



STUDENT HANDBOOK

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SIT

Study
Abroad

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SIT is the accredited higher education institution of World Learning.

This publication does not constitute, and should not be regarded as, a contract between SIT Study Abroad and any other party. At the time of publication, reasonable effort was made to ensure the factual accuracy of the information. SIT Study Abroad may make changes without prior notice to the policies, procedures, rules, regulations, and academic requirements set out in this publication.

ABOUT SIT STUDY ABROAD

A pioneer in experiential, field-based study abroad, SIT provides academically rich programs in more than 30 countries for over 2,000 undergraduates from 200+ colleges and universities each year. SIT offers programs in Africa, Asia and the Pacific, Europe, Latin America, and North Africa and the Middle East, as well as the International Honors Program, comparative programs in multiple locations. Students explore critical global issues such as climate change, environmental challenges, development, inequality, global health, the arts, social change, migration, human rights, and social movements, among other important issues shaping communities worldwide. Over the last fifty years, SIT's model and philosophy have deepened and expanded across disciplines and countries. Today, SIT Study Abroad offers a diverse range of programs to meet the needs of a broad undergraduate student body. SIT is committed to not only educating its students, but also to contributing to its host communities in meaningful and sustainable ways.

To date, more than 30,000 students have benefited from the field-based academic programs offered by SIT Study Abroad. Alumni of our programs return from around the world to their home colleges equipped with academic insight, strong field research skills, essential intercultural competencies, and a comprehensive understanding of critical global issues in a regional context.

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

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

In addition to formally structured coursework, many students undertake a month-long Independent Study Project (ISP) or internship with a local organization. Building on field study techniques acquired throughout the semester and working together with a local advisor, students have the opportunity to conduct research using primary sources on an approved topic

that they find particularly interesting or engage with a local organization to both contribute and reflect and learn from working closely with the host community.

Both the curriculum and program administration are coordinated centrally from World Learning's main campus in Brattleboro, Vermont. SIT Study Abroad is accredited by the New England Association of Schools and Colleges.

ABOUT WORLD LEARNING

World Learning is a nonprofit organization that runs education, training, and exchange programs in over 70 countries, with participants from more than 140 countries. Through its international education programs – The Experiment in International Living, SIT Study Abroad, and SIT Graduate Institute – World Learning fosters global citizenship by connecting over 3,000 students annually across cultural differences and social barriers.

World Learning International Development Programs focus on a single purpose: to bridge the gap between the desire for human development and the ability to achieve that goal. Programs in more than 20 countries work to enhance the capacity of individuals, communities, and institutions to take ownership of their own development, secure just and effective policies and structures, and create sustainable positive change.

Over 80 years, World Learning has built a deep and diverse array of offerings and services that transform lives and strengthen the capacity of communities and institutions to address pressing global needs.

PROGRAM DESIGN

SIT offers two distinct models for study abroad. We have been delivering our single country study abroad programming for over 50 years. In 2010 we acquired The International Honors Program which has enabled us to add comparative, thematic study to our program portfolio. SIT Study Abroad's program components form a logical progression enabling students to gain greater language proficiency, further understanding of the host culture, field research skills, and advanced knowledge of a particular subject. During the semester programs, students advance from a structured learning environment to a more independent one through the program's six interrelated components. Program-specific components vary and will be covered in detail during orientation. You may also visit individual program pages on our website at studyabroad.sit.edu.

The unique nature of the IHP/Comparative programs results in a distinct form of student learning within a learning community comprised of peers, traveling faculty, the trustee fellow and program director. The approach emphasizes multidisciplinary and cross-regional analysis of issues within a learning community. Typically, the cumulative work involves qualitative research undertaken in each of the countries visited. Language focus is limited to a basic introduction in most countries and the focus of the semester is a thematic analysis rather than deep integration into the host culture.

PROGRAM ORIENTATION

During the first week of the program, the academic/program director and other SIT professional staff and local partners conduct academic, cross-cultural, health and safety, and site-specific

orientations. Through group discussions, readings, and participatory methods, students are introduced to the host country and develop skills for successful cross-cultural engagement and communication. Orientation is also a time to review academic requirements, understand program objectives, and develop relationships within the student group.

Our International Honors Programs begin with a U.S.-based, two-week introduction to the themes and topics to be examined throughout the semester. The launch serves as a 4th country in the comparative program, giving students a foundational basis for curricular comparison.

HOMESTAY

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

Homestay placements are arranged by a local coordinator who reviews and approves each family for suitability. These families represent a variety of occupational, educational, and socio-economic realities, and live in diverse neighborhoods, towns, and rural settings. Families include one or more adults and may or may not include children. The success of the homestay experience depends largely on each student's willingness to adapt as an active family member. When not living with a homestay family, students stay in accommodations chosen under the guidance of the SIT field-based staff. Accommodations may include guesthouses, educational institutions, lodges, hostels, hotels, or camping facilities, depending on local conditions and customs.

INTENSIVE LANGUAGE STUDY

SIT Study Abroad language instruction is offered through universities, language institutes, or qualified private teachers. With its focus on oral communication, SIT Study Abroad language learning enriches the academic experience and enhances cultural immersion. Based on in-country evaluation, including estimated oral proficiency testing complemented in many cases by a written evaluation, students are placed in a small class at the appropriate language level. Through up to six hours of daily formal classroom instruction and discussion, as well as field exercises, students develop conversation skills and learn aspects of written language. Guided self-instruction under the supervision of host country language instructors is available for students who place above the language levels offered. There may be an additional fee associated with this option. In addition to the program launch, our International Honors Programs conduct health and safety orientations in each country upon arrival. These orientations typically include basic local language survival skills although deep language integration is not a part of these programs.

THEMATIC COURSE

This interdisciplinary course focuses on the program's theme, such as sustainable development, post-conflict transformation, global health, natural resource management, or the arts, within the context of the host-country culture.

In many cases, this course is conducted in cooperation with a host-country university or institute. SIT Study Abroad students do not enroll in these institutions. Instead, the program draws lecturers and instructors from these and other academic institutions and from the professional community, taking advantage of carefully selected local resources to provide a

variety of informed perspectives. Classroom activities and required readings are complemented by educational excursions, rural stays, and field-based assignments.

RESEARCH METHODS AND ETHICS

The Research Methods and Ethics (or in some cases program theme related research methods) course trains students to learn effectively in a non-classroom environment and prepares them to develop, implement, and present their Independent Study Projects in strict observance of local norms of ethics and value systems. Students learn the most effective and appropriate field study methods to use in the host communities. Students also learn to be aware of the effect of their informants' biases - and their own - on the design of field study projects and the interpretation of data.

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

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

INDEPENDENT STUDY PROJECT (ISP)

In the final weeks of most SIT programs, each student pursues an Independent Study Project related to the program's theme. During the semester, students work with the academic director to develop plans of study utilizing primary sources. Appropriate topics have a manageable focus and can be carried out in a variety of settings, such as schools, nongovernmental organizations, or field research stations. All projects must be in accordance with the Human Subjects Review process.

Students work closely with a project advisor and other key contacts during the independent study period. The culmination of this project is typically a 20- to 40-page paper that is presented to colleagues, the academic director, and often the project advisor and other interested host-country individuals. Students also submit a copyright clearance if they wish to have their Independent Study Project paper posted at SIT's digital archive library.

INTERNSHIP

Some SIT programs offer the opportunity for an internship in lieu of an ISP. The SIT internship is an opportunity for students to be immersed in the community and culture where they are studying, to directly engage in and contribute to on-the-ground work focused on the core themes of the program, to more deeply understand the nuances of the program's Critical Global Issues, to gain professional experience and skills, and to acquire greater insight into potential career pathways following graduation.



INTERNATIONAL HONORS PROGRAM

Our International Honors Program participants conduct issue-based learning projects throughout the entire semester in each program location. This study is conducted both individually and in groups and is curriculum driven.

Our International Honors Programs offer an opportunity for students to engage in a single theme through four distinct contexts. These programs are structured to provide a comparative experience over the course of a semester. All IHP programs begin with a 2 week launch in the United States and then move through three distinct contexts (countries) to further engage in comparative study of that theme over the semester. As such, the program components are distinct from traditional SIT Study Abroad programs in that students have a shorter homestay in each of the three countries.

IHP programs consist of four courses which contribute to the interdisciplinary thematic study unique to each. Courses unfold simultaneously over the entire semester. Through this coursework, students gain an understanding of the global system surrounding each program focus.

COMMITMENT TO DIVERSITY

Diversity is at the core of World Learning's mission. At SIT Study Abroad, we seek to engage students from a variety of backgrounds, perspectives, and experiences, and to ensure that the breadth of our thematic and regional programs meets students' academic and personal goals. Our staff members, which have diverse cultural and academic backgrounds, are committed to fostering an atmosphere of understanding, acceptance, learning, and growth for every student. Sit Study Abroad actively acknowledges how context impacts social identity. As such, our program staff work with students throughout their program to facilitate consciousness around this process as students find themselves in new cultural environments and peer groups unique to each study abroad experience.

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

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

PROGRAM REALITIES & ACADEMIC EXPECTATIONS

ATTENDANCE AND PARTICIPATION

Due to the nature of SIT Study Abroad programs, and the importance of student and instructor contributions in each and every class session, attendance at all classes and for all program excursions is required. Criteria for evaluation of student performance include attendance and

participation in program activities. Students must fully participate in all program components and courses. Students may not voluntarily opt out of required program activities. Valid reasons for absence – such as illness – must be discussed in advance with the academic director or other designated staff person. All absences impact academic performance, may impact grades, and could result in dismissal from the program.

Intercultural living and learning can be exhausting and stressful. Functioning in an environment where the trivial things are different, trip us up or result in confusion can cause students to feel tired and lonely or ill. We understand that students can be subject to more illness in the abroad experience than they typically would at home. We also understand the importance of self-care in nurturing one's own resiliency.

At the same time, we are delivering intense experiential academic programs that require participation in every aspect of the program. Significant learning happens outside the classroom - during long bus rides, a shared meal, visiting an important local monument or natural or cultural phenomenon, etc. As such students are required to be present and engaged during these pieces of the program as well. Absence from any program itinerary activity (classroom based or otherwise) is considered an absence and will be treated as such. Absences are limited each semester after which point the academic director will assess whether repeated absences hinder the student's achievement of the learning objectives of the program and will recommend the appropriate measures to take including probation and dismissal. Granting exceptions due to severe illness, hospitalization, traumatic event, etc. remains at the discretion of the Academic or Program Director.

VISITORS DURING THE PROGRAM

SIT strongly discourages and will not provide support for any visitors to students during the term, due to the rigorous nature of the programs and the disruption that such visits cause in program flow and group dynamics. Students should be sure that relatives and friends are aware of this policy and that visits are scheduled for dates after the formal conclusion of the program. Students will not be excused from program components to attend to visitors.

INTERNET ACCESS ON PROGRAMS

SIT programs offer Internet access to cover the basic academic needs of students. On SIT programs where there is a program center, the center provides access during posted hours. On SIT programs where there is no program center, the program will facilitate Internet access to meet local standards. SIT Study Abroad cannot guarantee access to Internet outside of the program center, in homestays and otherwise.

APPROPRIATE USE OF TECHNOLOGY

In order to submit assignments and access course content, students are expected to bring a laptop on this program. Students are welcome to use technology in class to take notes, access readings, and perform other class-related activities. As all students are expected to be responsible for contributing to a shared learning environment, the use of technology to perform activities unrelated to class (ex: social media, shopping, email, etc.) is prohibited as it creates a distraction for other students as well as the instructor. Faculty can request that Wi-Fi be turned off during class time and students who are observed using their technology for activities unrelated to class will be asked to put away their technology. Where any form of note-taking would be inappropriate (ex: personal stories, open discussion, processing learning experiences, etc.), the instructor will indicate for all students to discontinue their note-taking. As access to

technology may be limited in some local contexts, it is important to be mindful of varying cultural norms around displaying technology, using technology, and in-person communication. Students should be aware that traveling with technology can increase the risk of theft and that it may be difficult to repair technology while traveling.

LATE ASSIGNMENTS

SIT Study Abroad programs integrate traditional classroom lectures and discussion with field-based experiences, site visits and debriefs. The curriculum is designed to build on itself and progress to the culmination (projects, ISP, case studies, internship, final retreat, etc.). It is critical that students complete assignments in a timely manner to continue to benefit from the sequences in assignments, reflections and experiences throughout the program.

Students may request a justified extension for one paper/assignment during the semester. Requests must be made in writing and at least 24 hours before the posted due date and time. If reason for request is accepted, an extension of up to one week may be granted at that time. Any further requests for extensions will not be granted. Students who submit work within the allowable extension of the initial deadline may still receive a penalty of 10 percent applied to the grade achieved on the late assignment. Students who fail to submit the assignment within the extension period will receive an 'F' for the assignment.

Any student who feels that they may qualify for a disability accommodation should reach out to SIT Disability Services directly. Please note that accommodations at your home institution do not automatically transfer to SIT. Students should work with the SIT Disability Services staff to determine if an accommodation is possible. SIT disability accommodations are not retro-active.

ACADEMIC ASSESSMENT

Academic assessment is ongoing throughout the term via conferences, journal writing, cultural analyses, theme papers, ISP presentations, language use and proficiency, participation in the Research Methods and Ethics and Thematic Seminar courses, meetings with in-country advisors and participation in host family life. Students on SIT programs are expected to take responsibility for their learning by setting goals and working toward them systematically. The importance of taking the initiative and setting goals and standards of quality for one's work is emphasized throughout the SIT program. Specific grades are given in language study, the Thematic course, the Research Methods and Ethics course and the Independent Study Project/ Internship.

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

GRADES

Grades will be given in accordance with the system below.

- A 4.0 or 94-100
- A- 3.7 or 90-93
- B+ 3.3 or 87-89
- B 3.0 or 84-86
- B - 2.7 or 80-83
- C+ 2.3 or 77-79

C 2.0 or 74-76
C- 1.7 or 70-73
D+ 1.3 or 67-69
D 1.0 or 64-66
F 0.0 or below 64
I Incomplete
W Withdrawal (student initiated)
AW Administrative withdrawal
NR No grade received from instructor

*Note: SIT does not award an A+ grade

Credit/No Credit are not options. Other than letter grades, only I (incomplete), W (withdrawal), or AW (administrative withdrawal) will be submitted, as explained below. Program-specific grading policies and criteria for A-B-C-D-Fail will be shared with students during orientation.

GRADE APPEAL PROCESS

Phase One

A student seeking a grade change must first, within 60 days of the posting of the grade, write a formal grade appeal letter directed to their academic director or program director, or Graduate Institute faculty (henceforth all referred to as faculty), providing any supporting documents for the grade appeal. In considering the appeal, the faculty relies on the materials and information the student submitted. The faculty may also consult with appropriate in-country faculty, re-evaluate work that may have remained in country, and any other documentation relevant to the specific course(s) being appealed. Within 30 days of receipt of the appeal letter, the faculty must send a written response to the student. If the grade has been changed the faculty submits a grade change form to the SIT registrar. (For Standard Procedures Manual only – the AD/PD/ or Faculty/Chair will send a copy of the decision letter to their dean, and the grade change form if necessary.)

Phase Two

If the student is not satisfied with the decision of the first phase and wants to proceed further, they must submit a second appeal letter, in writing within 30 days, to the appropriate academic dean. This second appeal letter must include all relevant materials, documentation, and information. The faculty is also asked to provide documentation. The academic dean then gathers all the documentation and forwards all documents to a SIT Academic Review Board which is comprised of one academic dean and two relevant faculty who are not in any way connected to the case.

The Academic Review Board will decide on the appeal and their decision will be communicated to the student by the academic dean within 30 days after receiving the appeal letter and documentation. The academic dean will also communicate with the faculty and the registrar, in case of a grade change.

Phase Three

Should the student want to appeal the Academic Review Board's decision they must send a third appeal letter to SIT's Chief Academic Officer, with a copy to the academic dean. This must be done within 30 days of receipt of the Academic Review Board's decision. This appeal must be based only on the evidence and rationale previously considered by the SIT Academic Review Board. The Chief Academic Officer will review the official record of these proceedings. The Chief Academic Officer's decision is final, and they will notify the involved individuals within 30 days of receipt of the student's final appeal.

If the student's appeal results in a change to the academic record, the SIT registrar will update on the Web Advisor and will forward an updated transcript to the student's school of record.

INCOMPLETE GRADE POLICY

All course requirements are due on the dates set by instructors in the course syllabi unless prior arrangements are made. In the even to of an illness or other extenuating circumstances (such as a family emergency), a grade of incomplete (I) will be awarded only if the student has been in communication and made arrangements with the academic director and this grade is confirmed in writing by the academic director at least one week prior to the end of the term or at the beginning of the program's evaluation period. At the time of grade submission, the academic director will provide the SIT Registrar with the Report of Incomplete Grade form that outlines the agreement made between the student and the academic director. A new due date for materials is arranged between the student and the academic director and may not exceed 60 days after the last day of the term. The academic director is responsible for the submission of a final grade to the SIT Registrar within 30 days. If the Registrar does not receive a final grade within 90 days of the term end, the Incomplete will change to an "F".

ACADEMIC INTEGRITY

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

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

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

Violations of SIT Study Abroad's academic integrity policy are handled as violations of the SIT Code of Conduct and will result in disciplinary action.

ETHICS IN FIELD STUDY

While conducting fieldwork, complex relationships, misunderstandings, conflicts, and the need to make choices among apparently incompatible values often arise. It is each student's fundamental responsibility to anticipate such difficulties to the best of their ability and to resolve them in ways that are compatible with the principles stated here. If a student feels such a resolution is impossible, or is unsure how to proceed, they should consult the academic director or project advisor as immediately as possible and discontinue the field study until a resolution has been achieved. Failure to consult in cases which, in the opinion of SIT Study Abroad, could clearly have been anticipated can result in disciplinary action.

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

RESPONSIBILITY TO PEOPLE WHOSE LIVES & CULTURES ARE STUDIED

Students' first responsibility is to those whose lives and cultures they study (please refer to the Human Subjects Review policy below). Should conflicts of interest arise, the interests of the human subjects take precedence over other considerations, including the success of the field study or Independent Study Project. If the study has negative repercussions for any members of the target culture, the project cannot be considered a success. Students must do everything in their power to protect the dignity and privacy of the people with whom they conduct field study.

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

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

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

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

RESPONSIBILITY TO HOSTS

Students should be honest and candid in all dealings with their own institutions and with host institutions. They should ascertain that they will not be required to compromise either their responsibilities or ethics as a condition of permission to engage in field study. They will return copies of their study to SIT Study Abroad and, in consultation with their academic director, may be required to submit copies to other sponsoring institutions and to the community that hosted them.

INDEPENDENT STUDY PROJECTS & HUMAN SUBJECTS REVIEW POLICY

All final Independent Study Project proposals must reflect a thoughtful and culturally appropriate consideration of the effects of the inquiry on the participants. To that end, students will be required to submit a Review of Research with Human Subjects application form that includes questions about any potential harm that might occur as a result of the study; appendices to the form should include interview and survey protocols. If the academic director believes that the concerns of this policy have not been sufficiently addressed, they may require a revision of the proposal. Standards for this Human Subjects Review policy are developed in country and reflect local academic practice. Completion of the Review of Research with Human Subjects application occurs during the SIT Study Abroad program and is a standard part of ISP preparation. All ISP proposals are submitted to Local Review Board for approval. The Local Review Board may expedite the review, suggest minor changes or recommend full review by SIT Institutional Review Board. However, if the Local Review Board deems a research proposal unfeasible in-country because of local laws, value systems or other safety concerns, the student will be asked to change or amend the nature of the research proposal to meet the recommendations of the Local Review Board.

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

USE OF ISP AND FIELD STUDY PROJECTS

Student research (Independent Study Project, Field Study Project) is a product of field work and as such students have an obligation to assess both the positive and negative consequences of their field study. Ethical field work, as stipulated in the SIT Study Abroad Policy on Ethics, results in products that are shared with local and academic communities; therefore copies of ISP/FSPs are returned to the sponsoring institutions and the host communities, at the discretion of the institution(s) and/or community involved.

1. When students submit the ISP/FSP to the academic director, World Learning/SIT Study Abroad archives it in the permanent collection at the SIT Study Abroad local country program office and/or at any World Learning office.
2. In some cases, partner institutions, organizations, or libraries in the host country house a copy of the ISP/FSP in their own national, regional, or local collections for enrichment and use of host country nationals.

3. World Learning/SIT Study Abroad may publish the ISP/FSP in the SIT Digital Collections, housed on World Learning's public website. As a published document World Learning/SIT Study Abroad is able to provide open access to the ISP/FSP with interested members of the World Learning community and the broader public who will be able to access it through ordinary Internet searches.

Students retain ALL ownership rights of his or her project. Students retain the right to use all, or part, of the project in future works.

World Learning/SIT Study Abroad has a non-exclusive, perpetual right to store and make available, including electronic online open access, to the ISP/FSP. World Learning/SIT Study Abroad may archive, copy, or convert the ISP/FSP for non-commercial use, for preservation purposes, and to ensure future accessibility.

World Learning/SIT Study Abroad websites and SIT Digital Collections are publicly available via the Internet. World Learning/SIT Study Abroad is not responsible for any unauthorized use of the ISP/FSP by any third party who might access it on the Internet or otherwise.

Students may choose to withdraw permission to publish ISP/FSPs to library collections, however doing so may constitute an infringement of the SIT Study Abroad Policy on Ethics. Students who choose to withdraw permission are to provide the reasons for doing so and the program Academic Director will review for compliance.

FAILURE TO COMPLY

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

WITHDRAWAL

Withdrawal occurs when a student withdraws from the program for any reason, other than for disciplinary actions. If a student withdraws from the program voluntarily for any reason while a program is in progress, the grade of W is assigned.

If coursework has not been submitted and a student leaves the program, a grade of W may be assigned by the academic director and approved by the academic dean.

At the discretion of the academic director, a failing grade (F) may be assigned for any student withdrawing without proper notification and completion of forms.

EARLY LEAVE POLICY

SIT Study Abroad programs are designed such that credit is granted for the completion of the entire experiential semester. Our programs are designed in whole and individual courses cannot be dropped. Therefore, students are not permitted to leave the program and receive partial credits. Exceptions to this policy include medical withdrawal and involuntary leave.

STUDENT WITHDRAWAL PROCEDURE

SIT Study Abroad does not permit students to voluntarily withdraw from an individual course. If a student is considering withdrawing from the program, the student must contact his or her

home institution prior to withdrawing to discuss possible implications for credit transfer or the student's standing at that institution. If a student wishes to withdraw from the program, the student must notify the academic director who will ask the student to sign a withdrawal form. Upon notification or last date of association with the program, whichever is later, the student will be considered withdrawn from the entire program. Once withdrawn, the student will not be permitted any further association with the program and will forgo any of the benefits that the program provides, including insurance coverage and visa sponsorship. Students agree that when they withdraw voluntarily or are dismissed from a program, they will leave the program site and discontinue contact with the program. Students will be responsible for making and paying for their own travel arrangements from the program site.

ACADEMIC PROBATION

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

- 1) Are continuously absent at program activities;
- 2) Repeatedly fall asleep in class or are repeatedly late;
- 3) Are repeatedly rude and/ or show a lack of consideration to the academic director, other students, program lecturers or other program-related personnel, homestay families, host nationals, or others.
- 4) Repeatedly engage in behavior which is, in the opinion of the academic director and/or program-related personnel, culturally insensitive and/or inappropriate;
- 5) Engage in behavior which endangers the academic director, other students, themselves, and/or host nationals, including, but not limited to, a repeated refusal to take action to address physical, behavioral, or mental health problems;
- 6) Commit a further transgression of a norm about which a warning was previously issued;
- 7) Have received a letter of warning from the academic director indicating that the student is failing to work up to the standards or within the spirit of the program;
- 8) Have received an incomplete and have not satisfactorily outlined a course of action to meet any outstanding course requirements;
- 9) Have failed 33% or more of course requirements.

A student who is placed on academic probation is required to discuss their academic status with the academic director and make a plan for regaining satisfactory status.



ACADEMIC DISMISSAL

A student is subject to dismissal and will be notified of this in writing if, in the opinion of the academic director, they:

- Have failed to meet the conditions of any academic probation;
- Have failed 50% or more of the program's requirements;
- Demonstrate inadequate quality of participation.

In cases of academic dismissal, the academic director makes a recommendation to the academic dean for their region who will ultimately make the final decision. SIT Study Abroad's only obligation to a dismissed student is to confirm in writing the reasons for dismissal. The normal published refund schedule applies. Upon dismissal from the program, students must formally separate from SIT and depart the country within 48-72 hours.

Students may appeal a decision of academic dismissal consistent with SIT's policies and procedures. Appeals of any decision must be made in writing to the Academic Dean of the region within 48 hours of the initial decision. The student's status remains dismissed until the appeal has been decided. For grade appeal, please see section above entitled Grade Appeal.

To request a deferral of implementation of the dean's sanction, the student must submit a written request no later than 5 PM the business day after receipt of the sanction letter and email or present the request in writing. The dean's written decision will be available for the student the following business day.

STUDENT HEALTH, SAFETY AND WELLBEING

STUDENT AFFAIRS

The Office of Student Affairs is responsible for policies and procedures that help ensure student safety, health and wellbeing. Student Affairs support includes, disability services, health administration, counseling services, crisis management, safety and security analysis, emergency preparedness, student diversity, student conduct, and staff training in support of the student experience. SIT/IHP students are invited to contact the Student Affairs team at any point in your program at studentaffairs@sit.edu or +1.802.258.3212 24/7.

SAFETY STATEMENT

Student safety is SIT Study Abroad's highest priority. Due to SIT's long experience with risk assessment, emergency preparedness, and crisis management, SIT is able to adapt quickly to dynamic international challenges. Given that socioeconomic, political, environmental, and medical conditions vary widely across the countries in which SIT operates, SIT Study Abroad specifically tailors health, safety, and security measures to each location and current circumstances.

The SIT Student Affairs team is dedicated to addressing health, safety, and risk management issues first from a preparation and prevention approach to reduce risks. Student Affairs also

responds to incidents 24 hours a day, 7 days a week. The various types of health and safety situations that arise for individual students or for the programs in the field are reported to Student Affairs who work with the program's academic director/program director to respond carefully, appropriately, and swiftly to all situations that arise. The Student Affairs Office maintains 24/7 emergency system staffed by a trained professional staff for any emergencies that occur on our programs.

SIT academic directors/program directors in country are trained in risk assessment and crisis management, and we continuously gather information from a variety of sources to evaluate safety and security conditions, as noted below:

1. SIT Study Abroad monitors US government advisories, considering those issued both by in-country embassies and consulates and by the State Department in Washington, DC.
2. SIT academic directors/program directors and other in-country staff also rely on the considerable in-situ knowledge and analysis from local institutional colleagues with whom SIT has long and trusted relationships.
3. SIT Study Abroad consults with local academic and nongovernmental organizations using global networks.
4. SIT Study Abroad maintains close contact with other study abroad programs and professionals around the world using academic, personal, and online networks.
5. SIT Study Abroad senior staff have lived and worked in the regions where our programs operate and they use their familiarity with local institutions to inform their decision making.

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

Orientation - During the initial orientation period, academic director/program director and others educate students about potential safety risks and strategies for students to keep themselves safe within their new context. SIT staff provides further safety and security briefings at key junctures throughout the semester, most notably at times of movement to different program locations.

Homestays - Homestays provide students with grounding in the local culture – critical to building realistic perceptions of risk. Host families help students navigate their new surroundings by providing firsthand exposure to local norms, modeling culturally appropriate behavior, and giving precautionary advice about the local environment.

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

STUDENT RESPONSIBILITY

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

POLICY ON ALCOHOL AND DRUG USE

In keeping with its mission, it is the intent of SIT Study Abroad to provide an environment that fosters tolerance, a commitment to learning, personal development, and respect for others.

While there does exist some latitude for individual choice regarding the personal use of alcohol, this freedom of choice exists within certain guidelines. Students are required to obey all applicable local laws regarding the possession, use, and distribution of alcohol, comply with SIT Study Abroad policies, and take full responsibility for their conduct. This includes respect for individual and collective rights and property. Behavior which threatens to create disorder, public disturbance, damage to oneself or to others, or that otherwise interferes with the proper functioning of the institution or the program will not be tolerated. Appropriate use of alcohol will be shaped by local laws, cultural norms, individual program regulations, and safety considerations.

SIT Study Abroad reserves the right to prohibit alcohol use on any of its programs at any time. SIT Study Abroad staff will not purchase alcoholic beverages for students. Excessive alcohol use and/or alcohol abuse is not permitted and will result in disciplinary action.

If moderate consumption of alcohol, within the limits of local law, cultural norms, program standards, and safety considerations is permitted, the following guidelines apply:

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

SIT Study Abroad expressly prohibits the unlawful manufacture, distribution, possession, or use of any controlled substance by students or staff. Convincing indication of drug use requires immediate dismissal from any SIT Study Abroad program. Medical marijuana use is not permitted on SIT programs.

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

SIT Study Abroad supports the prevention of substance abuse and encourages the rehabilitation of those persons who may be affected by alcohol and other drug problems. Information and counseling availability varies by program, and the academic director is the primary resource informing students of the counseling options in the program area.

STUDENT LEGAL FEES

Students are expected to abide by all of the laws, policies, and procedures of the program country. In the event of a legal matter during the academic program, the student is responsible for all penalties, costs, and legal fees associated with the incident. SIT Study Abroad will not be liable for the selection, hiring, or vetting of legal professionals for the student or for any legal fees incurred.

HOUSING

Student housing will vary during the program and may include homestays, hotels, guesthouses, lodges, educational institutions, camping, hostels, and other appropriate housing. Students are responsible for their behavior and actions in their housing situations and students must respect the policies and practices of each establishment or facility at which they are housed, including respectfully following their homestay family's norms and rules.

Any damage to property or environment, disruptive activities, or willful disregard of policies and practices of any housing situation may result in disciplinary action, including expulsion from housing and/or dismissal from the program. Students should inform their academic director and/or homestay coordinator if conflicts arise during the homestay and efforts will be made to either resolve the issue or find an alternative placement. SIT prohibits students from bringing any visitor to stay at a homestay or other provided place of housing. SIT Study Abroad homestay families can accommodate only their assigned student and should not be asked to host students' guests. Any possible guests must be approved by the academic/program director who will work with the host family as they examine possible program conflicts.

It is the expectation of SIT Study Abroad that during any homestay component, all students reside in the homestay. Any exception must be formally approved by the director 1 full day prior along with details of where the student will be in lieu of the homestay and relevant contact information.

DATING APPS

Officially, SIT Study Abroad discourages the use of dating sites and applications while on our programs. We feel that the potential risks of engaging these tools while abroad with limited language and cultural skills compromise our commitment to student safety and security.

DRONE POLICY

Leave drones at home please. SIT Study Abroad does not permit the usage of any drone technologies.

INDEPENDENT TRAVEL

Independent travel during the program is highly restricted and requires prior written authorization from the academic/program director. Independent travel is defined as travel arranged for and conducted by a student that is not part of the SIT program itinerary or an approved homestay activity. Each program may have regional or country-specific policies with respect to independent travel locally. In general, independent travel is limited and only authorized within country. Travel policy violations may result in immediate dismissal from the program. A student who travels independently or deviates from the scheduled itinerary at any time without obtaining written authorization in advance from the academic/program director may not be allowed to return to and may be withdrawn from the program. The normal refund schedule will apply, and travel expenses incurred due to a premature departure from the program must be borne by the student.

Program related travel, specifically for the purpose of completing an Independent Study Project, internship or other type of field research must be approved in advance by the

academic/program director. Deviations from an approved itinerary must be communicated immediately to SIT staff and if not approved will be considered independent travel. While travelling, students continue to be responsible for abiding by the program's Conditions of Participation and are responsible for their own actions and safety.

Other Circumstances Requiring Independent Travel

Students are strongly encouraged to plan and schedule any independent travel either before or after the program and are responsible for their own actions and safety. The period of enrollment for students begins on the program arrival date in country and concludes the day of the scheduled program departure for return to the US. Students traveling independently before, during and after a program assume total responsibility for themselves. SIT Study Abroad assumes no liability for individuals before the program start date or after the program end date or while on Independent Travel.

SIT understands the need to accommodate student travel exceptionally for academic or compelling personal reasons. Those reasons may include an educational opportunity (scholarship, conference, etc.) that has a significant impact on a student's academic career and is approved by the student's sending institution and the academic/program director prior to departure or a personal family matter (family death, marriage, medical emergency, etc). Any exceptional travel must be approved well in advance by the academic/program director and SIT Student Affairs.

Any student requesting approval for independent travel must provide a detailed itinerary and contact information for lodging, cell contact, names and contacts of travel companions. Any student whose travel is approved, must sign the Withdrawal, Temporary Leave, and Early Leave Form which relieves SIT/World Learning of any liability.

All students must understand that they may be subject to a passport check upon return to the program.

LOCAL TRANSPORTATION

All local motorized transportation must be done with registered and insured transportation options. Students are prohibited from renting cars, flying in private airplanes and helicopters, and riding on or driving motorcycles.*

* Exceptionally, participants on our Vietnam programs are able to ride on motorcycles upon completion of a safety course and adherence to our helmet policy.

WATER SAFETY

There are dangers inherent to any water activity including boating, wading, swimming and snorkeling. Some SIT Study Abroad programs include certain water activities within the program itinerary. In such cases, SIT staff will provide marine safety guidelines for local conditions prior to any program activity i.e. orientation to tides, currents, water temperatures,

site specific water hazards, marine animals that could pose a risk to students and relevant weather concerns.

In accordance with the SIT Conditions of Participation, some activities are expressly prohibited, including but not limited to surfing, scuba diving, white-water rafting and entering into waterbodies from heights. Engaging in these activities may be grounds for dismissal. Any student who chooses to swim during free time should never swim alone, should defer to local knowledge regarding swimming safety in various locations and should limit swimming to locations where there is a posted lifeguard on duty, if possible. Students are not permitted to enter the water for any reason within 12 hours of consuming any alcohol.

Any student conducting marine work, must stay with 5 meters of a swimming/snorkeling partner. This person may be another student, staff member or advisor. Any student who is not feeling well should speak with SIT staff and stay out of the water. Any student who is required to carry an inhaler must ensure the inhaler is close at hand, and its location is known by the water partner, other students, and staff. Further detailed water safety guidelines for the local context will be covered by SIT staff on our marine ecology programs where more program time is spent engaging in water activities.

HARASSMENT POLICY

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

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

Students and staff from other countries must abide by U.S. federal laws and regulations while members of this community. Students and/or staff involved in programs in countries other than the United States must abide by U.S. laws and regulations while overseas, as well as observe local laws and regulations of their host- country. Harassment, sexual harassment and sexual assault, are never acceptable. Please note that SIT Study Abroad has no control over the behavior of host country individuals who are not associated with the program and cannot necessarily prevent harassment toward students and others in these locations where it may be

considered culturally acceptable or otherwise. (Please see detailed harassment policy in appendix)

For any reports of harassment or sexual misconduct please reach out to your program director/academic director or directly to the SIT Title IX Coordinator:

Jennifer Core
Assistant Dean of Students
Title IX Coordinator
Jennifer.core@sit.edu
802.258.3562

DUAL RELATIONSHIPS

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

Given the special relationship that exists between SIT Study Abroad program staff and students, it is important that these relationships not be compromised, even if without intent, by relationships of a personal nature. For this reason, faculty, administrators and local staff are not permitted to engage in such relationships with students of SIT Study Abroad. This policy remains in effect after the student leaves the program, and subsequent consensual relationships between program staff and former students are also viewed as inappropriate.

Romantic relationships between homestay family members and SIT students is prohibited.

SIT STUDY ABROAD POLICY ON HIV

The following is SIT Study Abroad's policy with respect to HIV infection and AIDS:

1. As it is not a US legal requirement and, for reasons of privacy, SIT Study Abroad does not require students or host family members to submit to HIV testing or to disclose their status for our records. However, some countries require HIV testing as part of the visa application process; in cases where SIT Study Abroad facilitates this process by collecting visa application materials, we do not keep test results on file at SIT Study Abroad.
2. We provide our students with written information on precautions that should be taken to avoid transmission of communicable diseases. With respect to HIV/AIDS, specifically, we strongly encourage that universal precautions be observed.
3. The prevalence of HIV infection and AIDS is a fact of life around the world. SIT Study Abroad students and staff should take steps to inform themselves of modes of transmission and preventive measures to minimize the likelihood of exposure and adjust their behavior accordingly.
4. Medical information concerning our students, including HIV status, is confidential and is to be disclosed only with the written consent of the student or otherwise in accordance with applicable law.

UNIVERSAL PRECAUTIONS

Due to the threat of HIV and other infectious diseases, a series of simple rules have been developed to stop the spread of bloodborne pathogens. The precautions, if followed, will help greatly to protect students and others from acquiring these preventable infections.

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

SEXUAL BEHAVIOR, RELATIONSHIPS, AND CULTURALLY APPROPRIATE COMMUNICATION AND DRESS

Students must be fully aware that both verbal and non-verbal communication, including dress, conveys specific sexual expectations in every culture. The subtleties of acceptable sexual behavior vary widely and it will be difficult at first for students, as outsiders, to grasp the host communities' sexual norms. Students' assumptions about what is acceptable may be frequently challenged. Students need to become sensitive to these differences and strive to educate themselves quickly on appropriate behavior. This is a matter of personal safety as well as of cultural learning. Appropriate dress for the specific culture is required, and students in many programs will be informed by their academic director of what clothing is unacceptable and what is required in the new cultural setting.

