

ACADEMIC PROGRAMS INTERNATIONAL, LLC

CODE OF CONDUCT



To ensure the safety, wellbeing, and success of all participants in an API program, API has established this Code of Conduct to outline behavioral expectations. For the purposes of this Code of Conduct, "Home Institution" means the college or university the participant is currently attending or will attend upon completion of the program to earn a degree; and "Host Institution" refers to the institute, college or university that the participant will attend during the program abroad.

All API participants must comply with the following rules for the full duration of the API program. Violations of the following policies will result in disciplinary action being taken, as explained in section VIII. Though API has attempted to create a comprehensive list of infractions and guidelines below, API reserves the right to discipline and/or dismiss a participant for any action that API deems unacceptable. API may, at any time, contact the participant's emergency contact, parent/guardian, Home Institution, and/or Host Institution if API representatives determine that the participant's behavior is inconsistent with the rules specified in this Code of Conduct.

I. PERSONAL CONDUCT

1. All API participants are responsible for their own behavior and choices. API on-site directors are available as a support to participants but are not able to make decisions for them or to continually monitor their behavior.
2. Participants must behave respectfully at all times, including but not limited to: reporting to API activities at assigned times; following written and verbal instructions of API on-site representatives; being courteous with staff and other hosts at local establishments visited or used for lodging; remaining in regular contact with API representatives; and responding promptly to API, especially in regards to safety incidents (e.g., natural disaster, act of terrorism, etc.). Participants must inform the API on-site director of their whereabouts prior to all independent travel.
3. Participants must attend all mandatory meetings, including all scheduled orientation sessions, led by the API on-site director.
4. Participants are urged to avoid placing inappropriate photographs or statements on Facebook, public websites or other social media platforms. While API on-site directors will not specifically monitor such sites, if a participant shares information documenting a disregard for API regulations, API may take disciplinary action against that participant.
5. Participants who are concerned about their own behaviors or those of other program participants are encouraged to speak with their API on-site director immediately for assistance.

II. PROHIBITED ACTIVITIES

Prohibited activities include but are not limited to the following:

1. Any behavior that could result in harm (e.g. physical, emotional, psychological) to oneself.
2. Any behavior that could result in harm to a fellow program participant, API representatives, a local host or the community at large. Any physical or verbal abuse or harassment by a participant can result in automatic dismissal from the API program.

All participants are responsible for reviewing [API's non-discrimination policy](#), which includes information regarding how API will respond to allegations of any form of discrimination, including bullying, gender discrimination and sexual misconduct.

3. Use of the property of other participants or API without express permission given in advance. Participants must respect all personal property of API, local hosts, and other program participants.
4. Participation in any political group, strikes, or protests, as political participation in a foreign country may be unlawful.
5. Possession of a gun (even if properly licensed in the United States and the host country) or weapon while residing in API housing, participating in an API event, including cultural events and excursions, or while attending courses or other events sponsored by the Host Institution. Participants are forbidden to enter an API office or center while in possession of a gun or other weapon. Should a participant choose to travel abroad with a gun or other weapon, it is the participant's responsibility to abide by local laws regarding gun/weapon possession, as well as the policy of the Host Institution or internship placement in question.

III. ABIDING BY LOCAL LAWS

1. Participants are responsible for knowing and abiding by the laws of their host country.
2. Breaches of the local law of the host community or country are referred to and handled by the appropriate law enforcement authorities. API does not guarantee what, if any, assistance it can provide to participants under such circumstances. Failure to abide by local law can result in immediate dismissal from the API program and/or legal action in the host country.

IV. ALCOHOL AND DRUG POLICY

1. All participants are responsible for discouraging alcohol or drug-related behavior that is abusive to themselves or to others. Intoxication and group disturbance will be evaluated and dismissal from the program will be considered.
2. No alcohol consumption is allowed during Host Institution or API-sponsored activities or in hotels procured by API. Participants who arrive at any API cultural event or excursion having consumed alcohol may be denied the right to participate.
3. Intoxication while participating in an API excursion is grounds for immediate dismissal from the excursion. Participants will be responsible for any costs incurred for independent transportation from an API event or excursion.
4. Neither consuming alcohol nor having open containers of alcohol is permitted in your private quarters in a host family's home or residence hall.
5. API does not indiscriminately provide alcohol to participants on its study abroad programs. On occasion, however, API or the Host Institution may organize a cultural activity that does involve small quantities of wine or other local alcoholic beverage to be tasted as part of an educational tour (e.g., local agricultural production visits, wineries, etc.). In such cases, the following rules will be in effect: a) Participants may drink only the amount provided by the tour guides; b) Any or all participants may choose to refrain from tasting any alcohol provided; c) If participants are consuming an amount that is inappropriate for the visit, the participants will be required to discontinue their participation in that portion of the cultural activity; d) Participants who act in a manner that exhibits lack of control or disrespect for the cultural event and the hosts of the event may be dismissed from the activity and may forfeit their right to participate in the next API cultural event or excursion.

