

PENALTY SYSTEM: Actions meriting discipline and the procedures to be taken

Stage 1: *Verbal Warnings*

❖ Behaviors Meriting Punishment:

1. Rudeness to professors or students
2. Wandering off alone without notifying faculty, staff, or a peer
3. Unprofessional behavior during lectures, site visits, and other group events (e.g., fainting, throwing up due to being hungover, falling asleep, rudeness to company hosts, excessively complaining about the food or culture)
4. Being excessively late to a scheduled event

❖ Actions To Be Taken:

1. Issue a verbal warning to the student explaining what they did wrong and what will occur if this happens again
2. Document issuing of verbal warning on form provided
3. Verbal warning can be taken into consideration when determining the participation grade of the student

Stage 2: *Written Warning*

❖ Behaviors Meriting Punishment:

1. Repeated offense of a behavior that merited a verbal warning
2. Missing a require event
3. Disruption of peace in the hotel or at an event (e.g. streaking through the hotel, verbal, minor physical disputes, or being obnoxiously drunk at a professional event or planned activity)

❖ Actions To Be Taken:

1. Inform student of the written warning to be issued as well as explain reason for doing so
2. Complete the Student Affairs Complaint document
 - a) Recommend sanctions based on student misconduct
3. Fax a copy of the warning to the University
4. Written warning can be taken into consideration when determining the participation grade of the student

Stage 3: *Written Warning with Parental Notification*

❖ Behaviors Meriting Punishment:

1. Fighting that involves the use of punches or that must be broken up
2. Not returning to the hotel at night
3. Engaging in a sexually compromising situation with a stranger

❖ Actions To Be Taken:

1. Inform student of the written warning to be issued as well as explain reason for doing so
2. Complete the Student Affairs Complaint document
 - a) Recommend following sanctions: Disciplinary Probation, Disciplinary Reprimand, Fines, and/or Community Service
 - b) Recommend parental notification and if deem appropriate loss of study abroad scholarship as “substitute sanctions”
3. Fax complaint to the University
4. Each written warning accompanied by parental notification will result in the reduction of the student’s Plus 3 grade by one letter grade

Stage 4: *Written Warning with Parental Notification in Addition to P.E.A.R. Classes during Following Semester*

❖ Behaviors Meriting Punishment:

1. Student taken to the hospital due to alcohol poisoning or injury caused while under the influence

❖ Action To Be Taken:

1. Inform student of the written warning to be issued as well as explain reason for doing so
2. Complete the Student Affairs Complaint document
 - a) Recommend following sanctions: P.E.A.R. classes and possibly counseling assessment
 - b) Recommend parental notification and if deem appropriate loss of study abroad scholarship as “substitute sanctions”
3. Fax complaint to the University
4. Each written warning accompanied by parental notification will result in the reduction of the student’s Plus 3 grade by one letter grade

Stage 4: *Dismissal of Student*

❖ Behaviors Meriting Punishment:

1. Possession of illegal drugs
2. Causing bodily injury or harm to another individual (e.g., a student, faculty, staff, or foreigner)
3. Sexually assaulting another individual (e.g., a student, faculty, staff, or foreigner)
4. Student arrested by the host country’s authorities

❖ Actions To Be Taken:

1. Student sent home immediately
2. Student to receive a failing grade in the course