One of the greatest concerns regarding safety for those choosing to engage in sexual activity is the use of effective protection against life-threatening diseases and other associated risks. It is vital to obtain the most current information possible regarding sexual relationships, host-country expectations in this regard, and prevention of sexually transmitted diseases and unintended pregnancies. Students should make every effort to understand these issues before going abroad and utilize SIT staff as resources in better understanding their new context. If necessary while enrolled in the program, students should seek medical advice on how best to protect themselves and the availability of different methods of protection.

CONTACT AND COMMUNICATION

CELL PHONE POLICY

As part of SIT's commitment to student safety and security, all students are required to have a working cell phone capable of making and receiving both local and international calls throughout the duration of the program. For that purpose students are required to either (a) bring an open, unlocked smart phone from the U.S. to the program that is able to accept a local SIM card, and is compatible with and usable at the program location, or (b) work with the academic director within the first week upon arrival in country to purchase a smart phone locally, or (c) bring a dual SIM smart phone. During orientation, with assistance from SIT Study Abroad staff, students will learn how to purchase and use an appropriate local SIM card, and how to acquire minutes for calls and texting. SIT Study Abroad requires that each student have a local number for communication with the homestay family and program staff.

While we recognize that alternative communication methods can be free or less expensive than cell service i.e. Facetime, Skype, WhatsApp, etc. those programs alone do not satisfy our need for regular communication with the local program staff and partners, nor do they meet our emergency communication needs. Therefore, local cellular capacity on each student's phone is required for the duration of the program. International plans with U.S. numbers do not meet our requirement. Students are required to maintain a minimum amount of phone credits at all times for emergency calls. Full compliance with this policy is expected.

*International Honors Program participants are required to bring a smart phone from the U.S. to the program that is 'open' or 'unlocked' and therefore able to accept local SIM cards in each country location. This phone must be compatible with and usable at the various program locations.

COMMUNICATION WITH FAMILY AND FRIENDS

SIT Study Abroad encourages parents to maintain good lines of communication with their students and to encourage students to remain at the helm of the study abroad process, whether through the application, the visa process, or on the program. SIT Study Abroad programs require strength of character and independent mindedness, and parents can help students recognize that early. That said, SIT Study Abroad staff in our Vermont headquarters are available for parent questions, comments, or concerns at any point before, during, or after a student's program.

PROGRAM COMMUNICATION

In most cases, when parents call or email SIT Study Abroad, they will be put in contact with the Study Abroad Student Affairs Office. The Student Affairs Office can be reached directly by calling 802 258-3212. The Vermont office is open from 8:30 AM–5:00 PM EST, Monday through Friday, with emergency service 24 hours a day, seven days a week, 365 days a year.

Students should plan for communication with family and friends at home, realizing that in many program locations, communication can be slow and difficult. For regular program communication, SIT Study Abroad encourages students and parents to discuss communication expectations prior to the start of the program. Many SIT programs take place in remote locations and/or involve extensive travel.

We also encourage students to consider the impact of constant communication with friends and family at home on their cultural immersion. While all students are encouraged to share with

those close to them and use them for support whenever necessary, it is also important to remember that students are on the program for just one term, and that they get out of the program what they invest in their experience.

EMERGENCY COMMUNICATION

In the event of an illness, crime, or emergency while on the program, students should immediately contact their academic director or other appropriate staff member with all relevant details.

Students should not give phone numbers of host families, academic directors, or other program staff to family and friends at home without the specific permission of the people involved. In an emergency, SIT Study Abroad needs to have the ability to rapidly communicate with staff on-site and phones need to remain clear for this purpose. Parents, relatives, and friends needing to urgently contact a student while on a program should do so through the SIT Office of Student Affairs in Brattleboro, Vermont, where a staff member can contact the academic directors and/or other program staff. The 24/7 emergency number is 1.802.258.3212

COMMUNICATION WITH HOME INSTITUTIONS

SIT Study Abroad partners with all of our sending institutions. Therefore, we regularly share information about your health and safety with your study abroad office throughout your experience. For example, should you experience an illness that requires treatment at a medical facility, we are likely to let your school know about this as SIT shares responsibility around your wellbeing with your home institution.

EXPECTATIONS OF STUDENT CONDUCT & SAFETY POLICIES

STUDENT CODE OF CONDUCT

Students are required to comply with all policies and procedures of SIT Study Abroad, including program-specific policies and local code of conduct specifics introduced during the orientation portion of the program. Behavior of student participants on SIT Study Abroad programs must be above reproach at all times. Students must take into consideration an accurate perception of the values and norms of the host communities, and the wellbeing of fellow students and program staff, and act accordingly. The following is a non-exhaustive list of prohibited conduct:

1. Violation of safety practices or action or inaction that might cause injury or death to oneself and any other person.
2. Sexual or other harassment of any kind.
3. Sexual or assault of any kind.
4. Creating excessive noise, disturbing the peace, violating individual rights or privacy, or disrupting lawful activities of others.
5. Deliberately or carelessly damaging or stealing SIT Study Abroad property or the property of those associated with SIT Study Abroad or a host community.
6. Theft or unauthorized use of property from any other person or entity.
7. Unauthorized entry or use of program facilities, including host facilities such as host universities, hotels, or offices of program staff and contacts.
8. Possession or use, including the threat of use, of a weapon or other hazardous

materials, such as, but not limited to, a firearm, knife, explosive, or other object that could be considered a weapon while on the program.

9. Violation of host country or US laws, including, but not limited to, those that relate to the use of alcohol and controlled substances on the program. Violation of local laws may result in fines, punishment, imprisonment, or deportation in addition to punitive actions by SIT Study Abroad.
10. Failure to comply with the reasonable directions of program employees acting in the performance of their duties.
11. Violations of all approved SIT Study Abroad policies and regulations as published in the SIT Study Abroad Student Handbook, Conditions of Participation, program materials, or other official SIT publications and Web site.
12. Any conduct which jeopardizes SIT Study Abroad's ability to maintain positive relations in host communities or to continue to carry out its programs, including but not limited to culturally inappropriate behavior or defamatory statements regarding host families, organizations, communities, or countries in "blogs" or other public media
13. Any behavior that disrupts the learning environment, limits the participation of fellow students on the program or restricts access in any way to the curriculum, program activities and/or the group.

PEER RELATIONS

SIT Study Abroad fosters an environment of mutual respect for all program participants. It is incumbent upon each student to try to work out disagreements with peers. If the students cannot satisfactorily resolve the issues, students are urged to approach the academic director or program assistant to assist students with resolving the disagreement. Sexual harassment/assault issues or complaints will be handled in accordance with SIT Study Abroad's Sexual Harassment policies and procedures (see Harassment Policy).

RESTRICTED ACTIVITIES

Certain activities deemed potentially dangerous to individual safety and program integrity are not permitted and are grounds for immediate dismissal. Participation in these activities is not permitted and is grounds for dismissal. These include, but are not limited to: motorcycling, hitchhiking, driving, parachuting, bungee jumping, branding, hang-gliding, surfing, riding in private airplanes, rock climbing, white water rafting, and scuba diving. In addition, academic directors will inform students during orientation of other activities that are prohibited due to specific factors in country. When a student requests to participate in an activity not listed above, the academic director will work with the Office of Student Affairs to determine if it is a sanctioned activity.

STANDARDS OF FAIRNESS & STUDENT RIGHTS IN DISCIPLINARY CASES

SIT Study Abroad respects and is determined to protect the individual dignity, integrity, and reputations of its students. At the same time, it requires that students comply with those conventions and conditions of participation that are necessary to maintain order, to protect individuals and property, and to fulfill its purposes and responsibilities as a global institution of experiential learning.

Toward that end, the model for disciplinary procedures that SIT Study Abroad adopts is that of the administrative/educational process, not that of the criminal or civil courts. Certain procedural rights shall be guaranteed to a student in any SIT disciplinary proceeding in which he or she

stands to bear significant injury, such as dismissal, suspension, permanent reprimand, or other stigmatizing actions. Students are therefore guaranteed full protection of their rights:

- 1) The right to notice of charges whenever formal action upon such charges is initiated. Such notice is to be given within a reasonably prompt period and with sufficient particularity as to the facts so that the student may reasonably investigate the charge and prepare/offer their explanation of the incident.
- 2) The right to know, prior to any disciplinary action, the contents of, and the names of the authors of, any written statements that may be introduced against them and the right to rebut unfavorable inferences that might be drawn from such statements.
- 3) The right not to be compelled to be a witness against themselves.
- 4) The right to submit documentation pertinent to the matter in question from parties who were involved in the incident. This includes self-created documents, witness testimony, and appeal letters. Letters from individuals not identified as principle participants will not be used in the disciplinary process.
- 5) The right to a decision based upon evidence of a kind upon which responsible persons are accustomed to rely in serious affairs. However, rules of evidence in courts of law shall not, as such, be applied. The disciplinary officer shall operate under the guiding principle of fairness to all participating parties.
- 6) The right not to be sanctioned unless the decision maker is persuaded by the preponderance of the evidence, which means that it is more likely than not that the student is responsible.
- 7) The right to have the case processed without prejudicial delay.
- 8) The right to utilize a parent or legal professional as an advisor during the disciplinary process. This advisor may counsel the student but is not an active participant in the proceedings.

SANCTIONS FOR VIOLATIONS OF DISCIPLINARY AND BEHAVIORAL EXPECTATIONS

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

OFFICIAL WARNING

A warning is given in verbal and/or written form to the student stating that they have violated SIT Study Abroad policy and that any additional violations may result in more serious disciplinary action during the stated period of reprimand. Documentation of warnings will be kept on file.

DISCIPLINARY PROBATION

Probation is a period of time during which a student's actions and behavior are subject to close examination. Any further violation committed during this time period can result in further sanctions, up to and including dismissal from the program. While on probation a student may be denied permission to participate in certain program activities. A copy of the written and signed probationary letter will be kept on file and shared with the student's sending institution. Each sending institution may have their own policies, procedures and additional sanctions to address policy violations.

DISCIPLINARY DISMISSAL

Dismissal serves as a sanction for violations of the Conditions of Participation, the Statement of Responsibility and SIT's code of conduct. In addition, SIT Study Abroad, in its sole discretion,

reserves the right to dismiss any student for the following reasons: failure to participate fully in all program components; failure to observe published policies or procedures; falsifying information provided on any official SIT Study Abroad form, including the application, the health form, transcripts, references or any other document required of the student; failure to disclose material information requested by SIT Study Abroad (e.g., emergency contact information, ISP information, health information) or behaviors that interfere with effective program participation; or conduct that is, in the judgment of SIT Study Abroad, represented by the dean of students and academic dean, improper or offensive to the host community; potentially detrimental to the health or safety of the student or others; or inappropriate for the program or for study in a cross-cultural environment. A student who leaves the scheduled program at any time without prior written authorization from SIT Study Abroad will not be allowed to return to the program and will be considered immediately withdrawn (see the section on Independent Travel).

Once withdrawn or dismissed, the student will not be permitted any further association with the program and will forgo any of the benefits that the program provides, including insurance coverage, homestay affiliation and visa sponsorship. Students who are dismissed from the program for any reason must depart the country within 48-72 hours. Students will be responsible for making their own travel arrangements from the program site. If necessary, Student Affairs will purchase a return one-way ticket for student and will bill the student directly through student accounts.

NOTE: If a student is dismissed, then the student will forfeit her/his tuition and receive no credits for any courses of the program (i.e., an “F” for all courses). Each student (or, if under 18, parent) has signed the SIT Study Abroad waivers and release before admission to the program

EMERGENCY INTERIM SUSPENSION

If a student’s behavior constitutes endangering behavior that presents an immediate, severe, and direct threat to him or herself or others (by evidencing a likelihood of harm to him or herself or others) or there is a presence of grievous misconduct and violation of SIT policies, the academic director/program director, in consultation with Student Affairs may direct that the student be suspended for a period not to exceed seven (school) days, pending the results of administrative proceedings or, where mental health issues are present, psychological evaluation. During that interim suspension, the student shall not be allowed to participate in program activities or utilize program resources. Alternate housing arrangements may be necessary and will be the responsibility of the student placed on suspension. Additional violations while the student is placed on interim suspension will result in immediate dismissal from the program.

A student subject to emergency interim suspension will be granted a phone appointment with the dean of students or assistant dean of students as soon as is practical to discuss the action taken.

INVOLUNTARY LEAVE/DISMISSAL

Students may be asked to withdraw or be placed on involuntary medical leave when their health, or behavioral manifestations of their health, render them unfit to continue the program. Prior notice and the opportunity to be heard will, under ordinary circumstances, be given before the imposition of an involuntary leave. However, SIT Study Abroad reserves the right to conclude that, on certain occasions, conditions exist which warrant an immediate leave of absence resulting in a return to the student’s home community to ensure appropriate mental

health resources are available and/or to avert imminent harm to the student or to other persons involved in the program or in the host community.

STUDENT SUPPORT

DISABILITY SERVICES

The mission of the Office of Disability Services (DS) is to facilitate an accessible educational Study Abroad experience for students with disabilities and to serve as a resource for all members of the academic community in furthering this goal. Students with disabilities of all kinds — including learning, physical, mental health, or other types of disabilities — are encouraged to contact DS as early as possible for information and support.

REQUESTING ACCOMMODATION FOR A DISABILITY

The first step in applying for accommodations for a disability is to contact the Office of Disability Services, where we will:

- review your accommodation needs;
- go over the steps in the disability accommodation process;
- discuss documentation guidelines;
- and explain the role of Disability Services.

To request accommodations for a disability, please complete the Request for Accommodations <https://studyabroad.sit.edu/why-sit/health-safety-and-support/#collapseFive> form and submit this, along with any written documentation, to the Disability Services Coordinator at the contact information listed below.

In order to review requests and arrange approved accommodations in a timely fashion, requests for accommodations and documentation of the disability should be submitted as early as possible prior to the start date of your program. For more information on the accommodation process, documentation guidelines, and a link to the accommodation request form, please visit the Disability Services website at <https://studyabroad.sit.edu/why-sit/health-safety-and-support/#collapseFive>.

DOCUMENTATION GUIDELINES

The amount and type of documentation required will depend on the individual situation and specific accommodation requests. Disability documentation submitted to the DS office should be current and provided by a qualified professional. The documentation must be written on that professional's letterhead, be personally signed by the evaluator, and include the following:

- Functional impact of the stated disability on one or more major life activities
- Specific diagnosis of the disability
- A comprehensive history of the disability and the use of accommodations, if applicable
- Specific evidence of the disability, including any diagnostic tests or other evaluations performed and results, clinical observations, and/ or other relevant evidence of the disability

- Recommendations from the evaluator for accommodations, including academic adjustments or auxiliary aids

Please include a copy of your accommodation letter from your college disability office, if available.

WHAT HAPPENS NEXT?

The determination of reasonable accommodations is handled on a case-by-case basis and includes an interactive process between the student and the Office of Disability Services. Students should be aware that in-country conditions and resources do vary by site, and specific program locations may have limited accessibility. However, every effort is made to work collaboratively with qualified individuals to facilitate an accommodation. Students who are eligible for disability accommodations will receive a written letter outlining their approved accommodation plan.

CONFIDENTIALITY

Documentation records are confidential and maintained in the DS office. However, appropriate information may be shared with designated SIT/World Learning staff, in accordance with federal and SIT/World Learning confidentiality policies, for the purpose of processing accommodation requests and facilitating approved disability accommodations.

Students can contact the Office of Disability Services at:

SIT Disability Services
SIT Study Abroad / IHP
1 Kipling Road
PO Box 676
Brattleboro, VT 05302-0676

Email: disabilityservices@sit.edu

Phone: 802 258-3390

Fax: 802 258-3252

Website: <http://www.studyabroad.sit.edu/disabilityservices>

GLBTQ STUDENT INFORMATION

Sexual orientation and sexual identity are viewed differently in the various host communities a student may have contact with during the program. While on the program, students may be challenged by vastly different beliefs and boundaries than those in their home community. Specific local cultural and religious realities, as they apply to GLBTQ issues, should be discussed with the academic director during orientation. Students may also contact the SIT Office of Student Affairs at studentaffairs@sit.edu. For more information about GLBTQ information abroad, visit the NAFSA: Association of International Educators GLBT Special Interest Group's Web site at www.indiana.edu/~overseas/. This site has information on lesbian and gay issues, as well as links to international lesbian and gay organizations, overseas support and other important information.

SOCIAL IDENTITY AND STUDY ABROAD

Given that social identity is defined by context, SIT students often encounter multiple challenges based on distinctions between how they perceive themselves and how the local community perceives them. Navigating one's identity in a context in which certain aspects are more apparent or emphasized than those aspects most 'seen' at home provides and opportunity for a

more complex understanding of social identity. We invite students to embrace these moments with curiosity in an effort to understand the local context and how our social identities shift in a new environment.

Additionally, you are likely to find yourself in a comparatively small learning community relative to your home campus. In such a context, students often find that their notions of social identity evolve and become more multifaceted. The peers in your SIT group will undoubtedly differ from those you might have selected at your home campus.

YOUR LEARNING COMMUNITY

The group you travel with will become your campus, your discussion section, your peer group, your main constant throughout the program. This can be intense, but also rewarding. Previous students say these words come to mind when they think about what it was like to interact with others so closely over the course of the program: compassion, trust, patience, conflict resolution, open-mindedness, flexibility and a sense of humor. As one alum says, “Let things slide – breathe and smile!” Expect the unexpected! There will be changes and adjustments that stretch your tolerance and flexibility. Things may not always go smoothly, but SIT alumni agree that the experience was one of the most important and influential of their lives.

TRANSGENDER STUDENTS

As an institution that values inclusion, SIT Study Abroad welcomes transgender students and participants in transition. As such we respect a participant’s gender identity at the time of program participation. We ask all program participants to understand and respect the context, customs and attitudes in the host country.

HOLIDAY AND RELIGIOUS OBSERVANCE

SIT Study Abroad runs culturally embedded programs. Due to the unique nature of our programs with travel itineraries, excursions and weekend programming, programs observe local cultural, religious and national holidays rather than U.S. holidays and religious observances. Students who request religious observance must do so at least 2 weeks prior to the holiday in order to provide our staff and faculty sufficient time to try to accommodate the student. Note that some excursions, site visits, lectures or otherwise, cannot be rescheduled and a student might miss critical program content.

STAYING HEALTHY

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

HEALTH REVIEW

SIT Study Abroad's health review process allows our medical staff to determine whether a student has any health issues that may require support in a particular program setting. Full and timely disclosure of any medical or mental health issues or special student needs is required and helps SIT Study Abroad assist students to have the best possible program experience.

All students must submit a complete SIT Study Abroad health form by the stated deadline. Please note that SIT Study Abroad does not accept health forms completed by a relative. The information contained in the health form is not used in the admissions process, and documented health issues do not necessarily preclude acceptance. Each student's health information must be cleared by our medical staff in order for a student to participate in the program.

All students are fully expected to disclose their medical history so that we can properly prepare them for their experience, make arrangements for any special accommodations if necessary, and in some cases assess whether there may be any medical reasons that a student should consider another program. Failure to disclose complete and accurate information on the health form will result in denial to participate prior to the program or dismissal from the program. Health information will be kept confidential and will be provided to our academic director/program director in country to be accessed in case of an emergency. If our medical staff has any questions about a completed health form, a Student Affairs staff member will be in touch to request further information.

We require that all students participating on SIT Study Abroad programs show medical and mental health stability for no less than six months prior to the program's start date.

SUPPORT FOR STUDENT MENTAL HEALTH

SIT Study Abroad programs offer exciting academic and personal challenges, including the experience of adapting to another culture. The cultural adjustment process requires psychological flexibility in the face of different customs, beliefs, and living conditions. These new situations may trigger "culture shock" while studying abroad, marked by symptoms such as sad mood, anxious thoughts, homesickness, and difficulties eating and sleeping, to name a few. Students who are currently managing a mental health condition are encouraged to discuss any concerns with their health professional and/or SIT Study Abroad Student Affairs. SIT's medical review process is designed to support students in making the safest and most reasonable choices regarding their mental health; full disclosure on health forms is required to aid in this process.

Cultural views on mental health vary greatly around the world, as do the types of resources that are available. Some countries have a broad range of services, including access to Western-trained providers, while others have more limited options. SIT has identified counseling resources in each country, where available. However, students can best prepare for a positive study abroad experience by developing a set of healthy coping strategies that they can utilize while on the program.

Students who meet regularly with a mental health provider may consider setting up distance therapy via skype or otherwise during their semester abroad to ensure continuity of care. Additionally, SIT Study Abroad provides supplemental remote counseling services to students in

the field. These services are designed to complement the local counseling services and other mental health resources available in each country.

STUDENT HEALTH INSURANCE

SIT Study Abroad provides students with travel accident and illness insurance as specified in the accident and illness policy available on the SIT Study Abroad Web site <https://studyabroad.sit.edu/admitted-students/medical-review-process/>. All students are automatically covered by SIT Study Abroad's accident and illness insurance for the period of enrollment on the program. All students should read the insurance policies carefully and arrange personally for any supplemental coverage desired. Although SIT can make no representation as to the availability or level of proficiency of medical care in all circumstances, in the event of accident or illness we will attempt to ensure that appropriate care is provided. Insurance fees for participating students are part of the non-refundable deposit given upon acceptance into the program.

Note that students are responsible for paying medical expenses on-site and filing claims with the insurance company. To file a claim, students simply need to complete the claim process at <http://www.cignaenvoy.com>. The insurance company will then reimburse the student for approved expenses per injury or illness. Any questions regarding insurance coverage, filing a claim, or medical bills should be directed to the Student Affairs team at studentaffairs@sit.edu. SIT Study Abroad has no control over any insurer's policies or decisions regarding coverage.

ILLNESS AND CRIME REPORTING

It is each student's responsibility while a participant on an SIT Study Abroad program to report any illness or crime that happens to the student or that the student is involved in, to the program's academic director immediately. Communication of this information allows SIT Study Abroad to provide optimal support to students, and can also assist students with later insurance claims. SIT Study Abroad also analyzes incident reports to assess and adjust programs to minimize health and safety risks.

All health and crime incidents are reported to SIT Study Abroad's Office of Student Affairs in Vermont, with serious incidents reported immediately. Both health and crime incidents are considered confidential information and only shared with staff members at SIT and your home institution on a "need-to-know" basis.

BILLING AND EDUCATIONAL RECORDS

FEES

The SIT Study Abroad fee covers all scheduled program expenses during the period of enrollment.

Students are expected to pay for the following additional expenses: domestic and international airfare to the program's meeting site; food and lodging prior to arrival at the orientation site on the program start date; baggage insurance; fees for passports, visas, tourist cards, and identification cards; pre-program medical expenses (e.g., inoculations) and prophylactic medicines; travel expenses as part of the Independent Study Project; expenses for student books and supplies, tips, laundry, telephone, fax, and email expenses, postage, gifts, all alcoholic beverages and beverages that are not a customary part of meals, food outside of customary meals provided by the program, and all other such personal expenses.

Students on our International Honors Programs are expected to pay for all expenses (i.e. meals, accommodation, transport) incurred over the vacation period. IHP fees do include an International Student Identity Card and all required course reading materials. Fees, as posted on our Web site, have been established based on all known circumstances at the time of calculation. Due to the nature of SIT programs and the global economy, SIT reserves the right to change its fees without notice. In the event of a fee increase, students will be provided with a reasonable amount of time prior to the program's start date and not less than ten (10) days from the date of notice, in which to withdraw. In the absence of notice of withdrawal, students will be committed to the program.

PAYMENT

A \$400 deposit, credited toward the student's program fee, must be received before a space on a program can be confirmed. Note that this deposit is \$2,500 for all IHP programs. The deposit is nonrefundable and may not be transferred to another term. Payment of the balance of the program fee is due: July 15 for fall semester programs. December 15 for spring semester programs. May 15 for summer programs. Students are expected to pay the program fee according to this schedule. If payment is not made on schedule, the student will be withdrawn for nonpayment. For enrolled participating students, insurance fees are included in the non-refundable deposit as soon as a student begins the program.

SCHOOL BILLING

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

LIABILITY AND STUDENT RESPONSIBILITY

It is the responsibility of each student to ensure that SIT Study Abroad has a correct mailing address at all times. Failure to receive a Student Statement of Account will not exempt the student from the responsibility to pay the balance on the assigned due date, nor will it exempt the student from late penalties, neither from World Learning Collection Policies and Procedures, nor from having a Bursar Hold or administrative hold which would restrict transcript access. Students are responsible for the payment of all financial obligations: this includes all costs associated with the collection of this debt, which, on a past due account can include collection fees, court costs, and legal fees.

REFUND POLICY

It is the policy of SIT Study Abroad that students who withdraw from a program for any reason are entitled to a refund in accordance with federal and school policies, whether or not they are

recipients of federal or institutional financial aid. The effective date of withdrawal is the date SIT is notified or the last date of association with the program, whichever is later. The period of enrollment for which the student is charged is defined by SIT Study Abroad as from the program start date to the program end date. Students who are dismissed from a program are not entitled to any refund.

VOLUNTARY WITHDRAWAL REFUND PROCEDURES

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

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

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

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

DISMISSAL FOR NONPAYMENT OF FEES

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

ACCOUNT BALANCE REFUND POLICY

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

TRANSCRIPTS

Students should be advised that an official transcript may take up to 45 days after the program completion date to reach their home institution. Additional transcript copies may be obtained for a small fee from SIT's Registrar's Office via online ordering at: <http://studyabroad.sit.edu/pn/alumni/transcripts-and-forms/>

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of SIT to provide equal employment and educational opportunities for all persons regardless of age, ethnic origin, gender, nationality, physical or learning ability, race, religion, sexual orientation, gender identity, protected veteran's status, or any other legally protected status.

PRIVACY OF EDUCATIONAL RECORDS

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

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

1. The right to inspect and review the student's education records within 45 days of the day the SIT registrar receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. Students should write to the SIT official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. FERPA was not intended to provide a process to be used to question substantive judgments, which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If SIT decides not to amend the record as requested by the student, SIT will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

* One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by SIT in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom SIT has contracted (such as an attorney, auditor, collection agent, or official of the National Student Clearinghouse); a person serving on the World Learning Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**SIT may disclose education records in certain other circumstances: to comply with a judicial order or a lawfully issued subpoena; to appropriate parties in a health or safety emergency; to officials of another school, upon request, in which a student seeks or intends to enroll; in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid; to certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs; to accrediting organizations to carry out their functions; to organizations conducting certain studies for or on behalf of SIT; and the results of an institutional disciplinary proceeding against the allegation of a crime of violence may be released to the alleged victim of that crime with respect to that crime.

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

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

5. World Learning/SIT Study Abroad may release directory information without prior written consent. Directory information is limited to: name, address, telephone numbers, email address, dates of attendance and classes, field of study and certification, certificates, diplomas, and degrees conferred including dates, honors, and awards, the most recent previous educational agency or institution attended, participation in officially recognized activities, practicum location and organization, enrollment status, and anticipated graduation date.

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

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

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

PUBLIC RIGHT TO INFORMATION

As soon as is feasible after an incident which seriously disrupts student life on the program, the academic director or other staff member may notify the student group regarding an incident or actions being taken in one of several ways, including through a designated person, a group meeting, or written memos. Incidents which may involve the greater community or public

interest may be made public, when necessary, through on-site staff and/or the SIT Marketing and Communications team in collaboration with the Office of Student Affairs.

GENERAL

PROGRAM CHANGES

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

MEDIA DISCLAIMER

I understand that future SIT/World Learning publicity materials, including but not limited to its Web site, may include statements made by participants and/or their photographs, film or video images and voices, and I consent to SIT/World Learning's free and perpetual use of any statements, photographs, likenesses, film or video images and voices in any medium, including those that SIT/World Learning obtains from me or any participant or other source.

MODIFICATIONS

World Learning/SIT Study Abroad may modify, supplement, and/or replace, without notice, any of its policies, procedures, and/or fees.

FINANCIAL AID OFFICE

The Financial Aid Office provides scholarship counseling and assistance to SIT Study Abroad students from the time of initial inquiry until completion of studies. Details on how to apply for scholarships are available at <http://studyabroad.sit.edu/pn/prospective-students/scholarships-and-financial-aid/>.

PHILANTHROPY OFFICE

Achieving World Learning's global vision means investing today in strengthening and deepening the impact of our programs worldwide while ensuring access and opportunity for all students, regardless of background, who have the desire to engage global issues through our programs. The World Learning Philanthropy Office designs and implements SIT's fundraising efforts to support the institution in achieving its mission, including securing support for scholarships, program development, general operations, capital projects, and endowments.

Support comes from many areas, including alumni of all World Learning and SIT Study Abroad programs, parents, friends, staff and faculty, foundations, and corporations. The Philanthropy team works closely with SIT Study Abroad and World Learning's Constituent Relations Office in an ongoing effort to keep alumni and friends informed of current and future opportunities for funding support.

Alumni donations help provide scholarships and keep tuition costs as low as possible. To make a gift, visit www.studyabroad.sit.edu/donatenow or respond to World Learning's annual appeals by mail, email, or phone.

REGISTRAR'S OFFICE

The Registrar's Office handles registration, grade processing, and maintenance of enrollment records, school identification cards, and certification of student enrollment. Academic transcripts are issued by the Registrar's Office. All requests for transcripts must be made by the student in writing and a nominal fee is charged for each transcript copy. The student's account with SIT Study Abroad must be paid in full in order for transcript requests to be honored.

SIT STUDY ABROAD HARASSMENT POLICY & PROCEDURES

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

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

Students and staff from other countries must abide by U.S. federal laws and regulations while members of this community. Students and/or staff involved in programs in countries other than the United States must abide by U.S. laws and regulations while overseas, as well as observe local laws and regulations of their host- country. Harassment, sexual harassment and sexual assault, as defined below, are never acceptable, although a special effort is made to explain and clarify the rules for those from other cultures who may not be familiar with such a code of behavior. Please note that SIT Study Abroad has no control over the behavior of host country individuals who are not associated with the program and cannot necessarily prevent harassment toward students and others in these locations where it may be considered culturally acceptable or otherwise.



DEFINITION OF HARASSMENT

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

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

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on SIT Study Abroad premises or program sites or property controlled by SIT Study Abroad.

SEXUAL MISCONDUCT AND HARASSMENT

Resources Available to Students

ANY STUDENT WHO HAS BEEN SEXUALLY ASSAULTED SHOULD CONTACT EITHER THEIR ACADEMIC DIRECTOR OR PROGRAM ASSISTANT FOR IMMEDIATE ASSISTANCE. THIS PERSON WILL BE ABLE TO ASSIST IN OBTAINING NEEDED LOCAL SERVICES SUCH AS MEDICAL OR POLICE ASSISTANCE, TRANSLATION SERVICES, COUNSELING AND OTHER SUPPORT.

Each program of SIT Study Abroad will provide specific information about local/community resources accessible in the specific program location.

POLICY STATEMENT

Sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, and stalking are prohibited, and will not be tolerated by any program of the School for International Training (SIT), including SIT Graduate Institute, SIT Study Abroad, and the International Honors Program. Any act or attempted act that falls within the definition of sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, or stalking is a violation of SIT policy. Disciplinary sanctions for any member of the SIT community engaging in such conduct may include suspension or dismissal from SIT Study Abroad, termination of employment and referral for criminal investigation and prosecution by local law enforcement. Victims of any such conduct are encouraged to contact the director of counseling and disability services for confidential support and assistance (services are available to all regardless of gender identity and expression or sexual orientation). All other SIT staff and faculty are required to report such conduct to SIT's Title IX coordinator. Victims of sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual

exploitation, domestic violence, dating violence, or stalking are also encouraged to notify SIT's Title IX coordinator immediately.

REASON FOR POLICY

SIT Study Abroad is committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation, and violence. SIT recognizes the long-lasting and detrimental effects of sexual misconduct and assault on the individual victim, on the entire community, and on SIT's mission to prepare its students to lead productive, responsible, and creative lives.

APPLICABILITY OF POLICY

This policy applies to all members of the SIT community.

NOTICE OF NON DISCRIMINATION

SIT does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons, in admissions, educational programs, or activities and employment, and complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964.

Title IX of the Education Amendments of 1972 is a federal law that specifically prohibits sex discrimination in education. Sex discrimination includes sexual harassment and sexual assault.

TITLE IX COORDINATOR

The assistant dean of students is the designated Title IX coordinator for SIT Study Abroad, and is responsible for coordinating SIT's efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator's core responsibilities include overseeing SIT Study Abroad's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. To accomplish this, subject to the exemption for confidential employees discussed below, the Title IX coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Title IX coordinator is available to meet with students, employees, or third parties regarding Title IX-related issues, such as issues related to SIT's compliance with Title IX, response to Title IX reports or complaints, related grievance procedures, relevant patterns of conduct, or related education and prevention programs. The contact information for the SIT Title IX coordinator is:

Jennifer Core, Assistant Dean of Students
Title IX Coordinator
802 258-3562
Jennifer.core@sit.edu

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights Regional Office for Vermont:
Office for Civil Rights, Boston Office
U.S. Department of Education

5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111; FAX: 617 289-0150; TDD: 800 877-8339
Email: OCR.Boston@ed.gov

In the event that an incident involves alleged misconduct by the Title IX coordinator, reports should be made directly to the Dean of Students, Michael Smallis, at michael.smallis@sit.edu or 802-258-3570.

DEFINITIONS OF PROHIBITED BEHAVIORS

Sexual Harassment

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

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

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

Nonconsensual Sexual Contact

Nonconsensual sexual contact is defined as any intentional sexual touching, however slight, with any body part or object by a person upon another person that is without consent and/or by force.

Examples of sexual contact include, but are not limited to: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.

Nonconsensual Sexual Intercourse

Nonconsensual sexual intercourse is defined as any sexual intercourse, however slight, with any body part or object, by a person upon another person that is without consent and/or by force.

Examples of sexual intercourse include, but are not limited to: vaginal or anal penetration by a penis, finger, tongue, or object, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Sexual Exploitation

Sexual Exploitation occurs when one person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another person; nonconsensual digital, video, or audio recording of nudity or sexual activity; unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity; engaging in voyeurism; going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex); knowingly exposing someone to or transmitting an STI, STD, or HIV to another person; intentionally or recklessly exposing one's genitals in nonconsensual circumstances; or inducing another to expose their genitals.

Domestic Violence

Domestic violence may include violent acts by a current or former spouse; by a person with whom the victim shares a child in common; by a person who is or has cohabitated with the victim as a spouse; by a person similarly situated to a spouse; between a parent and child; between members of the same household in an intimate relationship; or by any other person similarly situated. Domestic violence can be physical, sexual, emotional, or economic in nature.

Dating Violence

Dating violence can be violence or abusive behavior used by one partner to gain or maintain control over another partner. It can be violence committed by a person who is or has been in a social, romantic, or intimate relationship with the victim. The existence of such a relationship will be determined by factors such as the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

Stalking

Stalking is a series of unwanted or obsessive attention, behaviors, or actions toward a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Stalking may involve following, lying in wait for, or harassing a person by demonstrating a pattern of conduct composed of two or more acts evidencing a continuity of purpose. Stalking may include the monitoring of an individual online or involve the use of social media, email, or other technology. It may also include unwanted observation or surveillance.

GENERAL DEFINITIONS

Consent

Consent is defined as willingly giving permission or agreement to a particular sexual activity or behavior, without coercion, fear, or threat of harm, or other unwanted consequences. Consent is an informed, voluntary agreement to participate in a specific act. Consent is communicated either by words or clear, unambiguous actions that are not achieved through manipulation, intimidation, fear or other acts that a reasonable person would construe as coercion. Consent cannot be given by one who is mentally or physically incapable of giving clear consent at the time of the sexual activity. It is the responsibility of any person who wants to engage in a sexual

activity with another person to ensure that they have the affirmative, expressed, and unequivocal consent of that other person to engage in the particular sexual activity. Silence, lack of protest or lack of resistance does not mean consent. The existence of a dating relationship between the persons involved or the fact of a past sexual relationship is not a sufficient basis to assume consent. Consent is present only where an individual is fully conscious, and is not incapacitated due to physical challenge and/or helplessness, or incapacitation due to alcohol or other substances.

Complainant

The complainant is a person who alleges that they are the victim of a violation of SIT policy.

Respondent

The respondent is a person who has been accused of an alleged violation of SIT policy.

SAFE BYSTANDER INTERVENTIONS

Observers of a sexual assault or other types of gender- or intimate partner–based misconduct, such as domestic violence, dating violence, or stalking, may be able to help the victim. However, it is important that you do so in a positive manner and in a way that keeps you and the victim safe. Appropriate interventions will depend on the situation. Safe and appropriate options for bystanders may include calling the police to report violent or potentially violent situations, intervening if you believe someone is in a potentially uncomfortable or unsafe situation, and/or encouraging the target of such conduct to report the incident and seek support.

RETALIATION

SIT Study Abroad prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Any attempt by a member of the SIT community to intimidate, penalize, or threaten a person who reports or who is otherwise involved or cooperating in, a report of discrimination, misconduct, or harassment is strictly prohibited. Any person found to have participated in an act of retaliation will be disciplined accordingly.

PROCEDURES

SIT's greatest concern is for the safety and physical and mental health of all its Study Abroad students, faculty and staff. SIT is committed to maintaining a welcoming and supportive educational climate. Therefore, the following procedures are available to all students, staff, and faculty who feel they have experienced or witnessed gender-based misconduct, including sexual harassment and gender discrimination as discussed above.