6. The use, distribution, or possession of controlled substances (other than medication prescribed in the participant's name by a licensed physician) or illegal drugs is forbidden ("Illegal" means drugs that are prohibited by law in either the U.S. or the program's host country). Any such use may lead to immediate dismissal from all API-sponsored activities or the program, without the issuance of intermediary warnings.

V. ACADEMICS

1. Full-time enrollment in the academic institution is a condition of participation in the program, and participants who do not remain enrolled full-time may be required to forfeit housing and other amenities of the program. Full-time enrollment means the greater of: a) the number of credits defined by the Host Institution as full-time enrollment; b) the number of credits required by the Home Institution for study abroad participation and transference of institutional aid or c) 12 semester credits for a semester program, 12 quarter credits for a quarter program, or 3 credits for a summer session. An advisor at the participant's Home Institution must approve any exceptions to this rule.
2. API will notify the Home Institution of participants who fall below full-time enrollment, as the Host Institution notifies API on-site directors of enrollment status. Likewise, if notified by the Host Institution of negative behavior or poor academic performance during the session, API will share this information with each participant's Home Institution.
3. Participants are responsible for familiarizing themselves with and understanding the policies of their Host Institution, particularly in regard to attendance, classroom decorum, and grading policies. Participants who are dismissed from their Host Institution for failure to abide by the Host Institution's policies, academic or otherwise, are generally ineligible to receive academic credit and will be immediately dismissed from the API program. API supports, and will enforce, the policies of the Host Institution.
4. API takes academic integrity seriously. Any violation of academic policy at the Host Institution will be reported to the participant's Home Institution and could be grounds for further sanctions by the Home Institution.
5. Participants who do not attend their courses may be subject to disciplinary sanctions if the absences are excessive and unexcused. Participants who receive failing grades in two or more courses will not be eligible to participate in future sessions with API (e.g. an Academic Year participant would not be permitted to continue in the spring semester).

VI. HOUSING

1. All API housing accommodations are contracted for, and paid for, a full session at a time. Participants who choose to move out of their pre-arranged housing prior to completing the session are not entitled to any type of housing refund. If a participant insists on a move that the API director does not deem mandatory, there may be charges assessed for moving as well as additional fees to pay for the new housing.
2. Participants may not disrupt others' rights to a peaceful living environment (e.g., with excessive noise) and privacy. This policy protects not only fellow API program participants (roommates, suitemates, and flatmates) but also other inhabitants of the accommodations and/or the host family.
3. Participants living in a host family are responsible for notifying the family in advance of any extended absences from the home. This includes notifying families of intended

travel dates. Participants must also notify hosts of plans to be absent for meals or plans to sleep elsewhere. Participants living in a dormitory, residencia or apartment who will be absent from API housing for more than a 24-hour period must alert their roommates or an API on-site director. Participants who share a room with a participant who has not returned for more than 24 hours without previous notification of travel plans must alert an API on-site director of the situation.

4. Housing changes will not be made if a participant or host becomes ill. Heightened hygiene practices should be followed, such as hand-washing, remaining in their room as much as possible and wearing a mask when in public areas of the housing. If an individual wants to move to alternate housing during the period of the illness, they may do so at their own cost, subject to availability.
5. Participants are responsible for respecting their hosts/roommates and must refrain from exposing others to disclosed allergens (e.g., peanuts).
6. Parties and overnight guests are strictly prohibited in the housing provided by API. Participants may have visitors during daytime hours only with permission of the host family, fellow roommates/flatmates, or as long as the visitors adhere to the policies of the dormitory or residence.
7. Participants may not have pets or animals in API housing. Exceptions may be granted for service animals, depending on the availability of housing that allows service animals.
8. Participants are not permitted to give assigned keys to other participants or guests or to make duplications. Participants whose keys are lost or stolen will be held responsible for their replacement or the cost of changing the lock in question.
9. Participants will not jeopardize the safety and the property of others by neglecting to secure common spaces (e.g., failure to properly lock doors, windows, shutters; loss of keys; allowing strangers into accommodations).
10. Accommodations should be kept neat and orderly. Food should not be stored in bedrooms.
11. API reserves the right to require participants to assume the cost of pest control treatments, including required laundering of personal items, in the event of an infestation of bedbugs or other pest.
12. Participants must adhere to all rules and regulations established by the housing facility, agency or host family which will be shared with the participant upon arrival.
13. Participants are required to notify their on-site director about any damages or problems noticed upon move-in. Any and all housing problems experienced during the session, regardless of whose responsibility they are, should be reported immediately to the on-site director.
14. Damages to accommodations resulting from misuse or negligence will be assessed to the participants in question.
15. Participants who are asked to leave their housing by their hosts (e.g., landlord or host family) will be responsible for identifying alternate housing and paying for the cost of the new housing on their own.

