country: <a href="https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf">https://travel.state.gov/content/dam/students-abroad/pdfs/911_ABROAD.pdf</a></p>	<p>Arcadia University Public Safety</p> <p>From a US SIM card: 215-572-9999</p> <p>From a local SIM card: 011-215-572-9999</p>	+1 215-354-5957	

USA (Intern Philly)	911	Arcadia University Public Safety: 215-572-9999	+1 215-354-5957	RAINN: <a href="http://www.rainn.org/">www.rainn.org/</a>  Domestic Violence and Intimate Partner Violence Hotline: 1 (800) 799 – 7233  Gay, Lesbian, Bisexual and Transgender National Hotline Hotline: 1 (888) 843 – 4564, <a href="mailto:help@LGBThotline.org">help@LGBThotline.org</a>
Arcadia Abroad Online	911	Call your home university's public safety office or Arcadia University Public Safety at 215-572-9999		RAINN: <a href="http://www.rainn.org/">www.rainn.org/</a>  Domestic Violence and Intimate Partner Violence  Hotline: 1 (800) 799 – 7233  Gay, Lesbian, Bisexual and Transgender National Hotline  Hotline: 1 (888) 843 – 4564, <a href="mailto:help@LGBThotline.org">help@LGBThotline.org</a>

## Requests for Confidentiality

Conversations with Arcadia staff, the Title IX Coordinator and/or Deputies are kept as confidential as possible, but information about incidents of Sexual Harassment or Sexual Misconduct must be shared with relevant administrators if the University needs to take action for reasons of community safety. In all cases, the wishes of the person initiating the conversation are given full consideration.

## Non-Discrimination Statement

Arcadia University is committed to providing a safe and non-discriminatory education environment for all community members. Arcadia University does not discriminate in matters of admissions, employment, and housing, and in access to and participation in its education programs, services, or activities. Arcadia's two Policies, the Non-Discrimination and Non-Harassment Policy and the Policy Prohibiting Sexual Harassment and Sexual Misconduct addresses Sexual Harassment, Sexual Misconduct, Discrimination, Harassment, Bias Incidents, and Retaliation. The Procedures for

Resolution of Complaints under the Non-Discrimination and Non-Harassment Policy and the Policy Prohibiting Sexual Harassment and Sexual Misconduct will be used to resolve complaints.

The University does not discriminate on the basis of race, color, national origin, ethnicity, age, religion, sex, gender identity or expression, sexual orientation, pregnancy, marital status, veteran status, disability, or any other protected class. Discrimination and harassment on any of these bases covered by federal anti-discrimination statutes is unlawful and a violation of Arcadia University policy.

Arcadia University does not discriminate on the basis of sex in its educational, extra or co-curricular, athletic, or other programs or in context of employment. Sex discrimination is prohibited by Title IX. Sexual Harassment and Sexual misconduct as defined in this policy are forms of sex discrimination prohibited by Title IX of the Education Amendments of 1972, a federal civil rights law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under the Title VII of the Civil Rights Act of 1964 and other applicable statutes.

The policy is consistent with the relevant governmental statutes and regulation, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age Discriminations in Employment Act, The Americans with Disabilities Act and ADA Amendments Act, The Equal Pay Act, The Uniform Services Employment and Reemployment Rights Act, The Pennsylvania Human Relations Act, and the Cheltenham Township Anti-Discrimination Ordinance.

Inquiries or complaints about the application of Title IX may be directed to the University's Title IX Coordinator and/or to the United States Department of Education Office of Civil Rights:

**Arcadia University**

Title IX Coordinator

[The Office of Equity and Civil Rights](#)

450 S. Easton Road

Glenside, PA 19038-3295

(215) 517-2659

[oeer@arcadia.edu](mailto:oeer@arcadia.edu)**Office of Civil Rights****U.S. Department of Education**

100 Penn Square East, Suite 515

Philadelphia, PA 19107-3233

(215) 656-8541

(215) 686-8506 (fax)

[OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

## The Clery Act

The College of Global Studies as a constituent unit of Arcadia University provides statistics from our program locations to Arcadia's Public Safety Department for inclusion in Arcadia's Annual Security and

Fire Safety report as required by the United States Department of Education and to the State of Pennsylvania.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires Arcadia University to provide students and employees with information on its security policies and procedures and specific statistics for certain criminal incidents, arrests and disciplinary referrals and to make the information and statistics available to prospective students and employees upon request. This information is available in the Annual Security and Fire Safety Report or by calling the Department of Public Safety of Arcadia University at 215-572-2800.

The crime statistics reported under the Jeanne Clery Act include the following:

- Criminal Homicide;
  - Murder and nonnegligent manslaughter;
  - Negligent manslaughter;
- Sex Offenses, including rape, fondling, incest, and statutory rape;
- Robbery;
- Aggravated Assault;
- Burglary;
- Motor Vehicle Theft;
- Arson;
- Dating violence;
- Domestic violence;
- Stalking;
- Arrests and referrals for disciplinary action, including arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Hate Crimes: The law requires the release of statistics by category of bias concerning the occurrence of hate crimes in the crime classifications listed above, as well as the number of the following crimes that are determined to be hate crimes: larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property. The categories of bias include the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability.