

# **Handbook for Faculty-led Programs**

**Summer 2024**

## Emergency Contact Information

### International SOS:

Contact an International SOS Assistance Center at any time if you have any questions about the program, International SOS benefits, or the services available to you.

Although members can contact *any* International SOS Assistance Center at any time, **ISOS recommends that you contact the closest lead Assistance Center in case you need emergency medical support once you are stabilized.** As a general guideline, ISOS recommends:

If calling from:	Call Assistance Center in:	At this number:
U.S. or Canada	Philadelphia, PA	<b>1-800-523-6586</b> Call collect*: <b>1-215-942-8478</b> (this is a dedicated scholastic clients number)
Mexico or South and Central America	Philadelphia, PA	Call collect*: <b>00-1-215-942-8478</b> (this is a dedicated scholastic clients number)
Europe, CIS, Africa or the Middle East	London	Call collect*: <b>44-208-762-8008</b>
Asia, Australia or the Pacific Rim	Singapore	Call collect*: <b>65-6338-7800</b>

**\* Call collect via Operator in the country you are calling from.**

You can also download the [International SOS assistance app](#) and make contact via the chat or a one-touch dial functions.

As a failsafe, you can also always contact Princeton's Department of Public Safety. You will be routed to the appropriate university contact for assistance.

**Princeton University Public Safety**  
**(24/7 emergency number for Global Safety and Security):**  
**+1-609-258-3333**

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## **Introduction**

Thank you for providing a quality study abroad experience for Princeton undergraduates. We appreciate your initiative, careful planning, and leadership, and we aim to support you in your work. Faculty-led overseas programs give students the opportunity to learn both in and outside the classroom and to work closely with faculty in a new context. Students typically find that their experiences overseas are some of the most fulfilling of their undergraduate career. Similarly, faculty report that teaching abroad allows them a different kind of pedagogical experience and one that they have found particularly rewarding.

The faculty director’s role is critical in programs abroad. Your responsibilities range from designing academic content to assisting with logistics to managing risks involved in overseas programs. Planning a study abroad program will require you to go beyond your usual on-campus duties to become a 24-hour contact. Leading a study abroad program means that you will spend much more time with your students, both in and out of class, and will likely serve as a close adviser and mentor.

Given the many uncertainties in today’s world, faculty who lead programs abroad and the University offices supporting them must be ready to work together to respond in an effective and timely manner in the event of a crisis. For this purpose, and as a useful reference tool, all faculty program directors (including those who have previously led programs) should read this handbook carefully, keep a copy on hand, and attend a workshop that is offered at multiple points during the year by the Office of International Programs.

This handbook was created with the help and guidance of a number of offices on campus: General Counsel, Dean of Undergraduate Students, Vice-President for Campus Life, University Health Services, Sexual Harassment/Assault Advising Resources and Education Office, Global Safety and Security, and Risk Management. It is updated annually, and we welcome any suggestions that will make it more useful to you.

Thank you again for your time and commitment in providing this valuable experience to Princeton students. Remember that the Office of International Programs staff is available to provide support to faculty program directors; we are happy to help at any point before, during, or after the program.

Office of International Programs  
Princeton University

# I. Program Administration

## Role and Responsibilities of the Program Director

Faculty leading study abroad programs are responsible for taking prudent and reasonable steps to ensure that their program is structured and implemented safely.

Specifically, program directors are responsible for:

- Serving as the academic and administrative representative of the program, which includes selecting students for the program, overseeing students' arrival and housing, providing pre-departure and on-site orientations, and organizing academic activities.
- Developing the program and coordinating on-site delivery of the course(s), including engaging teachers and guides and arranging adequate transportation.
- Ensuring that print and web-based materials describing the program are reviewed by the Office of International Programs prior to distribution.
- Identifying/selecting a graduate Assistant in Instruction, if one is needed to assist in administering the program or teaching a course while abroad.
- Reviewing the [Global Safety & Security \(GS&S\) Travel Policy](#) to ensure your travel is permitted and approved by the University.
- Working with course support staff to ensure that a group registration is created in Enroll My Trip (EMT), the University's travel registration system, and that all participants complete their individual travel enrollment in EMT.
- Attending a mandatory pre-departure faculty workshop offered by the Office of International Programs, in collaboration with the University Health Services, Counseling and Psychological Services, Global Safety and Security office, the Office of Title IX Administration, and SHARE.
- Maintaining contact with appropriate host country institutions and governmental offices.
- Being on-site prior to the students' arrival in the host country.
- Planning and organizing cultural orientation on site, including organizing and participating in cultural visits and excursions during orientation and throughout the program.
- Handling behavioral problems according to established procedures (see Chapter II in *Rights, Rules, Responsibilities*, <http://www.princeton.edu/pub/rrr>).
- Preparing for and responding to emergencies, as outlined in University regulations regarding emergency procedures.
- Attending to the health and well-being of program participants, including identifying in-country health services, learning how to summon local emergency services, assisting students with personal matters, and helping students adjust to a new culture.
- Maintaining clear financial records, including keeping track of expenses and saving receipts. (See Section III.)
- Maintaining organized records for all participants, including confidential health records in case a participant is incapacitated and needs treatment.
- Keeping Princeton informed about developments concerning the program and participating students. The Office of International Programs and the sponsoring program or department should be notified of any changes in itinerary or contact information. E-mail messages satisfy two necessities: communication and documentation.
- Documenting events and activities as well as problems.

- Submitting final grades and final report.

Note: When accompanying a student group, program directors are responsible, in the event they have knowledge of a medical emergency, for getting the student to an emergency care provider. If outside the U.S. at the time of the emergency, program directors should also contact International SOS.

If the student is incapable of providing consent, program directors are responsible for making reasonable efforts to contact the student's listed emergency contact. After getting the appropriate immediate care and calling International SOS, program directors should notify Princeton Public Safety (609-258-3333) of the situation.

Program directors are responsible for ensuring that students know the University emergency protocol (see Section VI) for either international or domestic travel as appropriate.

## Application Process and Admissions Screening

Because of the need to exercise reasonable care:

- All students in the program must complete the same admission process.
- Even if you know a student well, they must go through the same admission process as all applicants: e.g., you should secure second opinions, such as letters of recommendation, transcript, etc.

A typical application includes personal data, an official transcript, a faculty recommendation, and a statement that indicates the academic and personal reasons for selecting the particular program. We encourage you to advertise and process applications through Princeton's Global Programs System. Contact [globalps@princeton.edu](mailto:globalps@princeton.edu) with questions.

Only active Princeton students in good standing may travel on University-sponsored study abroad programs. Interviews of program applicants are strongly recommended.

All eligibility criteria should be stated clearly in program publicity and informational materials, at information meetings, and on the program website.

Along with the standard criteria of academic preparedness, academic achievement, and demonstrated interest in the region and program, you may want to consider:

- **Ability to participate in a small group setting:** Ask applicants about experience in groups (lab or design groups, committees, trips with friends).
- **Attitude:** Is the student willing to try new things, even if he or she is nervous? Potential red flags include reluctance to accept responsibility in a group role and requests for exceptions.
- **Group diversity:** Group discussions and hours spent together traveling will be more productive and enjoyable if the group includes both introverts and extroverts, for example.

Once you selected a group of students and a waitlist for your program, please forward your list to Study Abroad Program ([olga.liamkina@princeton.edu](mailto:olga.liamkina@princeton.edu)) for student health and well-being reviews through their Residential Colleges.

## Post-Acceptance Requirements for Student Participation

After students have been accepted into the program, program directors must ensure that all participants complete or are in possession of the following:

- Valid passport and visa (if applicable)
- Mandatory pre-departure Canvas course with information on health, safety, emergency medical insurance, and practical matters
- Mandatory pre-departure orientation for the program on campus (administered by the OIP for credit-bearing programs, in collaboration with University Health Services and the Global Safety & Security)
- Review of Health and Safety information in EMT
- Review of Health and Wellness FAQs in GPS
  - ✓ See “[International Travel Health and Wellness FAQ](#)” in the Appendix
- Registration in the Princeton Enroll My Trip system (individually or as a group, depending on the department): <https://enrollmytrip.princeton.edu/login>
- Review of “Terms and Conditions form”
  - ✓ See “Terms and Conditions” in the Appendix or at <https://international.princeton.edu/global-safety-security/travel-terms-conditions>.
- Registration in the Department of State [Smart Traveler Enrollment Program \(STEP\)](#)
- [Princeton University’s Medical Profile and Consent for Care](#) form (students can download this form from the University Travel Website). Faculty directors should carry sealed envelopes containing copies of emergency medical information from all students.
  - ✓ See sample [Princeton University’s Medical Profile and Consent for Care](#) form in the Appendix.
- International SOS (ISOS) registration. All students should print out an ISOS card from Princeton’s ISOS website to have on hand in case of emergency (use Princeton’s membership number **11BSGC000022** to login to the following website and print out the card): <https://www.internationalsos.com/>
  - ✓ See [International SOS Program Benefits](#) in the Appendix.
- All students with significant on-going health problems or allergies should obtain and wear a MedicAlert bracelet or necklace. Call 1-800-ID-Alert (1-800-432-5378) or visit <http://www.medicalert.org>
- On-site orientation.

## Accommodating Students with Disabilities

Disability-based needs should be addressed in the program planning process to ensure that contracts with vendors or other institutions address how to provide accommodations for students with special needs.



It is the student's responsibility to notify the University (which may mean you) if they desire accommodation for any disability. Occasionally, accommodations available in the U.S. may not be available at an institution abroad. For more information and/or guidance, contact Princeton's Office of Disability Services (ODS): 609-258-8840, [ods@princeton.edu](mailto:ods@princeton.edu), <http://www.princeton.edu/ods>.

Note: Students requesting academic accommodations are required to self-identify by registering with ODS and submit documentation prepared by a qualified evaluator. If a student comes to you to disclose a disability or academic accommodation, let them know that they need to ask Office of Disability Services to contact you directly.

## **Accommodating Students for Religious and Medical Reasons**

Please be advised of the following policies and recommendations regarding accommodations for medical conditions or religious practices established by the Office of International Programs. Princeton University is committed to supporting equal opportunity and access for all students and will make efforts to change the conditions and requirements of academic travel so that the student can participate without causing undue hardship to the University. Undue hardship may include accommodations that are unduly disruptive or expensive, or that would fundamentally alter academic requirements or the nature or operation of the University's business, or are unlawful in the destination country. When considering potential accommodations, programs should contact the Office of International Programs which will facilitate coordination with UHS and Global Safety & Security, which offices share certain responsibilities for student health and safety while abroad, on an as needed basis.

### **Religious accommodations:**

- Course embedded travel may coincide with religious holidays or observances. If travel accommodations for religious observance would cause a student to miss a significant portion of the experience (e.g., travel during the Jewish Sabbath), this could be considered an undue hardship to the University in that it changes the academic requirements of the course.
- The program staff will make reasonable efforts to accommodate religious dietary restrictions (e.g., kosher, halal), but students should be ready to adjust their normal diet, as students traveling with the University routinely do. A student may opt to bring food from home or purchase it locally from religiously compliant vendors (program staff may direct students to the appropriate embassy for assistance in locating such vendors), but should be informed that dedicated food storage may not always be available.
- The program staff will make reasonable efforts to provide students with space and time for prayer, not to interfere with in-country travel or the scheduling of important course events.
- Students who have an approved religious or medical exemption to the University's immunization policy will need to engage with UHS in a risk assessment process and may or may not be allowed to participate on University-sponsored international travel.

### **Health Accommodations:**

- All students should consult with UHS about their medical needs while abroad. Students should start this consultation process several weeks before travel, to allow all possible reasonable options to be evaluated. UHS will evaluate the medical risks of the student's participation in a program — such as allergies, access to medication, and access to mental health support and other accommodations typically available at Princeton. If UHS determines that the risk of the student participating in a program is too great, the student may not be allowed to participate.

- Students with a severe food or insect-bite allergy should let their trip leaders know in advance of the trip and all effort will be made to assist them with avoiding their allergen. Students with severe allergies should travel with required medicine as prescribed at all times, including a non-expired EpiPen, and wear a health bracelet that notes their allergy.
- Programs will make reasonable efforts to provide storage for medications with special requirements, however appropriate storage may not be available in all locations.
- Students who take medications that are not allowed in a given country (e.g., medication for ADHD is not allowed in several countries) can work with OIP, who will coordinate with UHS and the University's medical assistance provider to identify alternative means of continuing treatment. If medically-appropriate treatment alternatives are not available, the student's participation in the program will be re-visited.
- Students who have an approved religious or medical exemption to the University's immunization policy will need to engage with UHS in a risk assessment process and may or may not be allowed to participate on University-sponsored international travel.
- The program will make reasonable efforts to provide students with time and private space for counseling sessions or medical consultations while on the trip, not to interfere with in-country travel or the scheduling of important course events.
- Programs will make reasonable efforts to ensure that students have access to double-occupancy housing options, bathrooms, and other facilities consistent with their gender identity, to the extent available and permitted under local laws.

Every situation is unique, so if you encounter a situation not covered by these recommendations don't hesitate to reach out to Rebecca Graves-Bayazitoglu, Senior Associate Dean, Office of International Programs at [rgraves@princeton.edu](mailto:rgraves@princeton.edu).

- ✓ See [Religious and Medical Accommodations for International Undergraduate Travel](#) provided to all students via Global Programs System (GPS) in the Appendix

## Health Insurance

Health insurance is required for all students participating in Princeton programs, whether they are on campus or abroad. Students who have purchased [the University's Student Health Plan](#) (SHP) are covered domestically under that plan during the summer as well as during the academic year. Students who are covered by private insurance (such as insurance provided via a parent/guardian's employer) must ensure that they do not discontinue domestic health insurance coverage during their time abroad, in the event that they may need to be medically evacuated or repatriated in an emergency.

For international trips, Princeton automatically enrolls all travelers (students, faculty, staff) in an international health insurance plan with Starr Insurance, who coordinates healthcare services with International SOS directly. A complete Summary of Benefits and more is available at the following link: <https://travel.princeton.edu/resources-all-travelers/emergency-assistance-health-insurance>.

(Please note that the travel medical insurance contract is renewed every year for the next fiscal year, so the summary of benefits is valid until June 30 of each year. The insurance will be renewed with the same benefits every year, unless otherwise notified, and the renewal does not typically get signed until the end of May of the previous fiscal year.)

Contact Ms. Honora (Missy) McGinn, Assistant Vice President for Risk Management, regarding international health insurance questions. Missy is the contact with this insurance provider in Risk Management and is happy to provide more information and answer any questions you might have. Her contact information is [hmcginn@princeton.edu](mailto:hmcginn@princeton.edu) or 8-3349.

## **Personal Property Insurance**

Program participants (including the program director) may wish to purchase insurance for personal equipment taken on the program, such as camera/video equipment, laptops, etc. Before purchasing insurance, check to see if an existing homeowners' insurance policy would apply in a location abroad. Any lost or stolen property while abroad is not covered by the University.

## **Passport and Foreign Entry Requirements**

Remind students that they need a valid passport for the duration of the program. (Note: passports often must be valid for several months beyond the length of your stay.) The process of obtaining a passport can take up to 8 to 10 weeks, and sometimes longer during peak times, so ask students to plan ahead and apply in advance.

U.S. citizens should visit [the U.S. Department of State Passport website](https://travel.state.gov) for information about obtaining or renewing a passport. International students (non-U.S. Citizens) should check whether they need a visa directly on the host country's Embassy / Consulate website in their home country.

If your program's host country requires a visa for entry or for stays over a certain number of days, students (and program directors) will need to apply to the Consular Services of that country. Some countries require entry visas, even for short stays or for transit through one country to the next. The requirements will be country-specific; you can obtain that information from the country's consulate. A list of many embassies is available at <http://embassy.org/embassies>.

Princeton University contracts with a visa service, [VisaCentral \(CIBT\)](https://www.visacentral.com), which assists University travelers in obtaining travel visas for certain countries. Service fees for Visa Central are discounted for all University travelers and can be paid by credit card. Even if you and your students decide to process visas directly with the consulates, CIBT can walk you through the entire documentation preparation process at no cost. The website includes comprehensive checklists of requirements for each country, consulate forms, and letter templates. If processed through VisaCentral for a fee, your document packets will be reviewed for accuracy and completion. Make sure your budget includes these visa processing fees in it, if you wish to use this service.

While VisaCentral is an excellent tool for many, an automated, electronic service cannot manage some complex visa processes. For example, international students or Green Card holders often require more customized advising. Also, some visa applications require in-person processing or an interview, in which cases a visa service can help with advice but not the processing itself. The Office of International Programs can offer assistance in cases that are not fully covered by VisaCentral's services. OIP will work with your program to assist with individual student cases that require more research and bureaucratic process. However, because some Princeton programs/departments are more independent than others in managing this aspect of the program planning, it is of the utmost importance that faculty and/or departmental program managers share in this responsibility by alerting OIP to the presence of students

with less mainstream situations or nationalities amongst their program participants, so that a coordinated and timely assistance can be provided by OIP in this area.

**Note:** Your program participants will likely include both U.S. citizens and non-U.S. citizens. Non-U.S. citizens may be required to apply for visas in cases where U.S. citizens do not need visas for entry into foreign countries and vice versa.

## Selecting and employing a graduate student AI

Programs can employ one or more graduate students to assist with program administration before the program's start as well as on site; additionally, these students can have teaching responsibilities leading a section of a course or a precept.

- ✓ See [Graduate Assistant / AI Role and Expectations](#) in the Appendix

While there is no formal process that needs to be followed in selecting a graduate AI, Departments are encouraged to advertise the position among their graduate students to ensure a fair selection process. It is considered to be a best practice, in cases where all other applicant qualifications are equal, to give preference to a candidate of a different gender identity from the faculty leader, to create a gender balance among course leaders and provide undergraduate participants with a choice as to who to turn to in sensitive matters.

- ✓ See [Sample Letter of Engagement for Graduate Students](#) in the Appendix

In most cases, the salary paid to the graduate student by the summer program will replace their assistantship or fellowship grant for the duration of the program. OIP will provide the programs with the graduate student's salary figure, based on the duration of the program and the scope of responsibilities (teaching vs. non-teaching). Once the program identifies a graduate AI, they should inform OIP of their choice and OIP will conduct checks with the Graduate School regarding the eligibility of the graduate student to work abroad in summer.

Graduate students assisting with the programs lasting more than 30 days may need to fill out a [Work Abroad survey](#) administered by the Office of Finance and Treasury. The same requirement may apply to you. For more details about the necessity to fill out the survey, please contact OIP.

## Registering the Program with the University

Program directors and course support staff are responsible for registering group travel in Enroll My Trip (<https://enrollmytrip.princeton.edu>), adding all of the travelers to the group (including the director and graduate AIs). When the program director or course support staff completes the group registration, travelers will receive an e-mail informing them that group registration has been created for them. Each program participant (students and faculty) must then log in to EMT to complete the registration process, which confirms their participation in the group travel. Please [review the step-by-step instructions](#) on how to enroll group trips before starting the process to ensure it is completed as required.

Completing the travel registration in EMT is especially important for students who are receiving funds to support their participation in programs abroad through SAFE (Student Activities Funding Engine);

awarded funds cannot be disbursed until the EMT travel registration is complete. If you have questions about SAFE, please contact your course support staff.

Students are required to upload the confirmation of their trip registration through EMT to their GPS application. As a group leader, you (or your course support staff) must ensure that all students have uploaded their confirmations to GPS and follow up with individual students.

Students should be referred to the [Undergraduate International Travel Checklist](#) for step-by-step instructions for preparing for travel abroad.

## Communication with Families

Program directors should provide information to participants' families, including the program brochure and country-specific information from [the U.S. Department of State](#). You may want to create a separate packet of information or letter specifically for families, including the trip itinerary. Before writing directly to the families, confirm with the student that you have permission to contact them. It is also possible to forward the itinerary to the student with the request that they forward it to their family member / emergency contact.

- ✓ See [Sample Letter to Families](#) in the Appendix.

An information packet for parents should include:

- Outline of the program highlighting academic and behavioral expectations.
- Detailed itinerary of the program for the entire period, indicating contact information for hotels or other accommodations.
- Emergency contact information for faculty director and Princeton contacts.
- Link to [the Terms and Conditions Form](#).

## Liability, Risk Management, and Indemnification

Leading a study abroad program involves a variety of risks, with a diverse range of legal issues that can arise from these risks. The chance that an individual will take legal action against the University or any of its representatives is not great enough to deter leading an overseas program. Nevertheless, measures must be taken to reduce risk and liability.

The University ordinarily will provide indemnification for a faculty or staff member acting appropriately within the scope of his or her employment, except in cases of willful misconduct or bad faith.

Full disclosure of risks reduces possible liability. Program directors should disclose risks to students and their families in as much detail and as far in advance as possible. Participants need full information regarding the risks of an activity to make a truly informed decision about participation. Global Safety & Security (GS&S) can provide a safety and security briefing to your students, tailored to your trip itinerary and activities. To schedule, please email [globalsafety@princeton.edu](mailto:globalsafety@princeton.edu).

In addition, communicate your personal expectations frankly and clearly to students regarding behavior. You should inform students of behavior that will result in immediate expulsion from the program without the possibility of a refund.

## **Export Controls**

### ***Travelling to comprehensively sanctioned countries***

Travelers should be aware of restrictions associated with travelling to countries that are comprehensively sanctioned by the U.S. Government. Travel to these countries (as well as certain travel-related activities) may have restrictions or require a license.

#### **Countries currently under comprehensive sanctions:**

Cuba\*

Iran

North Korea

Russia

Syria

The following regions of Ukraine: Crimea, Donetsk and Luhansk

\*Travel to Cuba is restricted to certain academic activities which may be pursued under a US government license.

See [Princeton Export Controls](#) website for updates, as the list above may change.

Please contact [Export Controls](#) for more information about travel to any of these destinations prior to making travel-related arrangements (hotel accommodations, airfare, etc.).

Be aware that there are University restrictions on travelling to other countries as well, designated as Category X destinations. More information on international travel to all countries including comprehensively sanctioned countries can be found through the [Global Safety & Security](#) and [Export Control](#) websites.

### ***Shipping in support of overseas programs***

Any item that is shipped or hand-carried from the United States to a foreign destination is considered an export. The export of controlled items, information or software may require approval from the U.S. government in the form of an export license.

Before shipping, carrying or otherwise sending materials outside of the United States, you should contact [Export Controls](#) to determine whether an export license is required. This determination may also involve various other departments. More information on the subject can be found on the Export Control [website](#).

If your shipment includes chemicals, biological materials, radioactive materials, batteries or anything else that may be considered hazardous, please contact [Environmental Health & Safety](#). More information can be found on their [website](#).

### ***Engagement with debarred parties***

Many programs partner with local institutions and third parties for various services. While unlikely, there is a possibility that you may engage the services of a party that is debarred by the U.S. government. If you are engaging with parties on a local level, please contact the OIP and inform them of the relationship. A review of the partnership will be completed by various departments, including a restricted party

screening of the organization by Export Controls. More information about this can be found on the following [webpage](#).

## **Program Cancellation**

A program may be cancelled by the Dean of the College, in consultation with the President, up to the time students are boarding their flight, if there has been a significant deterioration in the safety and security conditions pertaining to the group's travel arrangements or in the section of the country or countries where travel is to occur. Examples include acts of war, terrorism, or wide-spread civil unrest; an outbreak of a severe or infectious disease; major disruption of public utilities or services; or natural disasters such as hurricane or flood. The decision to cancel the trip will take into consideration information received by the Director of Global Safety and Security and the Office of Risk Management from in-country U.S. Embassy officials, the appropriate U.S. State Department Desk Officer, and other officials from U.S. agencies, NGOs, or officials at local colleges and universities. **As the University will not be responsible for the financial penalties resulting from program cancellation, it may be prudent to consider flight insurance.** See *Sending Students Home* in Section VI for information about program cancellation once a program has started.

## **II. Academic Policies for Princeton Summer Courses Abroad**

### **Eligibility**

To enroll in a Princeton summer course, students must be active students in good academic standing and not have graduated before the program begins.

All first, second and third-year students in good standing are eligible to apply for Princeton-sponsored summer programs (credit-bearing and co-curricular) for a maximum of three summers. Graduating seniors are NOT eligible for Princeton summer funding after graduation.

Students on leave for spring through fall terms are not eligible to participate in Princeton-sponsored summer programs or to receive Princeton funding for the summer they are on leave.

A student who is on leave in the spring term and eligible to return for the fall term may petition for early reinstatement to participate in a Princeton-sponsored summer program or receive summer funding. Note that this is possible only if they have NOT participated in a Princeton-sponsored program or received Princeton funding during the summer preceding their leave. Students who have conditions on their reinstatement in the fall may not be eligible for early reinstatement, and hence may not be eligible for Princeton-sponsored summer programs or funding.

Students on leave who believe they are eligible to participate in Princeton-sponsored summer programs and funding should contact their Residential College Dean to confirm their eligibility *before* they submit their application. Program administrators and funding sources on campus should only consider a student currently on leave for participation in a summer activity if they have received email confirmation from a student's Residential College Dean that the student is eligible.

### **Withdrawal from Summer Courses**

For students withdrawing from courses abroad in the first full 7 (seven) days on location, there will be no transcript notation of the course. Students withdrawing after the 7th day on site (regardless of the day of the week), but before the end of the course, will receive a "W" for the course. Students may not withdraw from a course after the final day of class has taken place.

Withdrawing from an international faculty-led program while in country entails separating from the program and no longer being covered by the University emergency medical insurance, liability provisions, and support structure. Students withdrawing from the program will not be allowed to stay in program housing and should make plans to return to their home residence as soon as possible, ideally within 24 – 48 hours. If the withdrawal is due to a medical reason, the program will work closely with ISOS to handle the health emergency and decide if the student can be treated on-site or needs to be repatriated.

### **Full-time Commitment to Summer Activities**

Students are responsible for knowing which of the Princeton-sponsored activities they are participating in are full-time programs (> 35 hours per week), meaning that the student is not allowed to engage in additional activities, and accept Princeton funding for additional activities, during the same time period. A



faculty-led international program is considered to be a “full time activity” because it normally requires engagements that go beyond the mere classroom time (e.g., excursions, museum visits, community-based learning, etc.)

## **Deadlines for Course Work**

All final work for a summer course must be submitted no later than one week after the last class session. If final work is scheduled to be submitted after the course disbands, instructors must make provisions for students to submit the work by the deadline. Instructors must confirm with the student that the work has been received. Students who do not receive such confirmation must follow up with the instructor. Students are responsible for submitting the work on time; travel plans and logistical issues are no excuse for non-submission or late submission of final assignments.

From time to time, serious illness or other emergencies may make it difficult for students to comply with the deadline. Instructors who receive requests for extensions must check with the Senior Associate Dean of the Office of International programs (Rebecca Graves-Bayazitoglu, [rgraves@princeton.edu](mailto:rgraves@princeton.edu)) or the Director of the Study Abroad Program (Gisella Gisolo, [ggisolo@princeton.edu](mailto:ggisolo@princeton.edu)), who will approve or deny these requests, after having consulted with the instructor, the Registrar, and/or the student’s Residential College Dean. Without formal approval, missing work must be counted as a “zero” or an “F” and averaged into the grade for the course.

## **Submission of Final Grades**

Instructors must submit final grades to the sponsoring department or program, and all grades must be sent to the Registrar within two weeks (including weekend days) of the deadline for submission of the final work for the course. For example, if a seminar ends on July 31 and concludes with a paper or take home examination (or any other work that is due after the close of the last class), the due date for that work can be no later than noon on August 7 (one week later). Grades would then be due by noon on August 21 (two weeks later). If all required course work is completed by the end of the course, then the grades would be submitted by August 14 or two weeks after the end of the course.

This policy is necessary to ensure that grades are in the hands of the Registrar in a timely fashion and that any follow-up that might be needed can take place long before the beginning of the new academic year. In some cases, a student’s eligibility to return to campus may be dependent upon the successful completion of a summer course.

### **III. Budgeting and Accounting for Princeton-run Study Abroad Programs**

#### **Budget Worksheet**

Each year, the OIP is responsible for updating a standard budget worksheet template and sharing it with all programs that are known to be planning a faculty-led summer program each year. Such template is normally prepared in the early part of the fall semester, and shared immediately thereafter with the program managers. All programs should be filling out a budget based on said template, for the purpose of consistency and to ensure they are following the most current university-wide budget requirements. Each program should be sharing their filled-out budget with the Office of International Programs by the due deadline each year (ATTN. Olga Liamkina, Assistant Director for Faculty-led Study Abroad Programs, [olga.liamkina@princeton.edu](mailto:olga.liamkina@princeton.edu)). Although some departments may be able (and are warmly encouraged) to submit their budgets earlier, all budgets for a given summer should be submitted no later than January of the same year (the OIP will determine, and promptly communicate, the most appropriate deadline each year).

The standard budget worksheet details fixed instructional costs (i.e., costs that remain the same regardless of the number of student participants), variable instructional costs (i.e., costs that are charged on a per student basis), and non-instructional costs (costs that may either be paid to the provider in a lump sum or paid directly by the student for items that are not directly related to the instruction component of the course). The budget worksheet also details the amount and source of subsidies used to underwrite parts of the program costs and indicates the total advertised cost to students and the total program charge to be recovered by the department.

As of summer 2023, the university has established that each summer faculty-led program should be charging a set tuition amount per credit (\$3,500 per credit for summer 2023, \$7,000 for programs offering two credits, e.g., language sequences). Each program will determine if, in addition to tuition, an additional “program fee” (to cover such expenses as non-instructional costs, excursions, etc.) should be charged. Housing and food costs should also be accounted for as a separate item, and a projected amount for “out of pocket personal expenses” should also be calculated (to include airfare, telephone allowance, meals not covered by the program, etc.) and be made available to applicants for consumer transparency compliance.

Upon OIP’s review, the agreed-upon tuition and fees may be shared with Student Accounts for data entry in their system, so that everything is in place for billing students in due course (normally, charges are issued in the students’ June billing statement).

Once participants have been selected, departments should send a standard acceptance letter, which should include information about availability of funding for students on financial aid through OIP (the “Dean’s Fund”) and other relevant sources. All funding sources should be made available in SAFE (Student Activities Funding Engine). The letter (which may be in the form of an e-mail and could be sent via the e-mail function in the Global Programs System) should also include information about a required \$500 nonrefundable deposit that student is responsible for when “committing” to the program. The \$500 deposit may only be waived if the student withdrawal is due to a certified emergency. The due date for the deposit will be set to coincide with Student Accounts billing dates.

- ✓ See Suggested Acceptance Letter Template in the Appendix. (Please note that the letter does not have to come from the faculty directly, but can come from the program managers; the included sample is very comprehensive, and modifications to the template are fine, provided the students are informed of the most important details of the program. **Moreover, letters should be sent to the families only upon having confirmed the students’ permission to do so, per FERPA regulations—otherwise, they may be shared directly with the students, asking them to share the letters with their families.**)

Once participants have accepted admission to the program (or, in GPS terms, have “committed” to the program), departments are responsible for communicating the final participant rosters (full names, student ID numbers, name of program, ChartString to receive the students’ fees) to Student Accounts so that they may prepare for billing. Normally, Student Accounts will generate the billing statements in April, and the charges will appear in the May’s billing cycle.

Meanwhile, funding offices will input their funding awards into the Student Activities Funding Engine (SAFE). Specifically, they will add credit to the student account, noting the specific funding source, and Student Accounts will extract this information and process the credit.

## Tuition Schedule and Refund Policy

Students who withdraw from a Princeton program after accepting a place (or “committing” to the program) and up to two weeks before the program begins will lose the \$500 non-refundable deposit and any unrecoverable costs that each program might have advertised upfront, at the time of application. Funders retain the right to recoup funds from the student account if the student does not follow rules regarding submission of a travel enrollment in Enroll My Trip, uses the funds for other purposes, or withdraws from the program. Students must understand that they are responsible for full payment of the amount owed to the department.

Students withdrawing in the two weeks prior to the start of the program will be charged 50% of the tuition fee, and other expenses proportional to the date of withdrawal. Students who received University funding to participate in the summer course will normally be expected to return all funding proportional to the date of withdrawal.

Effective summer 2023, a uniform tuition charge schedule has been established for all faculty-taught summer courses, as follows:

Length of course	Withdrawal date	Tuition charge
4-week course*	withdrawing day 1 -5 of classes	50% charge
	withdrawing day 6 - 14 of classes	75% charge
	on or after 15 days of classes	100% charge
5-week course	withdrawing day 1 -5 of classes	50% charge
	withdrawing day 6 - 18 of classes	75% charge
	on or after 19 days of classes	100% charge
6-week course	withdrawing day 1 -5 of classes	50% charge
	withdrawing day 6 - 21 of classes	75% charge
	on or after 22 days of classes	100% charge

\*Two-credit courses of 4 weeks each should follow the tuition charge schedule of the 4-week courses for each of the credits offered.

## **Basic Accounting Processes**

### ***Travel and Expense Credit Cards and Concur***

When you use your Travel and Expense Card, your charges are automatically uploaded to your My Concur page and are ready to be substantiated on an expense report. Using the Princeton Travel and Expense Card reduces manual entries and the need to spend cash out of pocket.

### ***Receipts for Business & Travel Expenses***

Images of receipts for University credit card transactions greater than or equal to \$50 must be attached to the appropriate transactions in Concur. Receipts for transactions less than \$50 should only be submitted if specifically required by an outside funder/sponsor. Paper receipts may be destroyed once a legible image is scanned and attached to the appropriate transaction.

A Missing Receipt Affidavit must be completed by the cardholder and attached to any transactions of \$50 or greater if the original receipt is unavailable. [Missing Receipt Affidavits](#) must be completed by the cardholder and responsibility for these affidavits may not be delegated.

A Concur app can be downloaded from Google Play or Apple's App Store and linked to your Concur account. Once a charge made with a University credit card is posted, a picture of the receipt can be taken in the Concur app and it will automatically be attached to the expense.

### ***Travel & Expense Roles***

You can assign people to assist you with travel booking and expense reporting. You'll also have an approver who will approve your expense reports.

Here's an overview of travel and expense roles in Concur:

- **Travel Arranger:** An optional role assigned by the traveler. Can book and manage travel on behalf of the traveler.
- **Expense Delegate:** An optional role assigned by the traveler. Can create expense report on behalf of the traveler.
- **Default Approver:** Individual who reviews expense reports for accuracy and policy compliance. Approves expense reports.
- **Guest Booker:** Can book travel for a non-Princeton guest. Email [finance@princeton.edu](mailto:finance@princeton.edu) to request that the guest booking permission be added to your Concur profile.

University credit cards are financial tools used by authorized individuals to enable certain types of payments while performing University business. The University credit card program currently supports two types of credit cards. Departmental Purchasing Cards simplify the purchase of low-dollar goods and services that cannot be readily purchased through the Marketplace or through other contract suppliers.

Travel and Expense (T&E) Cards are the primary way to pay for travel and individual business expenses. All credit card transactions must adhere to University expense policies. Each transaction must be substantiated, assigned appropriate ChartStrings and supporting documentation, and submitted for departmental approval and then to the Office of Finance and Treasury in a timely manner.

Concur Travel and Expense is the authorized system for all credit card activity substantiation, report and receipt retention, and approval workflow. New cardholders must complete training that will highlight and supplement the information provided in this document. Failure to use the credit card in compliance with University policy can result in revocation and possible disciplinary action, as well as pay deduction. Fraudulent use of the credit card can result in employment termination, expulsion from school (for students), and criminal charges.

Each program administrator should request a T&E Credit Card for the faculty director of a program, which may have a higher than normal per transaction cap and will have ATM options. The program administrator should notify the T&E Credit Card Program with details about transaction limits and cumulative monthly limits for each card. (A billing cycle runs from the first day of the month to the end of the month.) The program administrator should also ensure that they have the complete name and contact information for each card holder, as well as the name and contact information for the individual who will be reviewing and reconciling transactions. Each card holder must attend a brief tutorial about using the card at the time s/he picks up and signs for the card.

- Program directors should keep their expenses for the program separate from the directors' own, personal expenses (see below). Student program participants and other individuals should never be allowed to use the card to make purchases or withdraw cash.
- If a program director's T&E card is declined, please contact the credit card company to allow the charge. Program directors should never ask students to pay for expenses on behalf of the director or the program.
- The transaction limit can be raised temporarily to accommodate a purchase over the established limit. Program directors should contact their department administrator to make the appropriate arrangements well in advance of the expected purchase.
- Department administrators should be contacted immediately if a card is lost or stolen.
- The T&E credit card may carry an ATM option (only available upon request) through which cash can be withdrawn in the local currency. ATM machines have varying transaction limits, generally not greater than the equivalent of \$600-\$700 per attempt and \$2000 per day. T&E credit cards now come with chip and PIN technology. Please verify your chip PIN number before use.
- Program administrators may make special arrangements with the Office of Finance and Treasury ([finance@princeton.edu](mailto:finance@princeton.edu)) to postpone the approval of credit card transactions in workflow until program directors return and all receipts are available.

### ***Other Forms of Payment for Program Expenses***

Where a credit card is not relevant, program directors may access cash in the local currency by withdrawing funds from an ATM, using the T&E credit card. Where no ATMs are available, please contact Global Financial Services to make alternative arrangements.

Group expenses can also be pre-paid by the department or can be invoiced by the vendor to the department. This may be especially useful for very large purchases, especially those in excess of the pre-determined maximum transaction amount for program credit cards.

### ***Payments to Foreign Vendors for Services Performed***

Information about how to make payments to foreign suppliers and/or individuals can be found on the [Office of Finance and Treasury website](#), with additional guidance [here](#). If you are engaging individuals to work or perform services abroad, please refer to the [Global Work and Services Policy](#) and [related reference materials for guidance on engaging non-Princeton individuals outside the U.S.](#)

### ***Program Director Personal Expenses***

- The director's personal expenses (lodging, meals, travel, visa and related costs, and incidentals) should be kept as a separate record from all other program-related expenses. Some of the director's expenses (such as airfare) may be prepaid by the department. Remaining expenses can be covered by a travel advance. A travel advance is only available to faculty who will be abroad for 30 days or more.
- If a program director takes any meals with students, charging that meal to the general program budget, s/he may not also take the per diem for that meal. In this case, the daily per diem should be prorated to reflect the number of meals charged to the program.
  - Departments should set the per diem rate per program and per country at 50% or below of the State Department's meals and incidentals rate. The per diem expenses are embedded in the budget template provided by the OIP. For international per diem rates, see [the State Department website](#).
- Incidental expenses are defined as fees and tips given to porters, baggage carriers, bellhops, stewards or stewardesses and others on ships, and hotel servants in foreign countries; transportation between places of lodging or business and places where meals are taken; and the mailing costs associated with filing travel vouchers and payment of employer-sponsored charge card billings.

### ***Princeton Travel & Expense Policies and Forms***

The [Office of Finance and Treasury provides detailed explanations](#) on how to handle specific expense issues that apply to international travel (such as airline tickets, cancellation fees, computer connection fees, and excess baggage fees); see also [Business expense policy](#).

For relevant forms, see: <http://finance.princeton.edu/forms/>.

### ***Working abroad request form***

If faculty or graduate AI's are conducting a program lasting more than 30 days in a foreign country, please submit this [request form](#) so the University can determine if there are any additional requirements for your location, and also so that the Global Financial Services team can determine if there are any

changes to your taxation while you are outside of the U.S. Please complete this form at least 45-60 days in advance of travel.

### ***Paying graduate student AIs***

The “[Graduate Assistant / AI Roles and Expectations](#)” document (see Appendix) outlines the graduate assistant expenses that should be covered by the program budget. Graduate AIs are not eligible for fringe benefits. Normally, the salary that the program pays replaces the AI’s summer stipend paid by the Graduate School. Please contact the OIP ([olga.liamkina@princeton.edu](mailto:olga.liamkina@princeton.edu)) for the salary rates, which will depend on the length of the program and the scope of AI’s responsibilities (teaching vs. non-teaching).

## IV. Effective Program Leadership: Advice and Best Practices

This section provides advice and information on best practices for handling aspects of program leadership that are distinct from on-campus responsibilities.

### Preparing Students for the Experience

Faculty program directors must hold (1) a pre-departure orientation on the Princeton campus and (2) an on-site, in-country orientation prior to the beginning of the program. *Students should be required to attend both orientations.* The main objective of the on-site orientation session is to review information that students have previously received about the program and host country. Both orientations allow students to bond with each other and with the faculty director and other staff and are good opportunities to have students discuss and examine their expectations and motivations for participating in the program. Orientation for a faculty-led program is best viewed as an ongoing process, starting well in advance of departure and continuing throughout the program.

Additionally, the OIP will organize a pre-departure orientation for students to cover important health and safety information and university policies (the departmental orientation can be combined with the OIP orientation to ensure maximum attendance). The Assistant Director for Faculty-led Programs will be in touch with your program manager regarding scheduling these orientations in a timely manner.

Faculty program directors must attend a pre-travel workshop for faculty, organized by the OIP in cooperation with GS&S, UHS and CPS, Gender Equity and Title IX Administration, SHARE, and other offices on campus. The dates of the workshop will be communicated by the OIP early in the Spring semester. The workshop will cover important policies regarding emergencies, insurance, sexual misconduct, as well as best practices for smooth group travel and all the resources that are available to Princeton travelers.

### Pre-departure Orientation

- Faculty, staff, and other community members leading groups of students on international trips who are not working with OIP should arrange for UHS to provide group travel health presentation to their group by completing a [Group Trip Request for Travel Health form](#), ideally at least 2 months prior to departure. A list of all student participants would be requested so travel health advice by email can be sent to all student participants. The travel health emails would be complemented by group travel health presentations given by a UHS travel health provider. Presentations are best scheduled after the travel health emails have reached the students, giving students an ideal forum to ask questions which will inform the entire group. Group leaders may email [travelhealth@princeton.edu](mailto:travelhealth@princeton.edu) with questions.
- Travelers who have a chronic medical condition, are pregnant, or have any other health-related concerns should make an in-person travel health appointment regardless of destination.
- Review [Healthy Travel Tips on the UHS website](#).
- Global Safety & Security (GS&S) can provide a safety and security briefing to your students, tailored to your trip itinerary and activities. To schedule, please email [globalsafety@princeton.edu](mailto:globalsafety@princeton.edu).
- Review travel safety and security information and advice on the [GS&S website](#).



Prior to the pre-departure orientation, the students will be enrolled in a Canvas course created specifically for summer study abroad participants; they are required to complete this course prior to the in-person orientation. The departmental and OIP pre-departure orientations, together with content presented in the Canvas course, will be covering, at a minimum, the following information:

- Program overview, including program calendar/itinerary, course descriptions, and information about credit and evaluation.
- Staff contact information.
- Costs and refund policy.
- Financial aid and funding information.
- Information about the hosting country and city, including country-specific information from the U.S. Department of State (see <http://travel.state.gov>).
- Country-specific safety and health issues, including necessary immunizations and information about access to health care, physical access issues, assistance in an emergency, and embassy registration.
- Country-specific information related to gender roles, LGBTQAI+, receptivity to public displays of affection, culturally appropriate behavior, and the consequences of inappropriate behavior.
- Country-specific information related to diversity and inclusion (e.g., level of diversity within the population and how that may impact the experience of BIPOC students while abroad).
- Outline of program drug and alcohol policies and country drug and alcohol laws.
- Information about services and conditions available on the Princeton campus that will not be available at the program site. This information can be particularly important with differences that students may perceive as negative. If students are prepared for these differences in advance, they may use “overcoming” such stresses as a bonding experience.
- Resources available in a crisis, including information about how to access local emergency medical services.
- University-sponsored emergency health insurance.
- Policies regarding use of cars and other modes of transportation.
- Behavioral expectations.
- Information about cultural adaptation and culture shock as well as re-entry or reverse culture shock.

All programs are invited to create and distribute a packet that includes site-specific information, maps, schedules, contacts, etc. This packet should review the academic and behavioral standards of the program. It may also include names and addresses of recommended restaurants, pharmacies, banks, shops, and post offices.

A suggested contact card template has been provided by Global Safety & Security for each program to fill out, print and (if possible) laminate for the students. The card should be prepared by the program director/manager and distributed to the students either during the pre-departure or the on-site orientation.

- ✓ See [Suggested Emergency Contact Card Template](#) in the Appendix.

It is advisable to address health-related concerns at the pre-departure orientation session and again during your on-site orientation. You should provide students with basic program emergency

information, such as the nearest local hospital/clinic and the phone number for emergencies (equivalent to 911) and contact information for International SOS.

## **On-site Orientation**

During the on-site orientation, you should review the program schedule and requirements and set ground rules. You should repeat this information even if you have reviewed it in the pre-departure orientation. Inform students of local laws, regulations, customs of the host country, community, etc. Provide location-specific safety information, such as areas that might not be safe at night or places where political demonstrations might occur. You should also identify for students where the group should immediately gather in the event of an emergency or crisis. For example, if the fire alarm is engaged at residence, the group should meet XXX and secondary location XXX if the primary meeting point is not feasible. If there is a major crisis like a terrorist attack or earthquake, the group should meet XXX and secondary location XXX if the primary meeting point is not feasible.

Remind students that they are serving as ambassadors of Princeton; review behavioral expectations.

It can be fun to take at least one group photo on site (preferably with some students wearing Princeton attire). This photo can be used for program-specific and general promotion and publicity.

## **Culture Shock**

Be aware of possible indicators of culture shock in students, including compulsive eating or lack of appetite; feelings of helplessness, irritability, and loneliness; homesickness; sleeping more than usual; feeling depressed; getting angry easily; decline in inventiveness, spontaneity, or flexibility; stereotyping of host country/culture; increase in physical ailments or pains; inability to work effectively; boredom; or unexplainable crying. Most study abroad participants will experience some form of culture shock. However, some might experience it after only two days in the host country, others not until two or three weeks into their stay. In addition, the concrete indicators of culture shock vary from individual to individual. Encourage students to take care of their health, sleep, and eat well.

## **Community Building**

Seasoned study abroad program directors often report that their biggest challenges abroad are not emergency situations, public transportation strikes, fluctuating currencies, or language barriers, but problems with student behavior. Those who have successfully traveled with students for many years advocate discussing appropriate student conduct and behavior-related problems in the pre-departure orientation as well as upon arrival.

To begin, emphasize that study abroad is an academic experience, and that academic responsibilities take priority over personal interests. Planting this idea helps to combat the occasional notion that study abroad is a travel vacation. Also, refrain from referring to the experience as “a trip,” but instead refer to it as a program or course to emphasize its educational goals.

While abroad, you may want to meet with students (or hold office hours) regularly to discuss non-academic issues such as language issues, housing, health concerns, personal difficulties, and other student concerns.

Holding a required mid-program meeting to have students evaluate and discuss the academic and non-academic aspects of the program is also a good idea. Program directors have reported highly successful sessions specifically arranged to share and discuss impressions, cross-cultural adjustment, personal activities, inappropriate behavior, etc. These sessions can also help to build group cohesiveness, alleviate possible cliques and divisions, and help manage students' expectations.

Reinforce the concept of students as “cultural ambassadors” and emphasize that their conduct will be seen as representative of the U.S. and of Princeton University. Students need to be reminded that while the consequences of poor behavior at Princeton usually reflect solely on themselves, their misconduct abroad will be attributed to the entire group. In addition, be honest with your students about how their poor behavior reflects negatively on you, as the faculty director, to your local colleagues. Most importantly, participants need to understand that the viability of a program rests in their hands.

## Student-Faculty Contract

Consider creating a “student-faculty” contract specifically tailored to your program. You can create one in advance or work collaboratively with participants to identify acceptable and unacceptable behaviors that the group can agree upon and create a “contract” that the students sign on-site.

- ✓ See [Sample Student-Faculty Agreement](#) in the Appendix.

In addition to the expected (“don’t be late for bus departures”), ask students to decide on actions to avoid such situations. For example, students can agree to check that everyone is awake at a certain time or phone a classmate after their alarm has rung. The students may also agree upon consequences and/or group response to behavior that undermines the smooth operation of the program. Students should also be informed of the procedure to follow if they experience the consequences of such behavior (for instance, if they are left behind because they miss a field trip departure). There is no need for complete agreement—consensus should be the desired goal.

It may be more important to emphasize what the students should *do*, rather than what they should *not* do. This applies to peer interactions as well. For instance, if one student sees another student displaying inappropriate behavior, that student should step forward to stop it. Encourage this type of response and allow a healthy kind of peer pressure to flourish.

Ask students to discuss how personality conflicts can undermine the atmosphere of the program. Although it may seem like common sense, you may need to remind students to:

- Be polite and listen to one another.
- Respect each other, leaders, and local people.
- Honor diversity and differences within the group.
- Fight fair and attack the problem, not people.
- Look for compromises.
- Be aware of stress related to group travel.

The program director has primary responsibility for mediating conflicts among students. Be alert to group dynamics and address any concerns you may perceive. Make sure you follow up on your stated consequences. It is important to do what you said you would do if students violate agreed-upon rules.

## **Responsible Use of Alcohol**

See also *Alcohol Policy as It Applies to Study Abroad Programs* in Section V.

No alcohol should be served at official course events, regardless of the location's rules on alcohol consumption.

Responsible use of alcohol should be emphasized at the pre-departure orientation and should also be discussed during your on-site orientation. Students should be encouraged to use good judgment if consuming alcohol at private homes or other accommodations during non-program hours. If members of the group are misusing or abusing alcohol, students should be encouraged to discuss these issues with the faculty program director. Peers should look out for each other and keep each other safe. High altitude, high temperatures, dehydration are all factors that can affect how the body processes alcohol. Students should be made aware of these factors that may influence what they perceive as "safe amount of alcohol" to consume when they are on campus.

In addition to posing a health and safety risk, alcohol misuse and abuse are the primary sources of behavioral problems and personality conflicts between group members. To begin discussions of this issue, it is helpful to ask students to discuss the consequences of alcohol misuse, such as the following:

- Tardiness or poor attendance at classes and activities.
- Negative student interactions as a result of alcohol-induced behavior.
- Animosity or breakdown of community among members due to such behavior.
- Poor reflection of group to local community and faculty.
- Undue stress on faculty director that requires excessive attention and time.

Discuss with students their perception of alcohol use in the host culture, comparing and contrasting with alcohol use in the U.S. Share your knowledge of alcohol use in the host culture and remind students of the difference between alcohol use and alcohol misuse and abuse. For example, in some cultures, drinking is a social event and overconsumption makes one stand out as a foreigner and potential target for crime. In other cultures, the alcohol content or pour is much higher than in the United States, so overconsumption can happen even without intent to get drunk. Don't make light of incidents of abuse (such as joking about hangovers).

## **Handling Complaints**

In order to eliminate confusion, disorganization, and competing priorities, the program director should serve as spokesperson for the entire group. Students should be reminded that handling complaints is one of the program director's responsibilities and that the program director will communicate participants' needs and desires to the appropriate party (e.g., staff at a host university, a hired guide or driver, hotel staff) in both academic and non-academic settings.

Note: The program director should document all student complaints and the program's response to them.

## **Handling Minor Behavioral Problems**

Minor behavioral problems are not serious enough to warrant immediate dismissal from a program but can have a negative effect on the program. In addition, behavior allowed to continue may affect the

atmosphere and morale of the entire group. Minor problems may escalate into major problems. Examples of minor behavior problems include:

- Excessive tardiness to class or class activities.
- Personality conflicts between program participants.
- Indifferent or rude behavior towards guests or invited speakers.

One should err on the side of strictness when facing even a seemingly minor disciplinary problem. Depending on the circumstances, you may wish to discuss the problem individually with the student or students or allow it to be openly discussed during a general debriefing session. Additionally, warnings can and should be issued.

If you are unsure as to how to address a behavioral problem, feel free to contact the Associate Dean of Undergraduate Students (Mellisa Thompson) to discuss your concerns.

Whether the behavioral problems are minor or significant, we recommend you make a written record of your observations and discussions with the student. Be sure to document any verbal and written warnings that you issue. Should the behavior persist, the Office of International Programs, in conjunction with the Office of the Dean of Undergraduate Students, will work with you to assess the situation and, if necessary, will facilitate the dismissal of a student from the program. Please make sure you also inform the Senior Associate Dean of the Office of International Programs (Rebecca Graves-Bayazitoglu) or the Director of the Study Abroad Program (Gisella Gisolo) about the issue.

- ✓ See sample Behavior Contract and sample Expulsion Form in the Appendix.

## V. Princeton University Policies and Applicable Laws

### Contractual Agreements

Contractual understandings may be established by oral discussions as well as written agreements with other institutions or service providers. Written agreements are preferable to oral understandings because they are easier to refer to and enforce. Contracts need to address numerous issues including liability, insurance, indemnification, choice of law, and jurisdiction. **All contractual agreements for services related to Princeton-sponsored international travel must be reviewed by the Office of the General Counsel and the Office of the Vice Provost of International Affairs and Operations, who will coordinate with Procurement, Global Financial Services, and Export Controls for review.** Such agreements for services include but are not limited to agreements established for housing, meals, tour guides, hired drivers, on-site administrators, and teachers.

Note: All non-Princeton program staff must receive information about and agree to abide by Princeton's policies related to conduct, including sexual harassment, alcoholic beverages, and student conduct.

### Conflict of Interest

Employees of Princeton University who act on its behalf have an obligation to avoid activities or situations that may result in a conflict of interest or the appearance of a conflict of interest. Employees must not use their University positions to influence outside organizations or individuals for the direct financial, personal, or professional benefit of themselves, members of their families, or others with whom there is a personal relationship.

All employees have an affirmative obligation to examine carefully any situation where there is potential for a conflict of interest or the appearance of a conflict of interest. Faculty who are concerned that a conflict may exist, or who are uncertain as to the impact or appearance of their activities, should always consult with their department chair or the Office of the Dean of the Faculty prior to engaging in the activity.

### Transportation

Undergraduate students receiving Princeton sponsorship may not rent or drive cars or motorbikes in foreign countries or be driven by graduate students unless the graduate students are staff of the program (exception: Canada).

If program staff members drive students in any vehicles, they are required to meet the driving qualifications established by the Office of Risk Management. They must obtain appropriate insurance coverage and be aware of and abide by local traffic laws.

Undergraduate students are prohibited from driving in any official capacity in connection with their Princeton study abroad program.

If the program includes bus, air, or train travel, research the carrier's reputation and consult with Risk Management if any previous questionable conduct is uncovered. In general, it is better to postpone an excursion than to travel with a questionable driver or under questionable conditions.

## Confidentiality

It is University policy to deal directly with students about their academic, personal, and medical records, although we encourage students to communicate with others (e.g. their families) about these matters.

A variety of legal, policy, and ethical obligations affect the use of student information.<sup>1</sup>

The University's Information Security Policy states:

Personally Identifiable Information (or "PII," as used in this Policy) is information that can be used (either alone or in combination with other information) to identify, contact, or locate a unique person. Examples include (but are not limited to): name, social security number, address, birth date, telephone number, account numbers, etc.

All Personally Identifiable Information in the possession of Princeton University is considered confidential unless:

1. The information is designated as "Directory Information" (Policy Section IV) by the appropriate Information Guardian;<sup>2</sup> or
2. The Information Guardian has otherwise authorized its disclosure.

The University requires that the following pieces of PII may not be collected, stored or used except in situations where there is legitimate business need and no reasonable alternative:

- Social Security Number
- Date of birth
- Place of birth
- Mother's maiden name
- Credit card numbers
- Bank account numbers
- Income tax records
- Driver's license numbers

Personally Identifiable Information is considered confidential and thus may only be shared on a "need to know" basis with authorized individuals. (Note: sharing student information with administrators in an emergency is permitted.)

In addition, student information is regulated by federal privacy laws and may not be shared outside the University except in certain situations or with consent. Faculty should familiarize themselves with Princeton's guidelines as stated in *Rights, Rules, Responsibilities* (see

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<sup>1</sup> See <http://www.princeton.edu/oit/it-policies/it-security-policy/> for Princeton University's Information Security Policy in its entirety.

<sup>2</sup> The guardian of an information collection ("Information Guardian") is typically the head of the department on whose behalf the information is collected or that is most closely associated with such information. For a list of the University's Information Guardians and designated contacts, see the OIT website.

<http://www.princeton.edu/pub/rrr>). In the event of any question or concern related to the program, contact Princeton’s Office of the General Counsel (609-258-2500).

The federal privacy law is the Family Education Rights and Privacy Act of 1974 (or “FERPA”). This law protects the privacy of student education records maintained by colleges and requires that education records be kept confidential. The statute defines the phrase “education records” broadly as “those records, files documents, and other materials which 1) contain information directly related to a student; and 2) are maintained by an educational institution or by a person acting for such agency or institution.” Digital records are covered by FERPA.

Education records may be disclosed with the consent of the student, if the disclosure meets one of the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on release of directory information. For more information, review the University’s statement regarding FERPA in *Rights, Rules, Responsibilities* (<http://www.princeton.edu/pub/rrr>).

See also *Confidentiality in Emergencies and Crisis Situations* in Section VI.

## Discipline and Study Abroad

All Princeton students participating in study abroad programs are expected to abide by the policies spelled out in *Rights, Rules, Responsibilities* (<http://www.princeton.edu/pub/rrr>). Faculty and staff members leading or participating in study abroad programs should familiarize themselves with these policies as well.

Students on study abroad programs are also expected to obey the laws of the country in which they are studying.

**Behavioral infractions:** The University expects that students on study abroad will act with a considerate regard toward others throughout the program. Actions that will not be tolerated and that may result in termination of the student’s participation, and that will also be subject to University discipline, include (but are not limited to):

- Behavior that endangers the student or others
- Violation of the policy regarding respect for others
- Behavior that is harassing, intimidating, or offensive to individuals
- Sexual harassment
- Sexual misconduct
- Disorderly conduct
- Willful damaging or destruction of property
- Assault
- Theft
- Participation in a riot or insurrection
- Arrest of a crime that is committed
- Violation of the Alcohol Policy as It Applies to Study Abroad Programs (see below)
- The possession, use, or distribution of illegal drugs or drugs for which a prescription is required but not obtained



Any suspected misconduct, including sexual harassment, should be reported to the Senior Associate Dean of the Office of International Programs (Rebecca Graves-Bayazitoglu) or the Director of the Study Abroad Program (Gisella Gisolo), without delay, so that the Office of International Programs can confer with the Office of the Dean of Undergraduate Students and the Title IX Coordinator about an appropriate response and, when necessary, assist with the investigation. Suspected sexual misconduct also should be reported directly to the Title IX Coordinator or the Director for Gender Equity and Title IX Administration.