VII. API EVENTS, EXCURSIONS, SOCIAL & CULTURAL ACTIVITIES

1. Participants will not be reimbursed for individual API-sponsored excursions that they choose not to attend, those missed due to illness or a late arrival at the departure point, or for any other reason.
2. Participants who arrive late to the group departure point (regardless of the circumstances), or who wish to travel to or from the excursion site on a date or time other than the times provided by API, are responsible for making alternate transportation arrangements to the excursion site at their own expense. Participants

understand that they are responsible for their own safety when making alternate travel plans and during free time while on API-sponsored excursions or events.

3. While staying in hotels, participants should respect fellow patrons and keep noise to a minimum. Any excessive noise or disturbance will serve as justification for the hotel to require the guest(s) to leave immediately. Guests, consumption of alcohol, and parties are prohibited in hotel rooms procured by API.
4. Participants are responsible for payment of any additional charges (e.g., phone usage, movies, room service). Unpaid fees or any damages assessed by the hotel will be billed to the student.
5. If API on-site directors or hotel staff are notified that participants are disturbing other hotel patrons or find participants with open containers of alcohol in their rooms, participants may be asked to leave the hotel and secure alternate accommodations at their own expense.
6. Only participants who observe the rules outlined above will be invited to participate in future excursions for the remainder of the session. No reimbursements will be provided to participants who are not allowed to participate in program excursions because they failed to follow API rules.

VIII. DISCIPLINARY PROCEDURES

Participants who disregard the policies outlined in this Code of Conduct and the API Participant Agreement will be made aware of their behavior by local API representatives. API may choose to utilize any of the following disciplinary measures at its own discretion, depending on the severity of the infraction by the participant:

1. Issuance of warnings:
 - a) Verbal warning: The API on-site director, or another API staff member, will discuss the participant's behavior with the individual in question. The specific behavior will be identified and the participant will be asked to discontinue such behavior.
 - b) Written warning: The API on-site director, or another API staff member, will issue a written warning to the participant. This warning will outline the negative behavior and may establish specific conditions for continued participation in the API program. During a meeting with the API representative, the participant in question will be asked to sign the warning acknowledging the problematic behavior. This written warning may serve as the last effort to promote behavior modification before dismissal from the program. At this stage, API U.S.-based staff will contact the participant's Home Institution and/or emergency contact to advise that a written warning has been issued. This action may result in the participant becoming subject to disciplinary sanctions at the Home Institution. Failure to sign the written warning could result in program dismissal.
2. Implementation of an individualized behavioral plan: Participants whose behavior can be considered harmful to themselves and/or others may be required by API to complete an assessment with an on-site health professional. Based on the recommendations of the evaluator, API reserves the right to implement a behavioral plan with the participant, including requiring ongoing consultation with local medical professionals, attendance at local support group meetings, cooperation with local authorities, periodic check-ins with the on-site directors, etc.
3. Loss of housing: Participants who fail to abide by housing regulations may be removed from API housing (or hotel accommodations if participating in the API orientation period or on excursion) either temporarily or for the remainder of the program. Participants will be responsible for finding alternate housing, as well as paying any costs incurred to secure housing independently of API. Home Institutions

are notified of any situation that requires a participant to be temporarily or permanently moved from the original housing accommodations.

4. Loss of privileges: Participants can be prohibited from using API facilities or participating in API sponsored activities for a specific period of time or for the remainder of the program. No refunds for missed cultural outings, excursions or other API-sponsored activities will be granted in such cases.
5. Assessment of damages: Participants are responsible for and will be billed by API for any damages caused by misbehavior or negligence.
6. Dismissal: API reserves the right to expel a participant from a program at any time at its sole discretion, without following the protocol outlined above.
7. Participants are advised that they may also be held to their Home Institution's Code of Conduct (or the equivalent) while abroad; in the event of any conflict between the API Code of Conduct and the Home Institution's Code of Conduct, API reserves the right to enforce the more stringent of the two policies.

IX. APPEALING DISCIPLINARY ACTION(S)

1. Participants who are issued a written warning, removed from API housing temporarily or permanently, removed from an excursion, or dismissed from the API program may appeal the decision by submitting a written appeal to the Vice President of Health, Safety and Student Success within 48 hours of the disciplinary action. Oral arguments will not be accepted, and the appeal will be reviewed solely on the basis of the written testimony and any other physical evidence (e.g., photographs, videos, etc.) submitted for consideration.
2. The Vice President of Health, Safety and Student Success will have 72 hours to review the participant's appeal and make a ruling. All original consequences/sanctions will remain in effect until the Vice President of Health, Safety and Student Success has reviewed the written statement of the participant.
3. The decision of the Vice President of Health, Safety and Student Success, or her designee, shall be final.

By checking this box and typing my name below, I acknowledge that I understand the information provided and agree to the terms and conditions stated on this electronic form.

Signature of Participant

Date

Printed Name of Participant