



CODE OF STUDENT RESPONSIBILITY

The Code of Student Responsibility is made up of four parts:

- The **IES Abroad Academic Integrity Code**
- The **Academic Integrity Code Violation Review Process**
- The **Student Code of Conduct**
- Judicial Procedures**

Students participating in an IES Abroad program are expected to take responsibility for their own actions or failure to act. The IES Abroad Code of Student Responsibility includes policies based on the premise that students are adults and guests abroad. Students are expected to abide by the IES Abroad code and the laws and customs that govern the host country where they are studying. You are legally subject to the same laws and regulations that govern the host country's citizens, and any other laws that are applicable as a foreign citizen in the host country.

As an academic institution, the members of the IES Abroad community are expected to respect the rights and dignity of other students, staff, faculty, members of host institutions, and local citizens. Students must take responsibility for acting in ways that demonstrate respect for themselves and others and recognize that each student represents IES Abroad and his or her home country for the duration of his or her time in the IES Abroad program.

We hold students responsible for knowing the policies as set forth in this handbook, in the catalog for your program, and those discussed during orientation or posted as needed on official bulletin boards. These policies exist to facilitate the educational process and to ensure a safe, fair, and successful experience for students. Ignorance of the policies is not an acceptable excuse for policy violation.

IES Abroad students who are participating exclusively in host university programs are subject to the rules of conduct, academic procedures, academic honor codes, and student disciplinary procedures of their respective universities primarily, in addition to the IES Abroad code, concurrently or secondarily, depending on the host university's program. For students enrolled in both IES Abroad courses and local university courses, the local university codes apply and take precedence over IES Abroad codes with regard to violations within the local universities' jurisdiction. Otherwise, the IES Abroad code applies. For all other students, the IES Abroad policies are enforced, and the IES Abroad procedures must be followed in response to any violations of conduct or academic regulations. This does not prevent further actions being taken by students' home schools with regard to any violations.

THE IES ABROAD ACADEMIC INTEGRITY CODE

The IES Abroad Academic Integrity Code is in effect without adjustment when no other university jurisdiction is in effect. By enrolling in an IES Abroad program, a student agrees to abide by this Academic Integrity Code.

When a student enrolls in a course at an IES Abroad partner institution as part of the student's IES Abroad program, we will uphold the academic integrity policies of the host university. Should a student engage in academic dishonesty according to the host university's policies, we will notify the student's home school of the university's findings and will retain a record of these findings. We also reserve the right to review charges and findings related to academic misconduct in a host university course, and to review the case and assign its own sanctions to the student.

IES Abroad Academic Integrity Code

You will approach your academic work with dedication and honesty, understanding that you are responsible for learning and for earning grades through your own effort. Further, you agree to be fully prepared for each class session, to abide by the attendance policy in place for each course, to complete the required number of credits per term, and to abide by all academic policies of IES Abroad.

By enrolling in a program with IES Abroad, you agree not to engage in plagiarism, cheating, use of unauthorized materials, accessing or distributing confidential academic materials, academic sabotage, falsification of information, or deception. Specifications of these violations are described below:

Plagiarism: The act of presenting the ideas or writing of another person as one's own. This includes copying or paraphrasing passages from books, periodicals, the Internet, or other sources without appropriate citations. It also includes copying or paraphrasing the direct or mechanically-reproduced statements of others and representing them as one's own.

Self-Plagiarism: The submission of one's own course assignments or research papers in whole or in part for one course when such materials are being or have been submitted to another course. All work submitted for each course must be original work specific to the course.

Cheating: The act of copying or paraphrasing from the examination or other written work of another current or former student, with or without the knowledge or compliance of the person from whom the materials are copied or paraphrased. Persons who assist with cheating by sharing their work are also guilty of cheating.

Use of Unauthorized Materials: The use of any books, papers, notes, or other materials for reference during closed book examinations or other academic exercises unless specifically allowed by the instructor.

Accessing or Distributing Confidential Academic Materials: The act of obtaining unauthorized access to examination questions or answers and/or distributing such knowledge or materials to others.