SIT will promptly and equitably respond to all reported incidents of sexual misconduct. It may be necessary to adjust, on a case-by-case basis, the procedures and time frames discussed in this section due to the nature and complexity of the issues, the parties involved, and SIT's academic calendar. All parties involved will be notified of any procedural or time frame adjustments.

REPORTING MISCONDUCT

All members of the SIT Study Abroad community who experience, witness, or hear about an incident of sexual misconduct, including sexual harassment and sexual assault, are encouraged to immediately contact their academic director or another designated program staff member. These individuals will be able to help in assessing each situation, in clarifying possible courses

of action locally, and in contacting the SIT Study Abroad student affairs team and the Title IX coordinator at titleIX@sit.edu.

The academic/program director and/or program staff are best able to direct individuals to needed local services, such as counseling, translation, and local medical or police assistance, within SIT Study Abroad programs. SIT Study Abroad requires program staff to report all complaints or incidents of harassment, sexual harassment, sexual assault, or retaliation, regardless of the offender's identity or position to the SIT Title IX coordinator and student affairs team.

In an emergency, please contact local law enforcement. There is no time limit on how long after an incident you can make a report of misconduct; however, SIT's ability to respond to a report may be hindered by the length of time between the alleged misconduct and the report itself. While not required, any person who believes they have been a victim of sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking is strongly encouraged to report the incident to local law enforcement. In certain circumstances, depending on the type of conduct alleged and the parties involved, SIT may be independently obligated to contact the police.

Once SIT is informed of alleged misconduct, the Title IX coordinator or their designee will notify the complainant and any respondents of their rights pursuant to Title IX. The Title IX coordinator will help the parties involved navigate the formal complaint process and access appropriate medical, mental health, or academic services; discuss possible interim arrangements during the investigation and adjudication processes; explain individual rights; and answer questions along the way.

SIT is obligated under Title IX to investigate and resolve all complaints thoroughly, impartially, and promptly, whether made formally or informally. The Title IX coordinator or their designee will therefore respond to every report of alleged sexual misconduct or harassment, facilitate the implementation of measures to stop the behavior, and take steps to prevent its recurrence.

CONFIDENTIALITY

SIT Counselors are licensed mental health counselors who respect and protect confidential communications with clients. A person may discuss an incident of sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking with an SIT counselor with the understanding that SIT will not take any action based on the report. Please be aware that all counselors have the responsibility to disclose otherwise confidential information appropriately when they perceive an immediate and/or serious threat to any person or property. In addition, medical and mental health professionals are required by law to report any allegation of sexual assault of a person under age 18. You can access this resource at counseling@sit.edu.

All other SIT faculty and staff members who are informed or otherwise made aware of possible sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking must report the incident to the Title IX coordinator.

If a complainant reports an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, SIT must weigh that request against its obligation to provide a safe, nondiscriminatory environment for all students, faculty, and staff. The Title IX coordinator will in most cases determine whether SIT

needs to perform an investigation and/or take some other action in cases where a complainant would prefer complete confidentiality. If for some reason the Title IX coordinator is not able or is not the appropriate person to make such a determination, the determination will be made by the dean of students or another appropriate person designated by the president.

If an individual who makes a report insists that his or her name or other identifiable information not be revealed, and SIT is able to respect that request, the individual must understand that SIT will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Upon receipt of a report, the Title IX Coordinator and those assisting with an investigation and those participating in any disciplinary proceedings, will make all reasonable efforts to maintain confidentiality and respect the privacy of those involved. SIT understands that reports of this nature can be difficult, emotional and stressful. Therefore, SIT will only share information as is needed to conduct a prompt, thorough and effective investigation. All members of the SIT community should understand that even if the complainant asks that SIT not to pursue an investigation, or decides to attempt to resolve the situation informally, SIT may still investigate the allegations and address the conduct as may be warranted under the circumstances.

REPORTING RESOURCES

On Site	academic/program director or designated program staff member
Title IX Coordinator	Jennifer Core, Assistant Dean of Students 802 258-3562 jennifer.core@sit.edu or titleIX@sit.edu
Confidential	SIT Counseling Services counseling@sit.edu

INVESTIGATION

After the receipt of a report of discrimination, harassment (including sexual harassment), or sexual misconduct, the Title IX coordinator or designee will speak with the complainant to gather as much information as possible. The Title IX coordinator or designee will also speak with any witnesses or individuals who may have information about the alleged misconduct. If after this initial fact-finding phase SIT determines that a violation of SIT policy may have occurred, it will proceed with a full investigation. The complainant and the respondent will be notified that an investigation is underway and will be afforded the opportunity to speak independently with the Title IX coordinator or designee to review this procedure and to have his/her rights explained. The Title IX coordinator or designee will also speak with the respondent to listen to his or her side of the story and to gather any evidence he or she may offer to better understand the nature of the alleged misconduct. The complainant and the respondent will have the opportunity to submit names of individuals with knowledge of the situation and SIT will follow up with those individuals. The Title IX coordinator or the designee will counsel the complainant and the respondent on academic and other emotional supports available.

During an investigation, the Title IX coordinator or designee may ask for written statements and other documents or evidence that may aid in the investigation. Therefore, it is important to preserve all evidence associated with the conduct or that you think might help others understand what happened. Such evidence can include, but is not limited to, text messages, Facebook or Instagram posts, photos, voicemails, emails, or items of clothing.

Depending on the type of conduct and the parties involved, SIT may contact local law enforcement. SIT will continue its own investigation into the alleged conduct, regardless of whether the police decide to pursue their own investigation. SIT will cooperate with all police investigations and will honor and enforce any judicial no-contact, restraining, or protective orders the parties may obtain outside the SIT process.

During the investigation process, interim measures will be discussed with the parties and implemented as may be appropriate. Interim measures may include changes in program participation, housing arrangements, no-contact orders, or interim suspensions. All efforts will be made to minimize the impact that these interim measures have on the complainant.

In some cases mediation may be appropriate. Mediation is a process in which SIT can arrange for the complainant and the respondent to meet to see if they can resolve the situation with the assistance of a third-party mediator who will attempt to help guide the respondent and the complainant to a mutually acceptable outcome. The mediator will likely be an administrator and will be assigned by SIT. Mediation is completely voluntary and will only be pursued with the consent of both the complainant and the respondent. At any time during the mediation process the complainant or the respondent may stop the mediation. In cases involving a potential sexual assault or other forms of sexual violence or intimidation, however, mediation is not an appropriate option.

Both the complainant and the respondent will be updated throughout the investigation process. Typically, an investigation will conclude within 60 days, but that may vary depending on the nature and complexity of a case. At the close of an investigation, the Title IX coordinator or the designee will prepare a brief report detailing the essential content of interviews and the pertinent evidence gathered. Both parties will be provided copies of that report.

Alleged violations of SIT's Sexual Harassment and Misconduct Policy involving a student respondent will be adjudicated in accordance with the Student Conduct Process section of this handbook.

Alleged violations of SIT's Sexual Harassment and Misconduct Policy involving an employee respondent will be adjudicated by Human Resources in accordance with their applicable procedures.

IHP ADDENDUM

This addendum is intended for those participating in our International Honors programs. Welcome to the International Honors Program! Our IHP programs offer you the unique opportunity to investigate a significant global issue in four distinct countries and contexts.

You are about to embark on an experience that will challenge you in many ways, expand your imagination and empower you with new resources. It will affect who you are and how you view the world. The learning you engage in will be experiential, personal and dependent on the dynamic situations you encounter during the program. IHP requires motivation, dedication, and a positive, flexible attitude toward new ways of learning and group life. The classrooms may be nontraditional, and the faculty come from academia and activism. Coursework will tie into direct experience and will open new avenues of exploration in the "real world."

We look forward to working with you, getting to know you better, and helping you and your family prepare for IHP. Please note that it is your responsibility to read through this handbook and IHP addendum along with all other pre-departure materials in that preparation.

INTRODUCTION TO THE IHP COMMUNITY

Your IHP community abroad will include students, faculty, the Trustees Fellow, country coordinators, host families and communities, guest speakers, and numerous other people. The IHP community is supported by SIT staff in the SIT Study Abroad office in Vermont and by the World Learning Board of Trustees. The success of the program depends on all participants performing their responsibilities to the best of their abilities.

YOUR LEARNING COMMUNITY

The group you travel with will become your campus, your discussion section, your family your main constant throughout the program. This can be intense, but also rewarding. Previous students say these words come to mind when they think about what it was like to interact with others so closely over the course of the program: compassion, trust, patience, conflict resolution, open-mindedness, flexibility and a sense of humor. As one alum says, "Let things slide – breathe and smile!" Expect the unexpected! There will be changes and adjustments that stretch your tolerance and flexibility. Things may not always go smoothly, but IHP alumni spanning more than 50 years agree almost 100% that the experience was one of the most important and influential of their lives.

YOUR RESPONSIBILITIES

As a student on IHP, you bear responsibility to yourself and to the learning community for the success of the program.

Look out for each other. Don't let anyone fall by the wayside. Your ultimate success will be measured by how the group fares as a whole as well as how you grow and develop as an individual. Pitch in to help when you see a problem; don't rely on faculty and Coordinators to do everything. Respond when asked for help. Show respect to others. Take care of your health and look out for the health of others. Think of solutions and help solve problems.

Take initiative. The leadership team will encourage, request, demand, and nurture your responsibility and initiative. You will meet as a group during orientation to determine how you would like to divide the many tasks and roles that the group will collectively take on. Be creative! Some of the most innovative projects and ideas come from student initiatives in these committees. There will also be many chances to develop your group leadership skills and experience.

Ways you can contribute to the learning community:

- Field trip coordinator
- Traveling library
- Clean-up crew
- Airline liaison
- Group presentations/ entertainment
- Assisting in the care of sick students
- Person of the Day

- Treasurer
- Group introductions and verbal thank-you's
- Writing/sending thank-you notes
- Remembering birthdays and other special celebrations or acknowledgements
- Meal requirements
- Coordinating community service opportunities
- Coordinating physical exercise opportunities
- Organizing an archive or mechanism for sharing student and faculty photos
- Contributing to letters Home

PROGRAM DIRECTORS

The program directors are responsible for the overall leadership of their respective programs and oversee both academic and programmatic elements. The program director collaborates with the traveling team, local faculty, country coordinators and IHP/SIT staff on coursework, grading, group health and dynamics, program preparation and management. They ensure that faculty and country coordinators develop syllabi and curricula to achieve the programs' academic goals whilst adhering to academic intent and policies. The PD will manage any academic or programmatic issue that arise in the field. Whilst the program directors do not travel with the group, they are involved in and facilitate sessions at the Launch, mid-term visit and end of semester retreat.

PROGRAM MANAGERS

The program managers collaborate closely with their program director to ensure smooth running of the program. They provide high-level assistance to the program directors, such as developing program curriculum, supporting traveling staff and country coordinators in program delivery and administrative support. They work closely with country coordinators, faculty, and Fellows on program logistics and assist with logistical questions before and during the program. The program manager also co-coordinates the launches and mid-term visits.

TRUSTEES FELLOW

First started in 2002-03, the position of Fellow is neither coordinator, nor faculty, nor student. Rather, the Fellow is a facilitator, mediator, and catalyst who travels with the student group. As the Learning Community is an important aspect of IHP, the Fellow facilitates and supports community building and group dynamics. They support the overall health and well-being of the group, as well as individuals. As part of the traveling team, s/he also contributes to the overall success of the program by providing academic, personal, and logistical support to IHP administration, students, and faculty. The Fellow can be someone to talk to if you need a friendly ear, someone to tell if you're having a problem or feel ill, and someone with whom to bounce ideas around.

TRAVELING FACULTY

Traveling faculty are responsible for academic coursework and working with the program director, country coordinators and IHP staff. Faculty assume many roles, including advisor, teacher, risk manager, and team member. Traveling faculty will travel with the student group throughout the entire program and work collaboratively with local faculty.

LOCAL FACULTY

Local faculty develop syllabi for a team-taught course that spans the semester. They teach a segment of the thematic course and participate in select site visits and debriefs, usually during a single country segment of the semester. In addition to the disciplinary lens of their particular course, the local faculty bring city/country-specific knowledge to the team.

COUNTRY COORDINATORS

With the help of the management team, country coordinators are responsible for the organization and delivery of the country program, including the schedule of guest lectures, site visits, excursions and homestay arrangements. IHP country coordinators also teach, write and revise program literature and curricula, and help to define the direction of the program. Most country coordinators have other jobs relevant to the themes of IHP, so ask them about their interests and careers.

- You can help IHP run smoothly by understanding the following:
- Tell country coordinators or the Fellow if...
- There is an emergency, medical or otherwise.
- You get sick.
- You are having problems at your homestay (communication, cultural questions/adjustment), regardless of if you think those problems will require a change of homestay.
- You experience harassment.
- You have experienced a safety incident or are concerned about your personal safety.
- Specify your location and contact information during your personal travel time.

