

Code of Conduct for Study Abroad Students

The Office of International Studies & Programs (OISP) is responsible for the administration of all study abroad programs at Texas A&M University-Kingsville. As such this office holds students responsible for knowing and abiding by the policies set forth in this document, as well as the policies and guidelines included in the University's [Student Handbook](#). These policies exist to facilitate the educational process of every student studying abroad and to contribute towards a safe, fair, and successful experience. Texas A&M University-Kingsville's Student Code of Conduct applies both at home and abroad. As a study abroad student, you are required to read both documents before your departure to your destination.

I. Administration of the Student Code of Conduct for Study Abroad Students

Authority for administering student conduct and the disciplinary system is delegated by the President of the University to the Vice President for Student Affairs and the Dean of Students. Violations of the Student Code of Conduct and/or the Code of Conduct for Study Abroad Students will be reported to the Associate Vice President for Student Affairs and Dean of Students will determine the appropriate response to the alleged misconduct and whether the sanctions should be immediate or upon return to campus. He/she will also designate the individual or disciplinary body to investigate and/or resolve the allegations.

II. Code of Conduct for International Study Abroad Students

All students who participate in Texas A&M University—Kingsville International Studies programs are representatives of A&M Kingsville and their country for the duration of their time on the program. Students are expected to conduct themselves appropriately and respectfully, and will abide by the rules set forth by the OISP, the faculty leader, the onsite program staff, and their hotel or home stay hosts. Students are expected to take responsibility for their own actions and will be held accountable for such by the OISP and its director.

- A. Any student who engages in disrespectful, hostile, or violent behavior that threatens one's self, another person, or the program will be subject to immediate disciplinary action and may be dismissed from the program, and sent home at his/her expense, with no refund.
- B. Students are expected to abide by this *Code of Conduct for Study Abroad Students*, the Texas A&M University—Kingsville *Student Code of Conduct* and the laws and customs that govern the host country where they are studying. Students are legally subject to the same laws and regulations that govern the host country's citizens and any other laws that are applicable to the students as a foreign citizen in the host country.
- C. Prohibited conduct includes, but is not limited to the following infractions occurring at TAMUK and/or the host institution or country:
 - 1.) Physical abuse/assault, verbal abuse threats, intimidation, harassment, coercion
 - 2.) Theft of public or private property or services.
 - 3.) Failure to comply with the proper and lawful directions of university officials.

- 4.) Unauthorized tampering, possessions or use of university owned or controlled equipment and/or property owned or controlled by the host institution.
- 5.) Violation of host university's policies or regulations.
- 6.) Criminal behavior or violations of local laws.
- 7.) 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, repeated intoxication, etc.
- 8.) Obstruction or disruption of Texas A&M University - Kingsville property, property of host universities classes or obstruction of other TAMUK or host university activities.
- 9.) Theft, damage, or vandalism to TAMK or host university universities, residence halls, host families, apartments, facilities used by TAMUK, their vendors or fellow students.
- 10.) Failure to pay any financial obligations to the host university, host family, or owner of apartment or other facilities within the established deadlines.
- 11.) Unwillingness to participate in the academic program developed for the student's study abroad experience (i.e., refusal to attend classes, complete assignments, or to attend a scheduled events organized by the host institution without good cause, etc.)
- 12.) Failure to respond in a timely manner to any communications received from Texas A&M University—Kingsville and from your program staff, prior to and during your time abroad. This includes failure to monitor and keep in working you're your UR email account.
- 13.) Failure to meet program schedule commitments (i.e., returning to the program site late, not following established itineraries, missing the train, bus, or other type of transportation or traveling to a prohibited area; failure to follow the protocol for keeping the university and local site administrators informed of your whereabouts during elective travel.
- 14.) Failure to follow the host site's rules for the facility or program housing including but not limited to (assisting with or bringing unauthorized visitor(s) or substances in program housing or premises; animals, including dogs, cats, reptiles, etc. are prohibited in housing on study abroad programs, etc.)
- 15.) Violation of TAMUK study abroad program rules which prohibit operating motor vehicles of any type (automobiles, moped, motorcycles, etc.), or engaging in other dangerous travel behavior such as hitchhiking.
- 16.) Obtaining unauthorized access to, viewing of, copying, or distributing confidential TAMUK or host university's academic, administrative, or personal records.
- 17.) Falsification of or alteration of academic or personal records, including, but not limited to any unauthorized alteration of transcripts or grades reports, 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 a Texas A&M University - Kingsville study abroad program.
- 18.) Violation of alcohol or drug policy (See Section IV below)