Sabotage: Any act that undermines the ability of a fellow student to complete his/her academic work to the best of his/her ability. Sabotage can include restricting access to reference materials, books or periodicals; stealing or tampering with a fellow student's notes or papers; erasing, corrupting, or otherwise tampering with electronic materials and files related to another student's academic work; and related actions.

Fabrication of Information/Deception: The act of falsifying data, information, citations, field study reports, lab results, or any other material used in relation to academic work, or of providing false information to an instructor concerning academic work, including giving a false excuse for missing a deadline or falsely claiming to have submitted work.

Attendance: Attendance at all classes and field trips that are part of a course is mandatory unless noted otherwise in the particular syllabus.

ACADEMIC ADMINISTRATIVE REVIEW

Reports of Academic Dishonesty

If a student is witness to academic dishonesty, the student is expected to report the dishonesty to the faculty member for the course in which the dishonesty has been witnessed. The student may present any evidence of academic dishonesty to the faculty member or Center Director.

If a faculty member is witness to or informed of an act of academic dishonesty, the faculty member must report the dishonesty to the Center Director. The faculty member will also present any evidence of academic dishonesty to the Center Director.

The Center Director will inform the Program Dean of the incident, and may consult with the Program Dean about the incident.

The faculty member and the Center Director will determine the severity of the incident. If the incident is not determined to be severe, the Center Director and the faculty member may determine that the faculty member or the Center Director will discuss the incident with the student. In such cases, any sanctions applied will be within the scope of the course, such as a grade of "F" on the assignment, or the requirement to complete a new assignment.

On-Site Review Process

If the incident is determined to be severe, the Center Director will conduct an Administrative Review. The Center Director will first convene a Review Board consisting of the Center Director, the faculty member who raised the charge, and a second faculty member who is unconnected to the incident. The accused student will be notified in writing, usually within two working days, that there has been an academic dishonesty charge filed against him/her. S/he will also be notified that a review of the charge of dishonesty will be held at a particular time and place.

The Review Board will conduct a review of the charge with the student, usually within seven days of the student receiving the hearing notice. A third party, other than legal counsel, may accompany the student at the review if the student so chooses.

At the Academic Administrative Review, the student will be informed of the charges filed against him/her and will be given the opportunity to view any evidence connected to the charge. The student can present his/her case, including pertinent information or written statements from witnesses.

After the review, the Review Board will determine whether the charges are valid, and if the charges are valid, what sanction(s) should be assessed against the student.

The Center Director will inform the Program Dean of the results of the review and will send a copy of the decision letter given to the student. The Program Dean will send a copy of the decision letter with information concerning the incident to the student's home school.

Post-Program Review Process

If an Academic Integrity Code violation is discovered after a student has departed from the program, the Center Director will notify the student and the student's home school of the charge in writing by email or fax, and also in hard copy by express mail within one week from the time the offense is discovered. The Center Director will also inform the Program Dean.

The student will respond to the charge in writing by email, by fax or in hard copy by express mail within two weeks of the date of the Center Director's notification.

The Center Director will convene a Review Board consisting of the Center Director and the faculty member for the course in which the violation occurred. If the faculty member for the course is not available, the Center Director may select another faculty member for the Review Board.

Once the Review Board is satisfied that sufficient information has been received, the Review Board will reach a decision, and the Center Director will notify the student and the student's home school in writing of the decision and of any sanctions that may apply. This notification will be in writing by email or fax, and also in hard copy by express mail. The Center Director will also send a copy of the final decision to the Program Dean.

Sanctions

- Sanctions for academic dishonesty may include, but are not limited to:
- Warning/reprimand: a written statement that the student was found guilty of breaking the Academic Integrity Code
- Grade Penalty: Grade reduction for the course or for the assignment in which the academic honesty was discovered
- Course removal: Removal from the course in which the code was broken
- Probations: Notification that any further violation within a stated period of time will result in dismissal from the program
- Dismissal from the program: Permanent termination of student status from the program
- Any combination of the above

Appeal

A student may appeal a decision concerning an Academic Integrity Code violation. The appeal must be submitted by the student to the Center Director within five working days of the student's receipt of the Review Board's final decision. The Center Director will send the appeal to the Executive Vice President for Academics in Chicago, who will conduct the review. In the absence of the Executive Vice President for Academics, the appeal will be conducted by a Program Dean other than the Dean for the program where the incident took place. All sanctions remain in effect until any appeals have been considered and responded to in writing.

A copy of all documentation concerning any allegation of academic dishonesty will be saved at IES Abroad according to IES Abroad policy.

THE CODE OF STUDENT CONDUCT

Students who participate in IES Abroad programs are representatives of IES Abroad at all times during their enrollment. As a result, any student who engages in conduct unbecoming of an IES Abroad student will be violating this code and will be subject to appropriate review and sanctions, up to and including dismissal from the program. **Information regarding students who violate IES Abroad policies will be provided to the students' home schools and may be provided to their parents.**

The following Code of Student Conduct is in effect in addition to any other university jurisdiction that may be in effect.

The following are prohibited:

- Violence against others. This is defined as striking or doing any other physical harm to another.
- Sexual misconduct. This is defined as any actual or attempted nonconsensual sexual activity. Nonconsensual sexual activity may occur in situations including, but not limited to, those in which the victim is unable to consent due to force, threat of force, or impairment due to illness, injury, disability, or consumption of alcohol or other drugs.
- Verbal abuse of faculty, staff, students, or representatives from IES Abroad partner organizations.
- Cyber bullying or purposely embarrassing, harassing, or tormenting another using digital media.
- Willful or malicious maligning of members of the IES Abroad community.
- Obstruction of classes at the IES Abroad Center or local universities, or obstruction of other IES Abroad activities.
- Damage to IES Abroad property, property of host universities, residence halls, hosts or host families, apartments, facilities used by IES Abroad, or fellow students.
- Vandalism at IES Abroad Centers or facilities used by IES Abroad, the host universities, Center-located residences or of institutional members' property.
- Possession and/or use of firearms or other dangerous weapons.
- Possession or use of fireworks, incendiary devices, or dangerous explosives.
- Theft.
- Unauthorized entry to or use of IES Abroad Center facilities, equipment, or technology or host university/partners' facilities, equipment, or technology.
- Use of IES Abroad technology for any illegal or inappropriate purpose as outlined in the IES Abroad Information Technology Policy.
- Disorderly, lewd, indecent or obscene conduct, gestures, or actions.
- Behavior that is disturbing or distressing to students, staff, faculty, or IES Abroad partners.
- Violations of residential guidelines and/or rules, including, but not limited to, unauthorized overnight guests, excessive noise, rowdy conduct, and drunkenness.
- Forgery or alteration of IES Abroad documents, identification instruments, legal or government documents, or use of any documents with the purpose to defraud.
- Criminal behavior or violation of local laws.
- Conduct unbecoming to an IES Abroad student including but not limited to violating any policies contained in this handbook and/or the Center's handbook and/or the Form of Agreement/Waiver for Students of Contracted Institutions.

- Failure to follow the IES Abroad established guidelines, directives, timetables, and instructions of the IES Abroad staff or faculty members.
- Obtaining unauthorized access to, viewing of, copying, or distributing confidential IES Abroad academic, administrative, or personal records.
- Falsification or alteration of academic or personal records, including, but not limited to, any unauthorized alteration of transcripts, grade reports, *medical report* form, or any verbal or written misrepresentation of student records. Falsification or unauthorized alteration of any portion of the application for admission or financial aid or other official documents required for participation in an IES Abroad program.
- Harassment of any person not limited to members of the IES Abroad community. Harassment is defined as any act or behavior that demeans, slurs, intimidates, or stereotypes an individual or group. This includes but is not limited to oral and written remarks, illustrations, innuendoes, and physical gestures or actions.
- Stalking of any person not limited to members of the IES Abroad community. Stalking is defined as the willful and unsolicited following or harassing of another person. This includes but is not limited to excessive and unsolicited telephone calls, visits, mailings, emails, text messages, blogs, instant messages, newsroom comments, or any other electronic means of contact, following and/or threatening another person or his/her acquaintances, observing another person or a person's acquaintances from a distance, trespassing, or vandalizing the property of the person or the person's acquaintances.
- Violation of any requirements contained in the student's Waiver for Students of Contracted Institutions or his/her Form of Agreement.
- Permanent or temporary diversion of academic materials needed by other students, including unauthorized removal of library materials, audio-visual materials, or technological materials.
- Self-endangerment, including involvement in activities or behavior that could result in personal harm, including, but not limited to, frequenting dangerous places, association with criminals, self-destructive behavior, including failure to maintain and monitor personal health at a stable level, extreme intoxication, repeated intoxication, etc.
- Failure to acquire a fully functional mobile phone within the specified timeframe and/or, once acquired, failure to keep the phone charged, turned on, and in one's possession at all times.
- Alcohol and Other Drug Policy violations.
- Sexual Harassment Policy violations.

JUDICIAL PROCEDURES

Should a violation of the Code of Student Responsibility occur, an investigation of the circumstances will follow, and the student(s) involved will participate in an Administrative Review. The procedures for conducting Administrative Reviews are as follows:

- Students will be notified verbally and/or in writing by the Hearing Officer of the incident/violation that is charged against them and of the time and place of the Review procedure.
- At the Review, students will be informed of all the information that has been reported about the incident/violation in question. Generally, this information will be in writing.
- At the Review, students may present any relevant information, including written statements from witnesses. The Hearing Officer will determine relevancy to the case.
- Students may be accompanied by a third party if they choose, but that party may not be legal counsel, as this is not a case before a court of law, but rather an institutional procedure.
- The Hearing Officer will have the accused discuss his/her involvement in the incident in question. If the student admits to the behavior, the causes and circumstances will be discussed, and appropriate sanctions will be determined based on all the available information.
- If the accused student denies involvement in the violation/incident, the discussion will focus on the available reports and other relevant information. The Hearing Officer will make a final determination as to whether the accused student did or did not violate the Code or policy in question based on the available information and evidence regarding the incident.
- The Hearing Officer has up to two working days to render a final decision in each case, unless there is a need for further investigation. In those cases, the student will be notified within two working days that a delay will occur for further investigation, which will be conducted in a timely fashion.

- Students will be notified in writing as soon as possible after a decision has been reached. Sanctions for violations are in effect as soon as the student has been notified either verbally or in writing, whichever comes first.
- Home schools are notified of any judicial action taken with a student on an IES Abroad program.

ADMINISTRATIVE REVIEW

The accused student(s) will have the opportunity to meet with the Hearing Officer who is the Center Director or his/her designee to review what was reported. The student will then have the opportunity to explain him/herself and his/her actions with regard to the incident in question. The Center Director will consider these comments and make a decision based on the available information regarding his/her responsibility for the incident/violation. If the student is found responsible, the Center Director will determine an appropriate sanction(s) for the violation(s).

NOTE: Should an offense be discovered at the end of the program or after a student has left the program, IES Abroad reserves the right to notify the home institution to handle the review of said case. In this situation, all documentation and information pertinent to the case will be forwarded to the accused student's home institution for appropriate judicial action.

Interim Suspension

PLEASE NOTE: In the case of alleged egregious behavior or for the sake of safety, the Center Director has the authority to immediately remove any student from his/her residence and/or the program until an administrative review can occur.

Appeals

You have the right to request an appeal of a decision made by a Center Director (or designee). All student appeals should be directed to the IES Abroad Dean of Students Office in Chicago.

In order for an appeal to take place, you must demonstrate that at least one of the three reasons for appeal exist:

- There were procedural errors that substantially affected the rights of the student.
- New information has been discovered that could not have been presented at the original hearing and that is of a character directly affecting the decision.
- The sanction(s) was/were excessive.

