



This handbook outlines principles, policies, guidelines and other important information for all students participating in HECUA off-campus study programs. Students are required to read through this handbook thoroughly prior to the start of your program, and students are to confirm that they have read and understand this handbook by signing the Participation Agreement given to them in the first packet of orientation materials. This handbook is also intended to be a helpful reference guide throughout the semester. Questions about its content can be directed to HECUA program faculty or administrative staff.

STUDENT CONDUCT

Rules of Conduct

This section outlines the basic rules of conduct that must be adhered to by all students in all HECUA programs. The consequences for non-compliance of these rules of conduct are given in the following section titled “consequences”. HECUA staff and program faculty have full authority to deem a student in non-compliance of the rules of conduct and to decide on appropriate consequences.

1. Student Behavior--Expectations for student behavior in all HECUA programs are shaped by the following principles:
 - cultivation of an atmosphere that promotes program learning goals including, but not limited to:
 - being on time, awake, and attentive for class meetings, field speakers/trips, internships, and other program-related events/activities
 - following the group contract, which outlines the rules for group and individual conduct during the program, as established by students and program staff/faculty at the start of a program
 - abiding by the internship contract and following the rules and regulations of the internship organization
 - respect for the basic safety and well-being of students, faculty, staff, homestay hosts and others involved with the HECUA program
 - fostering public goodwill to preserve and enhance connections between students and the communities in which they study
 - protection of HECUA and its programs from legal, political and economic jeopardy
 - sensitivity to cultural norms in the program and field study travel locations
 - respect for all people regardless of race, gender, age, religion, language, culture, sexual orientation, gender identity, or physical ability.
2. Illegal drugs--Students will not use, possess, buy, sell, or transport illegal drugs during the course of the program. Violations of drug laws, especially in programs abroad, can lead to severe legal penalties (imprisonment and fines) in the host country. In such case of arrest

and/or conviction of drug law violations, the cost of legal advice, fines, and return travel must be borne by the student. Drug violations pose a risk not only to the individual student but can put the entire HECUA program and group in jeopardy. Violation of this policy will result in immediate dismissal from the program.

3. Weapons Policy--Possession and/or use of weapons, regardless of their legality, during a HECUA event/activity (class, field trip/visit, internship placement, etc) or in any location used by HECUA staff, faculty, or students (classrooms, HECUA main office, HECUA offices at all program locations, home stays, etc) is forbidden and will result in immediate dismissal from the program.
4. Illegal activity--Any other violation of the laws of the host country will be unacceptable and may result in immediate dismissal from the program.
5. Sexual harassment/sexual violence--HECUA is committed to maintaining programs free of sexual harassment and all forms of sexual intimidation and exploitation. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, which unreasonably interferes with an individual's academic performance or creates an intimidating, hostile, or offensive environment. Sexual violence is any unwelcome sexual contact (actual or threatened) or penetration to which there has been no consent at the time of the activity. *Please read the document entitled "Sexual Harassment and Sexual Violence Policies--HECUA" for complete definitions, policies, and procedures.* Violation of these policies will result in immediate dismissal from the program.
6. Other forms of harassment or harm to others--Students will not cause any harm or injury to other students, program faculty/staff, host families or community contacts. All forms of harassment will be unacceptable and may result in immediate dismissal from the program.
7. Acts of dishonesty--Acts of dishonesty may result in dismissal from the program. These acts may include, but are not limited to:
 - furnishing false information to any HECUA staff or faculty member
 - cheating, plagiarism or other forms of academic dishonesty (This will also be reported to the student's home institution.)
8. Attendance--Students are required to attend, and be on time for, all class sessions unless they are ill or for other emergency reasons, are unable to be present. The rationale for a strict attendance policy is the significance within HECUA programs of the learning and interaction that takes place during scheduled group meetings or activities, as well as the importance of maintaining goodwill with guest speakers and guides within the communities. Grades may be lowered due to a poor attendance record, or a student may be dropped from the program because of persistent absenteeism.

Consequences

Conduct on the part of a student that runs contrary to the rules of conduct, outlined above, will be subject to disciplinary action. While HECUA wants to allow full participation by all students in all HECUA activities, HECUA also recognizes that a student's non-compliance of the rules of conduct affects the quality of the experience for all of the students in the program, the internship sites and other community partners, field speakers, and program faculty. HECUA program faculty has full authority to implement consequences for a student's violation of the rules of conduct.