III. The Honor Code and Academic Misconduct for Study Abroad

Matriculation at Texas A&M University- Kingsville requires adherence to the University's standards of academic integrity. Students are expected to approach their academic work with dedication and integrity, understanding that they are responsible for enhancing their own learning personal effort. Students must be fully prepared for each class session and should complete any classes/courses

assigned by the designated completion time. Students who fail to attend classes will be subject to immediate disciplinary action, and may be dismissed from the program. While participating in the study abroad program, the students also agree to adhere to the *Texas A&M University—Kingsville Javelina Honor Code* which support the following five fundamental values:

- Honesty—TAMUK students adhere to a code of moral or artistic values; their uprightness of character or action implies a refusal to lie, steal, or deceive in any way.
- Trust—TAMUK students are of high moral character; their confidence lies in their strength and ability to always tell the truth.
- Fairness—TAMUK students are marked by impartiality and honesty; they are free from self-interest, prejudice, or favoritism and conform to University established rules.
- Respect—TAMUK students are considered worthy and in high regard.
- Responsibility—TAMUK students are able to answer for one's conduct and obligations.

Any honor code violations and other academic misconduct infractions will be resolved through the Academic Misconduct Disciplinary Procedures detailed in the TAMUK Student Handbook.

IV. Alcohol and Drug Policies for Study Abroad Students.

Alcohol may be consumed, within reasonable limits, by students who are of legal age in the host country. Students who choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times and are expected to drink responsibly. The Office of International Studies & Programs prohibits the illegal distribution of alcohol to students who are not of legal drinking age. Further, excessive and irresponsible drinking leading to intoxication and behavior that interferes with the program or the right of others is subject to immediate disciplinary action, and may result in dismissal from the program. Note that the Study Abroad insurance **does not cover any injuries that occur while you are under the influence of alcohol, intoxicants or any drug not prescribed by a physician.**

Students are prohibited from selling, using or possessing any drugs that are considered by host country law to be illicit or illegal. Students are cautioned that the possession of drugs is often dealt with harshly by host country law enforcement. NOTE: Any drug infraction will be considered a grave violation of policy and will result in immediate disciplinary action, including possible dismissal from the program.

V. Consequences of Non Academic Student Misconduct for Study Abroad Students

Failure to adhere to the TAMUK Student Code of Conduct and/or the Code of Conduct for International Studies and Programs, especially engaging in behavior that is a danger to you, others, or the program, may result in immediate probation, which would require dismissal from the study abroad program. Being overseas may increase the likelihood that misconduct would be seen as endangering you, others, or the program. Keep in mind that behavior that might go unnoticed on campus is more likely to be noticed abroad because of the close proximity of faculty and staff affiliated with your study abroad program.

Appeals of student misconduct sanctions are handled to the procedures detailed in the TAMUK Code of Conduct for Non Academic Misconduct.

VI. STEPS INVOLVED IN PROGRESSIVE DISCIPLINE OF STUDY ABROAD STUDENTS

Specific steps involved in a discipline process will naturally vary according to the seriousness of the offense, Factors, which may be considered in ascertaining the appropriate discipline steps include:

- Seriousness of the conduct
- Student’s academic and behavioral record
- The student’s ability to correct conduct
- Surrounding circumstances
- Should the individual have been aware of the rule or behavioral violations
- Is there a reasonable excuse for the infraction?

Depending on the seriousness of the misconduct, some behaviors may result in immediate dismissal from the program in addition to other disciplinary action. These include but are not limited to the use and/or the possession of drugs, firearms, bodily assault, and others. Any case may involve the imposition of the entire range of sanctions.

Where possible, TAMUK administrators will use the progressive discipline as follows for study abroad students. The sanction ranges and recommendations listed below are used as a guide to demonstrate the expected consequences from typical cases involving a specific charge alone and without mitigating circumstances. In all cases hearing officers are expected to use discretion and good judgement, and are in no way bound by these recommendations.

STEPS	EXAMPLE OF POSSIBLE SANCTIONS
Level I- Verbal Warning	No sanction
Level II- 1 st Written Warning	Minor sanction; community service, written apology.
Level III- 2 nd Written Warning	Sanction: Temporary revocation of privileges, 5-10 hours of community service etc.
Level IV- 3 rd Written Warning	Sanction: Permanent revocation of privileges, significant restrictions of activities, parents are contacted.
Level V- Probation	Sanction: Unable to participate in any activities other than attending class until probationary status is lifted, parents are contacted.
Level VI- Dismissal	Sanction: Participant leaves the program at his/her own expense, loss of scholarship, loss of semester credit, no refund, parents are contacted.