**Investigation of alleged infractions:** When any form of misconduct is reported or suspected, contact the Senior Associate Dean of the Office of International Programs (Rebecca Graves-Bayazitoglu) or the Director of the Study Abroad Program (Gisella Gisolo), and the Senior Associate Dean of Undergraduate Students (for misconduct other than sexual misconduct) or Title IX Administrator Randy Hubert (for sexual misconduct), without delay. Alleged violations of policy must be investigated promptly, and certain types of incident must be addressed centrally from the Princeton campus, for example, by Deans at the Office of the Dean of Undergraduate Students, by the Honor Committee, or by the Title IX Administrator. A prompt internal discussion will ensure that the proper procedures are followed.

**Academic infractions:** All students are expected to act with integrity with respect to their academic work. Any suspected violation of the University's policies regarding academic integrity (plagiarism, unauthorized multiple submission, cheating on a quiz or test, etc.) must be immediately reported to the Senior Associate Dean of the Office of International Programs (Rebecca Graves-Bayazitoglu) or the Director of the Study Abroad Program (Gisella Gisolo).

**Adjudication and program participation:** If the alleged offense is one that is handled by the Committee on Discipline, as in the case of plagiarism or unauthorized multiple submission, and the student's absence from campus makes such adjudication impracticable, the student may be permitted to continue in the study abroad program until the adjudication occurs. If, however, the student's alleged conduct may pose a threat to the safety of any person, the objective of the program itself, or the student's ability fully to participate in the program, the student may be required to leave the program and return home.

When an honor code violation is reported, there will be an immediate investigation so that information can be gathered as quickly as possible while the details are still fresh. A member of the Honor Committee will be on call throughout the summer to conduct such investigations. Suspected violations can be reported to the Honor Committee through the Senior Associate Dean of Undergraduate Students. A decision about the student's status in the program pending adjudication and a decision about the student's grade will be made by the instructor in consultation with the Office of International Programs in light of all available information.

## Reporting Potentially Illegal Activity

(see <http://www.princeton.edu/reportingillegalactivity>)

Princeton University is committed to conducting its academic and administrative responsibilities in an ethical and lawful manner and in accordance with applicable laws, regulations, and University policy. The University depends on its faculty, academic professionals, and staff to share in this responsibility through

the timely reporting of suspected illegal activity.

Members of the University community who commit illegal activity are subject to disciplinary action, up to and including termination of employment or student status, and/or criminal prosecution. The University reserves the right to refer for prosecution activity of any kind for any reason.

**No retaliation: All reports of suspected illegal activity are viewed by the University as a service that will not jeopardize employment nor result in retaliation of any kind.**

In accordance with the standards of the Princeton University community and federal, state and local laws, Princeton University is committed to the investigation of and necessary corrective actions for all potentially illegal activity that is reported.

All members of the University faculty and staff who suspect or observe potentially illegal activity are responsible for reporting their concerns immediately.

For suspected crimes in progress or where there is an imminent or serious threat to individual safety, you should immediately report the matter to local law enforcement and to Princeton's Department of Public Safety (609-258-3333).

**For all other suspected illegal activity (i.e., that not in progress or posing an imminent or serious threat to safety):**

- Where a University student (undergraduate or graduate) is reasonably believed to be involved in the activity (either as a victim or a perpetrator), faculty, academic professionals, and staff should report the matter to the Office of the Vice President for Campus Life (609-258-3056).
- Otherwise, all concerns should be reported to their department chair or supervisor. Department chairs or supervisors should then immediately contact the Office of the Dean of the Faculty (for faculty and academic professionals) or the Office of Human Resources (for staff). In instances where individuals are uncomfortable with this approach or unable to report their concern to their department chair or supervisor, they may report directly to the Office of the Dean of the Faculty (609-258-3021) or the Office of Human Resources (609-258-4131).
- In instances where individuals are uncomfortable with these options, or if they wish to remain anonymous, or if all avenues have been exhausted and a sufficient response has not been received, they may report concerns using the University Hotline (1-866-478-9804 or the [EthicsPoint website](#)).

## **Alcohol Policy as It Applies to Study Abroad Programs**

The following information does not supplant Princeton's Alcohol Policy (see *Rights, Rules, Responsibilities*, <http://www.princeton.edu/pub/rrr>); rather, it clarifies how this policy applies to study abroad. The list below offers guidance in that regard:

Expectations of Faculty, Administrators, Program Directors, and Agents of the University (Collectively, "University Representatives")

- University Representatives are prohibited from providing alcohol to or purchasing alcohol for the students participating in their study abroad programs.
- In choosing facilities to provide meal services for students, University Representatives should seek to avoid facilities that allow unlimited self-service of alcoholic beverages included in the price for meals. In addition, to the extent possible, University Representatives should clarify to the facility and the students that pre-paid meals do not include alcohol.
- If students are individually purchasing alcohol at a group function in the presence of the University Representative, it is the responsibility of the University Representative to monitor responsible alcohol consumption and discourage excessive consumption of alcohol. In addition, as a University Representative, you are in a position of authority and responsibility and must be capable of addressing an emergency should it arise.

### Expectations of University Students

- As noted above, unless otherwise specified, students are expected to comply with Princeton’s alcohol policies as set forth in *Rights, Rules, Responsibilities* (<http://www.princeton.edu/pub/rrr>).
- University students are expected to know and abide by the legal drinking age of the country or countries in which they are studying.

## **Drug Policy**

See Princeton’s Drug Policy in *Rights, Rules, Responsibilities* (<http://www.princeton.edu/pub/rrr>).

All University policies regarding illegal substances (i.e., substances illegal in the United States) or drug paraphernalia apply to students on a Princeton study abroad program. In addition, students should be aware that criminal penalties for the possession, use, or distribution of illegal drugs may be more severe in the host country than in the U.S. Please note that there is little, if anything, the University or U.S. Department of State can do if a law was broken and there is an arrest in a foreign country.

## **Sex Discrimination and Sexual Misconduct**

Program directors should review “Anti-Harassment Policy and Complaint Procedures,” “Study Abroad Faculty Sexual Assault/Harassment Initial Response,” and “Frequently Asked Questions Regarding Allegations of Sexual Misconduct and the University Discipline Process,” included in the Appendix.

All University policies regarding sex discrimination and sexual misconduct apply to Princeton students on a Princeton study abroad program.

**As the faculty member in charge of the program, you have certain responsibilities when an incident of alleged sexual misconduct, including sexual harassment is reported to you, including the obligation to report the matter by contacting the Senior Associate Dean of the Office of International programs (Rebecca Graves-Bayazitoglu) or the Director of the Study Abroad Program (Gisella Gisolo), and the Title IX Director (Randy Hubert). For that reason, if a program participant approaches you about a possible case of sexual misconduct, you are advised to inform him or her that you are not a confidential adviser and that you are obliged to take action when such an incident is reported to you. For more information about faculty and staff**

reporting obligations with respect to sexual misconduct [please refer to the University's Sexual Misconduct website](#).

Students who believe they have been victims of sexual assault, sexual harassment, dating/domestic violence, or stalking are strongly encouraged to contact the SHARE (Sexual Harassment/Assault Advising, Resources, and Education) Office for support and guidance. A SHARE advocate can be reached at 609-258-3310 or can be accessed through Public Safety at 609-258-3333. International SOS can also assist in identifying local resources (see information on International SOS in Section VI).

## **Procedures for Dismissal from a Program**

Should there be any cause for dismissal of a student, the program director should review the course of action for dismissal with the Office of International Programs and the Office of the Dean of Undergraduate Students before taking action.

If you have not already done so, document the cause for dismissal and the program's response in writing.

- ✓ See Sample [Expulsion Form](#) in the Appendix.

At the direction of the Office of International Programs and/or the Office of the Dean of Undergraduate Students, provide a copy to the student and inform the student that a report will be filed and that the case may be adjudicated through the University discipline process upon his or her return to Princeton. (A copy should also be submitted to the Office of International Programs and the Office of the Dean of Undergraduate Students.)

## **Voluntary Withdrawal from a Program**

If a student has arrived at the program site and decides to withdraw, they must begin by discussing the situation with Princeton program director on site. The program director should consult with the Senior Associate Dean of the Office of International programs (Rebecca Graves-Bayazitoglu) or the Director of the Study Abroad Program (Gisella Gisolo), to determine whether a solution exists for the situation. If, after consultation, the student still plans to withdraw, he or she must submit a signed and dated statement to the program director. This statement must indicate that the student understands that effective as of the date indicated, they will no longer be considered a student in the program and is therefore responsible and liable for their own behavior, transportation home, insurance, etc. The program director should fax or email this signed and dated statement to the Senior Associate Dean of the Office of International programs (Rebecca Graves-Bayazitoglu) or the Director of the Study Abroad Program (Gisella Gisolo).

As noted in Section III, students who withdraw from a Princeton program after accepting a place but before the program begins will lose the non-refundable deposit and any unrecoverable costs. There are no refunds after the start of the program.

Consideration will be given to the student who leaves a study abroad program because of an emergency situation or illness (either personal or of a family member). In such cases, the program director will want to be supportive of the participant, but should outline, in writing, the consequences

that returning home will have on the participant's ability to complete the course and receive credit. No student can complete a course for credit if they are unable to attend class in-person for the equivalent of 1/6<sup>th</sup> of the teaching days of the course, or if the faculty member, in consultation with the Senior Associate Dean of OIP, judges that they cannot meet the essential requirement of the course. The student should sign a written statement of withdrawal that indicates that they will be financially responsible for costs incurred by leaving early.

## VI. Safety and Crisis Management

### Overview

Safety is a prime concern of all who are involved in study abroad ventures. Although statistics are in short supply, it is generally considered that study in a foreign country is no more dangerous than study in the U.S. On the other hand, there are risks unique to settings abroad, and when incidents occur, the impact on participants and their families is often more profound because of the unfamiliarity of the context and the distance that separates participants from their primary sources of consolation and support.