Consequences may include:

- lowering a student's grades for one or all portions of a program

- suspending a student from one or all parts of a program for a period of time
- dismissal from a program
- or other consequences deemed appropriate by the HECUA program faculty

The following is the communication process the HECUA program faculty may use to inform a student that they have violated the rules of conduct. **Please note that depending on the seriousness of a student's behavior, this communication process may be bypassed if the HECUA program faculty and/or HECUA administrative staff deem it necessary to suspend a student immediately from all program-related activities.**

1. Upon the **first** violation of the rules of conduct - An informal, verbal reminder from the HECUA program faculty to the student regarding the rules of conduct and a request for the inappropriate behavior to cease. The consequences will also be outlined; discipline may come through grade alteration, dismissal from the program, and/or other consequences as prescribed by the program faculty.
2. Upon the **second** violation - A written statement (via email and letter) from the program faculty to the student outlining the unacceptable behavior, previous intervention attempts, expectations for future behavior, and possible consequences (discipline may come through grade alteration, dismissal from the program, and/or other consequences as prescribed by the program faculty). At this point, HECUA's Director of Programs, the student's academic advisor, the HECUA Board member from the student's home campus (if student is from a member college), and the student's study abroad/off-campus advisor may be copied on this correspondence and briefed of the situation, and a copy of the letter will be put in the student's file. An in-person meeting with the student may be requested.
3. Upon the **third and/or continued** violation - A written statement (via email and letter) from the program faculty indicating that the student has been dropped from the program due to non-compliance of the rules of conduct outlined in the HECUA Student Handbook. All aforementioned people will also be copied on this correspondence.

PLEASE NOTE: Dismissal from a program means that your participation in all program activities (including housing arrangements and internships) will end, you will receive no academic credit, no grades will be given for work already completed, travel costs from program location will not be covered by HECUA, and all program fees will be forfeited.

For short-term programs (January-Term, Summer, etc), this communication process may occur very quickly when a student is in non-compliance of the rules of conduct. Because a short-term program is condensed into such a small period of time, it is entirely possible that a student will be dismissed from a short-term program very early, possibly even after a few days into the program.

MEDICAL CONCERNS

Health insurance coverage requirements

For HECUA's domestic programs (Metro Urban Studies Term, Environmental Sustainability: Science, Public Policy, & Community Action, City Arts, and the Civil Rights J-Term program) students are required to show that they have adequate health, accident and hospitalization insurance coverage for the duration of the HECUA program (see *Verification of Health Insurance Coverage* form). It is important that you inform HECUA of any changes in your insurance coverage

(insurance carrier, policy number, policy holder etc...). Accurate information on file with HECUA allows prompt response by program staff in case of a medical emergency.

For all abroad programs, HECUA will purchase Cultural Insurance Services International (CISI) insurance coverage for each student for the duration of the program. The cost of CISI insurance is included in your program fee. Further information on CISI and the terms of the insurance are included with orientation materials before the program begins. This insurance coverage is mandatory for all students participating in a HECUA program abroad.

Be prepared for medical emergencies

Request from your insurance company a health insurance information sheet or card listing telephone numbers and policies useful in the case of an emergency and/or hospitalization. Carry this with you at all times.

Carry a credit card, ATM card or traveler's checks that will allow you to pay for emergency medical treatment. Most insurance companies *reimburse* for expenses. Be sure you have medical insurance claim forms and instructions for submitting claims. Remember to keep copies of all medical bills as documentation for your claims.

Medical information to be shared with program staff

You are requested to provide clear and complete information on the *Medical Self-Assessment* form. This form provides HECUA with the necessary information in case of a medical emergency. A HECUA staff person may contact you about conditions reported on this form to ensure that you are adequately prepared for the program. In some cases, HECUA reserves the right to require students to provide more detailed information on medical history and current medical conditions; HECUA may also require students to obtain approval from a medical professional to participate in a HECUA program. *Emergency medical information for specific conditions should be carried on your person at all times.*

Medical precautions for overseas program

See information in orientation packet regarding measures you can take prior to and during your HECUA program to prevent or reduce medical problems.

DISABILITIES

Students with physical, mental, emotional, or learning disabilities, which may affect their participation in the HECUA program, are encouraged to discuss accommodation needs with HECUA headquarters staff well in advance of the program start date. Staff will in turn be in contact with the program faculty on site about arrangements to be made, and will coordinate the negotiation of arrangements. HECUA will make all reasonable efforts to provide necessary accommodations when adequate advance notice has been given. HECUA will ask students to provide verification of learning disabilities from the student's home institution student services office, along with recommended accommodations, in order to provide such accommodations on the program.

TRAVEL

During a HECUA program, you are advised to use common sense in order to have a safe and enjoyable experience. In addition, the following guidelines are provided:

At program site

Students will often use local mass transit systems for commuting between housing and program site as well as for field study travel. As part of the program, you are expected to become familiar and comfortable with these transit systems.

During free time

Students make their own decisions and arrangements for travel during periods designated as free time during the program term. However, *if students are advised by program staff of areas that are off-limits due to safety concerns, students must comply with these restrictions, even during free time. Failure to do so may result in dismissal from the program.*

You are required to leave a travel itinerary with contact information for the program staff if you plan to travel outside of the immediate program site area. In this way you can be contacted in case of family emergency or program changes.

