Study Abroad Policies for Short-term Programs

Students and non-student participants are subject to the following policies as a condition of acceptance to any short-term, faculty-led study abroad program that is an approved Elizabethtown College (EC) program. Please read carefully.

A. Administrative Policies

1. Students who will enroll at an overseas institution during their short-term program must complete a course approval form prior to departure so that all credits will transfer back to EC. This form should be submitted to the International Programs (IP) office. The EC Registrar has ultimate authority when granting the transfer of credit from an overseas institution.

2. Students and all non-student participants are responsible for obtaining comprehensive health insurance which will provide coverage during their entire overseas stay. The policy must include coverage of emergency medical evacuation and repatriation of remains. Elizabethtown College will not be responsible for covering medical expenses of any nature for students or non-student participants while they are overseas. (Please note: purchase of the SOS card from the IP office provides travel assistance only and not health insurance. All participants in short-term study abroad programs are required to purchase the International SOS card.)

3. Students who are expecting to graduate the semester after an overseas program must apply for graduation prior to departure if the application due date will occur during the students’ absence from campus.

4. All participants are required to provide the IP office with copies of their passport and flight itinerary prior to departure (the Faculty Leader may collect these and present them to the IP office). Participants who alter flight itineraries or overseas contact information (address, phone, email) must immediately notify the IP office.

5. Cancellation and Withdrawal Policy: The following policy applies only to EC study abroad programs in which EC courses are taught, and only to those specific EC courses. Students and non-student participants who participate in any other type of study abroad program must follow the Cancellation and Withdrawal Policy of that program.

   a) The College shall have the right to cancel the study abroad program without penalty, and reserves the right to make academic alterations, deletions or modifications to the program as deemed necessary by the College. The College will make every effort to notify students and non-student participants in writing of significant program alterations or cancellations within a reasonable time period. The College will not be held responsible for any program alterations, deletions or modifications made by the Host Institution about which the College has not been notified in writing.

   b) In the event of the program’s cancellation prior to the commencement of classes, the College shall refund any monies paid the College for participation in the program, *excluding* any application or administrative fees and any other non-refundable program-related fees. In the event of the program’s cancellation following the commencement of classes, the College shall issue a refund according to the tuition and fees refund policies stated in the College catalogue (p. 20) and in accordance with the federal and state financial aid regulations, if applicable. All withdrawals must be made in writing to the IP office.
c) Students and non-student participants who withdraw from the program prior to the commencement of classes shall be refunded any monies paid to the College according to the tuition and fees refund policies stated in the College catalogue (p.20) and in accordance with the federal and state financial aid regulations, if applicable. The refund excludes any application fees and any other non-refundable program-related fees. All participants must notify the IP office in writing to officially withdraw (see address below), and to avoid receiving a grade of ‘WF’ (for EC courses) on their transcripts.

d) Students and non-student participants who withdraw after commencement of classes shall be refunded on a pro rata basis dependent upon the date of withdrawal, excluding any application fees and any other non-refundable program-related fees. All participants must notify the IP office in writing to officially withdraw (see address below), and to avoid receiving a grade of ‘WF’ (for EC courses) on their transcripts.

e) Students who are unable to complete their classes may be allowed to complete the course work at a later date, provided such arrangements can be made with the program’s faculty director. In such cases, students must provide documented evidence of illness, injury or circumstances beyond their control which required them to discontinue classes. Students who cannot complete the work due to documented cases of illness, injury or because of verifiable personal problems or circumstances beyond their control, should notify the IP office in writing for instructions and guidance.

f) Students and non-student participants dismissed for disciplinary reasons are not entitled to any refund of monies, and will receive failing grades for all courses.

6. Students and non-student participants are responsible for obtaining a passport, visa, and any other required documentation prior to departure.

7. Students and non-student participants are responsible for making payment arrangements with the Business Office and/or with any external agencies, and for ensuring that all required payments are made on time. Any anticipated payment difficulties or delays should be reported to the IP office immediately. Students and non-student participants will not receive credit for work completed overseas until all outstanding payments have been settled with the host institution and/or program provider, including, but not limited to, payments for damages incurred while overseas, outstanding library or parking fines, or any outstanding program or tuition fees.

8. Alcohol and Drugs: Students and non-student participants should be aware that whereas in the US the legal drinking age is 21, it may by higher or lower in other countries. It is the responsibility of the participant to know the laws of the host country and to obey them. Most controlled substances which are illegal in the US are also illegal overseas, including marijuana, LSD, cocaine, heroin, and ecstasy. Individuals found possessing, using, and/or selling these substances are subject to stiff penalties which may include fines, imprisonment, deportation, and possibly death. If you are uncertain whether a drug is legal or illegal in your host country, please check with the IP office and with the embassy for your host country. In some foreign countries certain prescription medicines may be illegal.

Students and non-student participants who are of legal drinking age in a host country in which a study abroad program takes place are permitted to drink in that country according to the laws of that country. However, the following policy applies: The College will not tolerate disorderly or disruptive conduct which substantially threatens, harms, or interferes with College personnel or orderly College processes and functions. A faculty member may require a student or non-student participant to leave the classroom when his or her behavior disrupts the learning environment of the class. A student or non-student participant found to be responsible for disruptive behavior in the classroom may be administratively withdrawn from the course. Students and/or
non-student participants who are administratively withdrawn from any EC study abroad program will be sent home at his/her own expense and will receive no refund.

The following statements are the official EC policies on drugs and alcohol, as stated in the EC Student Handbook:

“College regulations governing the use of alcohol are designed first and foremost to ensure the personal health and safety of each member of the Elizabethtown College community. In addition, College policies and procedures are intended to foster an environment that promotes sound judgment, respect for the rights of others, and acceptance of personal responsibility for one’s behavior. It is the duty of all students to conduct themselves in a manner consistent with College regulations and to help others do likewise. In all instances, students are considered fully responsible for their own actions and personal well-being. Students also are encouraged to be mindful of the well-being of others. Any behavior which puts health or safety at risk or which infringes on the rights of others shall not be condoned.

The College recognizes that the decision to consume or not consume alcohol is made by the individual in accordance with her/his personal beliefs. The College supports those individuals who choose to abstain from consuming alcohol. Further, the College encourages all students to consider carefully the potential dangers of alcohol consumption and reminds students that they are responsible for abiding by all state laws and institutional polices relative to the possession and consumption of alcohol.” (p. 58)

“The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees is not permitted by Elizabethtown College. The College adheres to the Drug-Free Schools and Communities Act Amendments of 1989. (p. 64)

“All members of the Elizabethtown College community are expected to behave toward one another with civility and respect for the rights of others. Such actions as lying, stealing, cheating, drunkenness, physical or verbal violence and abuse, harassment, and the willful destruction of property constitute unacceptable forms of behavior in the Elizabethtown College community. Consequently, individuals involved in violating the Elizabethtown College community standards in letter or spirit can be removed from the community, either permanently or for a specified duration. Upholding the Elizabethtown College standards of conduct, citizenship, and behavior is the responsibility of all members of the College community. All members are expected to uphold these standards in their own conduct and by confronting the unacceptable conduct of others.” (pp. 46-7)

Any student or non-student participant who uses drugs or alcohol illegally or abusively while taking part in an Elizabethtown College study abroad program will be administratively dismissed from the program and sent home at his or her own expense without refund of monies.

B. Academic Policies

1. Students should be full time, degree seeking candidates for at least one semester before participating in a study abroad program.

2. Acceptance into a study abroad program will take into consideration the student’s grade point average. Students should therefore be in good academic standing.
3. Students and non-student participants who enroll in short-term programs that award EC credit must pay EC tuition to cover those credits during the semester or term they will be participating in the short-term program.

4. Transfer credit for any non-EC courses taken abroad as part of a short-term program must be approved in writing by the Registrar prior to departure. Students are required to complete a ‘Course Approval’ form through the IP office for any non-EC courses.

5. Students and non-student participants must attend all scheduled lectures and tutorials, and must complete all assigned work, projects, essays and examinations by the due date determined by their Host Institution or EC faculty supervisor.

6. Students and non-student participants may not make individual or private arrangements with their faculty director(s) to substitute alternative work for regular class assignments, nor may they make special arrangements to hand work in late or to submit alternative assignments for final examinations. Final exams must be taken according to the exam schedule determined by the faculty director or host institution. Any exceptions to this rule must be approved by the faculty director and the Director of the IP office and normally must include written proof of serious illness, injury, or a death in the immediate family.

7. Students and non-student participants are responsible for settling all personal accounts, library fines, phone bills, damage payments and outstanding residence charges before leaving any overseas Host Institution. Outstanding payments will delay the release of EC transcripts and in most cases will be charged to the student’s EC account. For non-student participants, any outstanding charges will be billed to the participant directly.

Any questions or concerns regarding these policies should be directed to:

Amy C. Simes, Ph.D.  
Director, International Programs  
Tel: 717-361-1347  
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Email: simesa@etown.edu

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*Please note that by signing the EC 'Short-term Study Abroad Agreement' form, you are agreeing to these study abroad policies.*

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