Faculty, Fellow, and Country Coordinators are NOT responsible for...

- Running your personal errands.
- Making your personal travel arrangements.
- Forwarding your mail after you have left the country.
- Obtaining visas for you.
- Collecting packages mailed to you.
- Guessing you need help when you have not asked for it
- Cleaning up after you.

Simply put: pitch in to help when you see a problem; communicate with faculty and coordinators; look out for each other; don't let anyone fall through the cracks; respond when asked for help. Every member of the leadership team is dedicated to you and your IHP experience.

HOST FAMILIES/COMMUNITIES WITHIN THE IHP PROGRAM

During the course of the program you can expect to stay with host families, in hotels/hostels, and/ or in retreat/community centers. IHP Alumni have commented on their homestays as eye-opening experiences. Families come in all shapes and sizes -- no matter where you are in the world. Your experience will depend as much on your involvement, good will and courtesy as it does on the host family's.

Comfort levels and living standards will vary from country to country and among families, but you should prepare for it to differ from your home environment or living situation at your college or university. These new experiences are also part of the learning experience of the program, and inherent in inter-cultural education. The communities and families are all different from each other in the way they approach the hosting situation. Some will want to plan activities to fill your day and others will leave you on your own. Some will be affluent, and some will not. You will typically be staying with another IHP student in your homestay. Your hosts may speak fluent English or virtually none.

Your compatibility will vary. Remember that you are a guest, try to work around personal differences. You may be the only foreign student some families have met, and your visit may be very significant to them. Do not underestimate how close you can become in a short time.

When you arrive at each homestay, communicate about food preferences, smoking, allergies, and logistics about shower, laundry, dinner time, curfews, and transportation. Leave behind your U.S. American concept of personal space; you may have less privacy than you are accustomed to at home.

Previous experience suggests that areas of tension are often around communication and expectations, such as issues with using the host family's telephone or excessive water, notifying the family about lateness and missing meals. At the beginning, talk about expectations and how to communicate a change in plans with the family. Always call your host family if you will be late returning home; otherwise, they will worry. Remember that your host family has gone out of their way to welcome you to their home and most hosts will treat you as their own child in their concerns about your safety.

We asked alumni what characteristics were most called upon in the host family situations, and they responded: flexibility, curiosity, generosity, open-mindedness, and ability to focus on the positive.

Your Role as a Guest is Two Fold:

1) **PARTICIPATE** Participate in home life respecting the cultural norms and rules of the household including such aspects as meal times, laundry, smoking, curfews, phones, computers, showers, visitors, resource use, and chores. Your number one responsibility is to be respectful. As an adult, you are expected to be responsible for your behavior and actions in the homestay.

2) **COMMUNICATE** Keep the lines of communication open with the host family. If there is a disagreement or difference of opinion, students and hosts should try to work it out together. Contact the country coordinator or Trustees' Fellow if you are unable to reach a solution to a disagreement. Report any serious problems immediately to the country coordinator.

TRAVEL AND EXPLORATION

Non-scheduled program time is generally, but not always, on weekends. It is an opportunity to do assignments, get to know the local area, socialize with hosts or other students, relax, or catch up on laundry or other errands. This is not a time to do extended traveling but may be a time for day trips.

For safety reasons, you should always travel with at least one other person and provide destination and contact details to the local coordinator. Keep your hosts advised of anticipated arrival and departure times. It is irresponsible, inconsiderate to hosts, and potentially dangerous to you and to the group to do otherwise.

You are responsible for the following:

- Advising your parents/ guardians about your travel plans
- Obtaining approval from the PD/Country Coordinator within program policy and timeframe
- Providing Country Coordinators and Fellow with your travel destination(s) and, if possible, relevant contact information: phone or email, dates in location, as well as the student(s) with whom you will be traveling.

Keeping your parents/guardians and IHP staff informed of any major changes to vacation plans. You will be given phone numbers and email addresses of the local coordinator in case of emergency during vacation. Understand that contact may not be immediate. Each IHP program includes a vacation week which should be used as a time for rest and relaxation. IHP strongly discourages travel outside the region where the vacation is based, and travel outside of the country is prohibited. Travel outside of the country can lead to visa complications, insurance restrictions, logistical concerns and increased fatigue from cumulative travel.

Your proposed travel plans must be submitted to IHP staff for approval. Staff may reject proposed vacation plans based on safety and security concerns. There are many fun vacation opportunities within the region and country. However, please be aware that the restricted activities listed in your signed Conditions of Participation remain applicable during your vacation.

You will not be permitted to leave early for or return late from vacation.

IHP coordinators may provide contact information of local resources to help with vacation planning (e.g., travel agents, volunteer or local opportunities). However, you are fully responsible for all logistical and financial aspects of vacation and/or independent travel, including but not limited to accommodations, meals and transportation. SIT is not responsible for supervising students during independent travel, vacation, or time away from the program.

During the program you will experience much travel and change, which is likely to challenge your sense of order and push you out of your comfort zone. You may find it helpful to consider this very partial list of factors in the physical and cultural environment, which vary from place to place. As a starting point, they may give you an idea of what your own subconscious sense of order entails:

- climate
- language and nonverbal communication
- exchange practices and market life
- religion and celebrations family life
- use of space
- entertainment and recreation
- food and drink
- proper etiquette
- expression of emotions

Our personal cultural upbringing does not consist merely of the knowledge we have of the arts. Culture is that ever-present force that shapes and molds our thoughts and actions, telling us what is important and what we consider “right.” There will be certain aspects of the cultures you visit that you may find hard to adapt to (i.e. eating different types of food, or various viewpoints of your host family), but it is important to keep in mind the distinction between “adapt” and “adopt.” You are not expected to change, only to try to understand. Practice only that which feels comfortable to you and understand that things can be different.

When traveling to so many cultures, you are bound to make comparisons. These comparisons may be enriching if viewed with an open mind.

Comparisons may be personal as you try to understand yourself as a product of your culture. You may struggle to understand why things in another context make you react, think, and feel the way you do. By knowing where you are starting out, the challenges of understanding other ways of life will be easier to keep in perspective. The comparisons that you make will be much clearer if you understand what you are comparing it to.

CULTURE SHOCK

Everyone experiences culture shock in varying degrees. The more you are aware of what to expect and how to deal positively with the challenges you face, the better off you will be, and so will the group as a whole. The following is a summary of information outlined in the book *Survival Kit for Overseas Living* by L. Robert Kohls.

According to research, culture shock happens in two repetitive waves consisting of:

- Initial euphoria
- Irritability and hostility
- Gradual adjustment
- Adaptation

Culture shock can be hard to recognize when you are experiencing it, but pay attention to the following symptoms, which are good indicators: Homesickness, boredom, withdrawal, excessive sleeping, compulsive eating or drinking, irritability, exaggerated cleanliness, group tension and conflict, patriotic excesses, stereotyping/hostility relating to host nationals, loss of ability to work effectively, crying, physical ailments (psychosomatic illnesses).

What will make a difference in coping with culture shock?

Important skills include: Tolerance for ambiguity, keeping busy, open-mindedness, being non-judgmental, empathy, communication.

Nurture the following traits: Flexibility and adaptability, curiosity, warmth in human relationships, motivation, self-reliance, strong sense of tolerance for differences, perceptiveness, ability to listen.

And guess what! The most important qualities are a sense of humor and the ability to tolerate failure. Fellow students in the Learning Community will also be experiencing culture shock. In addition to the Fellow, the Learning Community can be a great resource and network of support. As Kohls says, "Living in a foreign culture is like playing a game you've never played before and for which the rules haven't been explained very well. The challenge is to enjoy the game without missing too many plays, learning the rules and developing skills as you go along."

RECORDING AND REMEMBERING (JOURNALING)

To record all you see, experience, learn, and do, two things are valuable: a journal and a camera. Try to keep track of your impressions, thoughts, and feelings, but not to the point of distraction. In the past, students who kept journals like scrapbooks and pasted in ticket stubs and lots of other neat trivia and miscellany ended up with great records. If you're taking pictures, you might want to think of a theme or themes to pursue from country to country. Use your best judgment in deciding when to use your camera, as it can be intrusive or inappropriate at times.

Sometimes it is best to limit photographers to two or three students a day and then share photos at the end of the experience.

An online journal or blog can also be a good way to record your experience, allowing you to integrate your written words with photos, and even to get input on your reflections from friends, family, faculty, or others if you want. Bear in mind though, that unless you put a password on your blog, people you'd never expect may read it.

Think carefully about the information you provide on your blog. For safety reasons, it is best not to include your exact location. Ask permission of people you take photos of before posting them.

RETURNING TO THE U.S.

Coming back is sometimes the hardest adjustment, and we know it's difficult to even think about this as you prepare to start your time abroad. Make sure your parents/guardians and friends read this section, and you should save it so you can re-read it when you get home.

People may ask you the simple questions, "So how was your semester?" or "What was your favorite part?" and you may have no way of answering. Unfortunately, the surprise of not finding everything new and different, and also not exactly the same, may last for a while. Your friends and family may be more aware than you are of how you have changed in your outlook, and it may take everyone awhile to adjust to the changes.

You may feel many more restrictions on what you can do than before you left; this may be partly because as a stranger and a traveler you are allowed a bit more leniency in your actions, and also because you may have glorified some aspects of your own country. You probably will not feel you fit in exactly with your old self, even though people expect you to, and it takes a while for everyone to realize how you have changed.

Past experience has shown that a few approaches can help to ease this readjustment period. By keeping track of your thoughts and experiences throughout the trip (i.e. through letters, journal entries or photos) and keeping in touch with important people, you and they will be more aware of what has deeply affected you while you have been gone. You can continue to learn about these aspects when you return, or in some way gather together some of your impressions to help you finalize parts of the experience. For example, some students have completed photo projects, written essays, or organized yearbooks to help tie things together.

When you return, please stay in touch with your classmates and fellow alumni. Keeping in touch with those who have gone on the program with you is one of the most important ways of solidifying and understanding much of what you (separately and together) have learned and experienced. In addition, you will then be part of a large network of IHP alumni who would love to meet you, talk with you, and help you through the reintegration process. Remember – even though they may have participated on IHP over 50 years ago, they still experienced the same dislocation feelings you will be going through.

COMMON RE-ENTRY SYMPTOMS

As adapted from *Returning Home* by Cynthia Hockman (1989, Pinchpenney Press Goshen College - Goshen, Indiana 46526):

- It is common – and normal – to feel as if you don't "fit in" with family, friends, and the whole campus environment.
- You may have thought that stories would pour out, only to find that you'd rather not discuss the experience at all.
- You may miss the food and your host families more than you expect.
- Things may seem abnormally clean and shiny.
- Buildings may look overwhelmingly large.
- Prices may seem ridiculous.
- You may feel a new appreciation for or disgust with aspects of U.S. culture.
- Family and friends may be unable to understand your feelings or what you've experienced.
- You may feel very alone.
- It is frustrating when someone asks, "How was it?" but doesn't really want to hear any reply but "Great!"
- It is difficult to begin to share all that you've learned.
- Traditional academia may feel trite after learning so much about the world.
- Life may feel as if it is going back to normal too quickly.
- Initial excitement may become a letdown after you've been home a while. A common feeling is "I'm different but life here is just the same old boring thing."
- You may feel negative about returning and want to withdraw from the people and activities around you.
- You may experience difficulty in returning to "the usual" – especially schoolwork and life at home or on campus.

Specific suggestions for coping with re-entry:

- Expect things to be different.
- Help an international student.
- Become a homestay host for international students
- Write letters and send pictures to your IHP homestay families, faculty, and coordinators.
- Cook a representative meal from your experience for family or friends.
- Continue your journal or blog.
- Meet with local, campus or administrative leaders to talk about your experiences, and work to create additional opportunities for future students.
- Talk with others who have studied overseas (and other IHPers).
- Get in touch with IHP alumni you had been in contact with before your departure.
- Read international press.
- Publish your writings, artwork, or photographs at campus, your hometown, or in magazines and journals (and include your publications on your resume).
- Write a letter to your hometown newspaper to let them know about your experience and ask if you could schedule an interview.
- Update your resume to reflect your IHP international experience, and remember that you also have new experience dealing with group dynamics and team-building
- Form or join a discussion group or book club.
- Volunteer to mentor youth or refugees in your community.
- Make a presentation or lead a class related to your experience.
- Become more involved at the local level with your community by volunteering or joining a committee.

POST TRAVEL ILLNESS

If you develop a fever or other illness during the first year after your return home, be sure to tell your doctor that you have traveled abroad and that the possibility of a parasite or a tropical illness such as malaria should be considered when making a diagnosis. Of course, keep in mind that you may have just caught the flu!

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