You are encouraged to travel together with other students, rather than alone, as a basic safety measure. Hitchhiking is strongly discouraged. Local program staff will have additional advice about safeguards you can exercise to avoid theft, crime or other personal risk.

Air Travel Arrangements--Abroad Programs

You may purchase airline tickets through the travel agency of your choice. For HECUA programs abroad, you are strongly encouraged to make international travel arrangements and ticket bookings through **Campus Travel Center** located at 2506 Riverside Ave., Minneapolis, MN, 55454 (Tel: 612/338-6705; Email: info@campustravelmn.com). HECUA's experience is that when flight cancellations or route changes occur or other changes in travel are necessary, having all students' air ticketing centralized with one agent is extremely helpful. If you purchase tickets from an agent other than Campus Travel Center, you should make all attempts to match flights with those used by Campus Travel Center. Also note that HECUA and/or Campus Travel Center cannot then be held responsible for or assist with unforeseen changes in your ticketing.

Passport Replacement--Abroad Programs

Always keep your passport in a safe place. In addition, you are advised to make a photocopy of your passport and keep this separate from your passport. Having a photocopy of the passport speeds the process of replacement in case your passport is lost.

Students are required to register their passport at the U.S. (or other home country) embassy in all program sites.

INSURANCE FOR THEFT/LOSS/OTHER

HECUA is not liable for any loss or theft of students' personal property or money. You may wish to check whether your (or your parents') property/homeowners/rental insurance will cover losses from theft, lost/damaged baggage or other losses while traveling. If not, you may consider purchasing short-term travel insurance, which may be obtained through a travel agent or insurance company. HECUA has no requirements for such insurance; it is your personal decision.

PROGRAM LOCATION CHANGE or CANCELLATION

HECUA reserves the right to make changes in the program site and/or field study-travel. Changes may be made at any time, prior to or during the semester or short-term program. Such changes may be deemed necessary due to security risks, natural or human-made disasters, major fluctuation in exchange rates, difficulties or cancellations in mode of transportation, or other reasons. Alternative locations are selected to ensure the integrity of the program and curriculum. In case of such changes, students, parents, and home institutions will be notified by HECUA.

HECUA also reserves the right to cancel programs due to insufficient enrollments, security concerns, or other reasons. Cancellation decisions will be made as early as possible in order to allow students to make other arrangements.

FINANCIAL ARRANGEMENTS

Payment of tuition

Each student is responsible to make all arrangements for payment of the HECUA tuition by the billing due date. Bills not paid before the program start date will jeopardize the student's participation in the program. For students from most HECUA member institutions, bills for tuition are sent directly to and paid by your home college. Non-member college students will receive a bill for tuition directly, unless you have arranged for the bill to be sent to your school. Communicate thoroughly with the appropriate offices on your home campus regarding tuition payment (study abroad, financial aid, student accounts, other). Late payments are subject to a 1%-per-month late charge. Any unpaid bills will result in suspension from the program and/or withholding of credits and grades until final payment is received.

Payment of other fees

There may be additional required program-related expenses/fees (for reading materials, travel costs, special activities, etc) that must be paid to HECUA by the designated due dates. Any of these unpaid bills will result in suspension from the program and/or withholding of credits and grades until final payment is received.

Refund policy

The application processing fee and deposit are non-refundable. The deposit applies only to the program and term for which it was made; it may not be deferred for a future program.

Because HECUA makes advance commitments on behalf of participants, cancellation fees are required in the event of withdrawal from a program according to the schedule on the *Participation Agreement*, which you are asked to sign and submit to HECUA. These cancellation fees typically are deducted from fees already paid to HECUA by the student but will be billed if sufficient funds are not held by HECUA at the time of withdrawal. The refundable portion will be returned to the student or the home institution only if and when written notice of withdrawal is received by HECUA prior to the withdrawal dates listed on the Participation Agreement. (For legal reasons, the letter of intent to withdraw must be signed by the applicant. Faxed notification of withdrawal is acceptable.)

In the event that a program is cancelled prior to the start date, the comprehensive fee will be refunded to students. In the unlikely event that a program must be cancelled after it has begun, refunds will be made based on recoverable costs.

CREDITS & GRADING

Withdrawal from a course

Because HECUA programs are taught in an integrated way, withdrawal from any element of the program is granted only under extraordinary circumstances and must be agreed to in writing between you and the program director. Review the below dates for information regarding refunds.