If one of the requirements for an appeal is satisfied, you may submit a written appeal to the IES Abroad Dean of Students (or designee) within five days of being notified of a decision. You may give the appeal request to the Center Director who will fax the appeal to the Dean of Students (or designee) in Chicago. The student may also fax the appeal directly to the Dean of Students (or designee) at **312.264.5118**. Note: All sanctions remain in effect until any appeals have been considered and responded to in writing.

Initial review of the merits of an appeal is based on the content of the written request and the written record and may include consultations with Center Staff and other individuals involved. Initial review does not include a hearing, as not all appeal requests will meet the grounds required to grant an appeal hearing.

If an appeal is granted, you will be afforded an opportunity to present the basis for it via telephone. You may be accompanied by a third party on the phone, provided that party is not legal counsel. The Dean of Students (or designee) will review the record and consult with individuals regarding pertinent information to the extent necessary to decide the appeal. It should be noted that the burden of proof in an appeal shifts to the student. An appeal is *not* a rehearing of the case.

In any appeal, the Dean of Students (or designee), after hearing the appeal, may deny any change in the finding or sanction(s), modify the finding and maintain the sanction(s), allow the finding to stand and reduce or increase the sanction(s), modify the finding and reduce the sanction(s), or vacate the finding in whole or in part.

Sanctions

All sanctions are designed to be educational, with student development in mind. Sanctions can take a variety of forms, and can be issued in combination, depending on the violation in question.

- **Written warning**: This is a written reprimand for a specific violation.
- **Parent/Guardian Notification**: This involves informing the parent or guardian of any violation.
- **Restitution/Fine**: This involves charges to be paid for damages, theft, or penalty.
- **Community Education or Service**: This involves students being required to perform an educational task or to provide service to a group as assigned for a limited period of time. These efforts will generally relate to the violation in question.
- **Loss of Privileges**: This means that a student's privileges to use facilities or to participate in activities or events will be withdrawn for a specified period of time.
- **Housing change or termination**: This means that a student may be required to leave his or her housing and move to alternate housing or obtain housing accommodations independently. No refunds will be provided.
- **Disciplinary probation**: This is a notification that any further violation within a stated period of time will result in dismissal from the program.
- **Dismissal**: This means permanent termination of student status from the program.

Student Privacy Rights Policy

As a consortium, IES Abroad is not required to follow the full application of FERPA, the Family Educational Rights and Privacy Act (1974), that is common on U.S. campuses. The student contract to participate in an IES Abroad program articulates the particular privacy rights you will be afforded by IES Abroad. You should refer to your form of agreement/waiver for specific information, but an adapted version of those rights is provided below.

IES Abroad students authorize employees, agents and representatives of IES Abroad, the home campus, the overseas campus, health care providers, and others who, in the sole discretion of IES Abroad, have a need to know to share information and materials from the students' academic and education records with one another, and also to communicate with one another and with the students' parents or legal guardian concerning any emergency, medical, academic, disciplinary, legal, or health-related issues involving or related to the student, or to any conduct, misconduct, alleged misconduct, student disciplinary proceeding(s), academic proceeding(s), or legal proceeding(s) involving or relating to the student in any manner. The student's privacy rights will expire upon the student's separation from IES Abroad, the overseas campus or the student's home campus, whichever occurs last, except with respect to any information or materials that have already been shared or exchanged.

In accordance with the student's form of agreement/waiver, IES Abroad, at its discretion, may also provide to others directory information about students. Directory information includes: name, permanent address, name of parent(s)/guardians(s), local address, local telephone number, email address, dates of enrollment, majors, minors, concentrations, advisor, awards/honors/scholarships, and activities.

Students may revoke authorization for IES Abroad to share directory information by writing the IES Abroad Dean of Students within one (1) week of being admitted to an IES Abroad program. This request must be faxed or sent by mail and signed and dated by the student. Email requests for restrictions on directory information will not be accepted. The Dean of Students fax number is **312.264.5118**. The mailing address is 33 W. Monroe Street, Suite 2300 Chicago, IL 60603.