Fall Programs

Withdrawal notice received:	Amount <u>retained</u> by HECUA:
Prior to June 1	\$400 deposit
June 1 - June 30	\$400 deposit + 25% of comprehensive fee
July 1 - July 16	\$400 deposit + 50% of comprehensive fee
July 17 - August 14	\$400 deposit + 75% of comprehensive fee
After August 14	\$400 deposit + 100% of comprehensive fee

January-Term Programs

Withdrawal notice received:	Amount <u>retained</u> by HECUA:
Prior to Nov 1	\$400 deposit
Nov 1 - Nov 15	\$400 + 25% of comprehensive fee
Nov 15 - Dec 1	\$400 + 50% of comprehensive fee
Dec 1 - Dec 10	\$400 + 75% of comprehensive fee
After Dec 10	\$400 + 100% of comprehensive fee

Spring Programs

Withdrawal notice received:	Amount <u>retained</u> by HECUA:
Prior to Dec 1	\$400 deposit
Dec 1 - Dec 15	\$400 + 25% of comprehensive fee
Dec 16 - Jan 1	\$400 + 50% of comprehensive fee
Jan 2 - Jan 10	\$400 + 75% of comprehensive fee
After Jan 10	\$400 + 100% of comprehensive fee

Written withdrawals are then submitted to the HECUA main office in St. Paul by the program director at the time of withdrawal. The main office will in turn send confirmation of the withdrawal to the home institution, the student and the program director – formalizing the decision. The final HECUA grade report will reflect a "W" for the course.

You are responsible for knowing and complying with withdrawal deadlines and procedures at your home institution, which may be different than those stated here by HECUA. (Failure to comply with home institution requirements for withdrawal may result in an "F" being recorded on your home transcript for the course.)

If a withdrawal has not been approved by the HECUA office and you fail to complete a course, you will receive an appropriate A-F letter grade for that course on your HECUA grade report.

Withdrawal from a program

A student who finds it necessary to withdraw from a HECUA program is expected to discuss his/her intentions with the program director and submit a letter of withdrawal to the same, stating the reason for withdrawal and the effective date. A student's failure to attend class and other program activities for a consecutive period without notice to the program director may be considered as withdrawal from the program or provide grounds for dismissal.

Grading policies for withdrawal from a program follow those outlined above under "Withdrawal from a course." No credit will be awarded to students withdrawing prior to completion of the program. Upon withdrawal or dismissal from a program, HECUA's responsibility vis a vis the student ends. Housing arrangements made by HECUA (home stay or student housing) will be terminated immediately.

Grading

All courses will be graded. No incompletes are given. See individual program manuals for the basis of grading in each course.

Grade changes

Requests for grade changes must be made in writing, to be submitted no later than the end of the semester following the semester of your HECUA program (e.g., by the end of spring semester for a program in the previous fall semester). Submit the written request to HECUA's Director of Programs. This person will review it, correspond with your program director, and respond to you in writing within ten days. If, upon receipt of the director of program's response, you wish to further appeal the grade decision, submit a written appeal to HECUA's Executive Director, along with any supporting documents. The Executive Director will review the appeal and respond in writing within ten days.

Transcripts

Member-college students: An official HECUA grade report is sent directly to your college registrar. The registrar transfers your grades onto your official transcript per your prior arrangements with the institution.

Non-member-college students: HECUA registers all non-member students through Hamline University, which serves as the host college for registration purposes only. HECUA submits an official grade report directly to the Hamline Registrar's office where it is transferred onto an official Hamline University transcript. In order for these credits and grades to be transferred to your home institution, you must submit a *written and signed request* to the Hamline Registrar for a copy of your official transcript to be sent to your home college registrar. Send to Office of the Registrar, College of Liberal Arts, Hamline University, 1536 Hewitt Ave., St. Paul, MN 55104-1284. Enclose \$5.00 to cover the fee for each official transcript request, payable to Hamline University. In your written request, be sure to indicate the HECUA program and term in which you participated, your social security number (for quick and accurate computer access to your records), the number of transcripts requested (\$5.00 for each), and the address to which transcripts should be sent. These instructions will be sent to you again at the end of the program.

Transcripts will be withheld by HECUA for students that have an outstanding bill (tuition, airfare, readings, etc). The transcript will not be released until the bill has been paid in full or a payment plan has been arranged.

CONTACT INFORMATION

HECUA
2233 University Ave. W, Suite 210
St. Paul, MN 55114-1698
651/646-8831 (ph)
651/659-9421 (fax)
Web: www.hecua.org
E-mail: info@hecua.org

Administrative Staff

Jenny Keyser, Executive Director

Tel: 651/287-3315

Email: jkeyser@hecua.org

Patrick Mulvihill, Director of Operations

Tel: 651/287-3306

Email: pmulvihill@hecua.org

Sarah Pradt, Director of Programs

Tel: 651/287-3307

Email: spradt@hecua.org

Board of Directors

Lisa Heldke, Gustavus Adolphus College

HECUA Board of Directors, President

507/933-7029 (ph)

507/933-7041 (fax)

E-mail: heldke@gustavus.edu

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