It is important for program directors to obtain and review the relevant U.S. Department of State International Travel Information (Travel Alerts, Travel Advisories, Country-Specific Information, International Travel Safety Information for Students, and Tips for Traveling Abroad). Travel is ordinarily not permitted to countries for which the U.S. State Department warns U.S. citizens against travel (see <http://travel.state.gov>). Importantly, the University's [GS&S Travel Policy](#) details requirements for University Travel, risk categorizations, including countries that are restricted, and process. For questions, please contact the Office of Global Safety and Security at [globalsafety@princeton.edu](mailto:globalsafety@princeton.edu).

The program director is responsible for the health and safety of the group at all times for the duration of the program. For this reason, if only one Princeton representative is accompanying the group (which is definitely not best practice for groups of 8 or more undergraduate students), they may not travel independently of the group overnight. At all times, the faculty director must:

- Be available 24-7 to respond to emergencies related to program participants.
- Carry a working mobile phone capable of making international calls 24/7 (not just when Wi-Fi is available).
- Be prepared to communicate via e-mail, fax, or telephone with the Office of Global Safety and Security (via Princeton Public Safety) and/or the Office of International Programs in the event of an emergency.

If there are two program directors and one director travels independently from the group for a day or overnight, he or she should:

- Be certain that the other program director is prepared to take charge of the program and provide for the health and safety of all participants.
- Provide the other program director with his or her itinerary complete with telephone contact information and clear instructions as to how he or she may be reached.
- Carry a working mobile phone capable of making international calls 24/7.

In addition to providing information about safety in program materials and during pre-departure and on-site orientations, the program director should consider the following guidelines to ensure safety:

- Anticipate potential safety issues, even if they seem unlikely, and develop contingency plans in advance.
- Follow the U.S. Department of State recommendations in “A Safe Trip Abroad,” found in the Appendix.
- Stress that program participants should make you aware of any and all of their independent travel plans, even if they are just out of town for a weekend.

- Confirm that participants' travel requests have been approved in Enroll My Trip (EMT) and that they have registered with the U.S. State Department's [Smart Traveler Enrollment Program \(STEP\)](#).
- Encourage students to keep their documents (passport, etc.) and a small supply of cash or extra credit card accessible. A photocopy of their passport should be kept separately from the actual passport.
- Keep a list of phone numbers—including those of the American embassy, the local police, International SOS, and key Princeton University offices—with you at all times. See the emergency contact card for an example.
- Remind students to try to blend in by dressing as the locals do. Avoid clothing that make you stand out as a foreigner (e.g., Western logos or brands, such as a New York Yankees hat or Princeton University attire, etc.).
- Discourage students from discussing politics loudly and aggressively in public situations, especially in English.
- Encourage students to:
  - Seek international news from a variety of sources, including local papers and news broadcasts and U.S. news sources.
  - Talk with you about local sentiment, safety procedures, and communication plans.
  - Consult the U.S. State Department website (<http://travel.state.gov>) for travel warnings and travel alerts.

Princeton's Office of Global Safety and Security is available for consultation should you have any safety or security questions. To schedule a meeting, please contact [globalsafety@princeton.edu](mailto:globalsafety@princeton.edu).

## Handling Emergency Situations

As someone responsible for leading a Princeton study abroad program, you may find yourself facing an emergency involving one or more of the students who are in your care. Students can and do become ill, suffer accidents, fall victim to muggings and assaults, find themselves caught up in potentially violent political situations, and fail to return on time to programs at the end of long weekends. It is your responsibility to mitigate and manage these situations, but you can rely on the help and support of Princeton University staff in doing this.

**As part of your role as a program leader/director you should be prepared to be on call 24/7 throughout the duration of the overseas travel. You are the first point of contact in-country when a student requires assistance.** International SOS is contracted by Princeton to provide around-the-clock assistance to faculty, staff and students for emergencies both medical and safety/security related. For immediate help in any emergency, you should call International SOS. Please review the section later in the handbook for more information about International SOS.

While it is, of course, impossible to plan for all contingencies involving students abroad, you do need to follow procedures to react in a responsible and level-headed way when emergencies do arise. You need to be prepared to provide—in a consistent and predictable way—for the safety and well-being of the students. You also need to take reasonable and prudent measures to limit the University's legal liabilities.

Faculty may need to make provisions for students who are ill and unable to travel at the end of the program, but those accommodations will be made in close consultation with the Office of International Programs and University Health Services.

## **Definition of an Emergency**

For our purposes, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of program participants. Emergencies may include incidents that are “newsworthy” and reach U.S. news agencies and cause alarm to families or colleagues.

Emergencies include, though are not confined to, the following:

- Physical assault.
- Disappearance, hostage taking, or kidnapping of a student.
- Robbery.
- Sexual assault or rape.
- Serious illness, physical or emotional.
- Psychological crisis.
- Significant accident and/or injury.
- Hospitalization for any reason or length of time.
- Terrorist threat or attack.
- Local political, natural, or man-made crisis or disaster in the vicinity of students, accommodations, or classrooms that could affect students’ safety or well-being.
- Infectious disease among participants or outbreak of an epidemic.
- Arrest or questioning by the police or other security forces.
- Crimes against a student.
- Crimes committed by a student.
- Death of a student.

Emergencies merit thorough preparation and immediate response. Work with the Office of Global Safety and Security and the Office of International Programs in responding to specific incidents.

## **Emergency/Crisis Protocol**

1. Take any necessary steps to secure the immediate physical safety of students and colleagues. In the case of a medical emergency, always ensure that the student is in the care of qualified emergency personnel before taking further steps. Call local emergency services first in a medical emergency.
2. In all emergency and urgent situations, International SOS should be contacted before attempts are made to contact the University. International SOS can provide referrals to reputable clinicians in the program area (see section on International SOS below).
  - From the U.S., Canada, Mexico, or Central or South America: +1-215-942-8478
  - From Europe, CIS (Russia and former Soviet Republics), Africa, or the Middle East: +44-20-8762-8008
  - From Asia, Australia, or the Pacific Rim: +65-6338-7800



3. Contact Princeton Public Safety at +1-609-258-3333. If possible, Public Safety should be contacted within two hours of discovery of a situation. Public Safety will immediately contact Global Safety & Security. This point person will oversee:
  - a. Contacting staff in the Office of International Programs, PIIRS or other sponsoring department/program, Campus Life, and UHS, as necessary.
  - b. Calling students' emergency contacts.
  - c. Addressing U.S.-based and non-U.S. based media, as necessary.
4. Notify other on-site staff.
5. Notify student participants and de-brief as needed to keep them calm, asking them not to divulge any information to people outside the group. Ask students to refrain from posting details of an incident or accident on social media out of respect for their fellow students' privacy and to allow university officials to be in touch with the student's family according to their own communication procedures. Moreover, depending on the severity of the circumstances, sharing information may put individual students or the group further at risk.
6. Contact the host university (if appropriate).
7. Document the situation. Start a journal. Save copies of all e-mails. Take notes of all discussions.
8. Other steps may be necessary but will depend on the situation and consultation with Global Safety & Security (GS&S) and other University offices. Consult the relevant section of this faculty handbook for more information.

## **Psychological and Psychiatric Emergencies**

The following are some examples of student behavior that may indicate psychological and/or psychiatric problems:

- Recurrent disruptive behavior.
- Missing classes, inability to complete work.
- Signs of depression (lethargy, sadness, withdrawal from friends and activities, tendency to isolate self from others).
- Signs of severe anxiety, such as panic attacks.
- Signs of an eating disorder, such as food binging and purging (vomiting), extreme thinness, not eating or eating very little, very frequent and prolonged exercising.
- Self-destructive or self-injurious behavior, such as cutting oneself or threatening self-harm.
- Heavy use of alcohol and/or disruptive behavior while intoxicated.
- Use of illegal drugs.
- Signs of mania, such as rapid speech, racing thoughts, erratic, impulsive behavior, grandiose or unrealistic plans or thoughts.
- Symptoms of possible psychosis, such as paranoia, delusions, hearing voices, or severely disorganized thoughts.

**In a situation in which it appears that the student may pose an imminent risk to him or herself or someone else (emergency), you must obtain immediate medical care from a hospital or psychiatric**

facility. It is recommended that the program director reach out to International SOS for advice and referral to an appropriate facility. There are limitations and challenges with mental health care in some countries and International SOS is best equipped to help you navigate that.

As soon as the student is under medical care, contact Princeton Public Safety at 609-258-3333. Public Safety will notify Global Safety & Security (GS&S), who will contact the appropriate Dean in the Office of the Dean of Undergraduate Students (ODUS) and the Office of International Programs (OIP).

**If the student appears to pose no imminent risk to himself or anyone else (non-emergency)**, the program director should gather as much information as possible by speaking with the student and others who may have information about his or her behavior. Unless it then appears that there is no basis whatsoever for concern, the program director must arrange for the student to be evaluated by a qualified psychological or psychiatric clinician, to assess the level of risk the student may pose to him or herself or others, and to evaluate the student's readiness to remain in the program. Whether or not the director concludes that the student must be evaluated, the director must notify the Senior Associate Dean of the Office of International programs (Rebecca Graves-Bayazitoglu) or the Director of the Study Abroad Program (Gisella Gisolo), as soon as possible of the reason for initial concern, and apprise them of the reason(s) for the decision regarding the evaluation.

International SOS can provide referrals to reputable clinicians in the program area (see section on International SOS below).

Before the student is evaluated by the clinician, it will be necessary for him or her to sign a release that authorizes the clinician to share the evaluation results with the program director as well as with any medical staff or administrators at Princeton University who may need access to that information.

- ✓ See Authorization for Release of Information form in the Appendix.

Thereafter, the program director should inform the Senior Associate Dean of the Office of International programs (Rebecca Graves-Bayazitoglu) or the Director of the Study Abroad Program (Gisella Gisolo) and Associate Dean of Undergraduate Students (Mellisa Thompson, ODUS) of the student's condition on a frequent and regular basis and consult with them about the feasibility of the student's remaining in the program and—if the student does remain in the program—what may be required in terms of the student's medical treatment and behavior.

If additional guidance is needed regarding a student's psychological status and/or the appropriate treatment program, the Princeton University Counseling and Psychological Services (CPS) may be consulted on a case by case basis at 609-258-3141, which operate on 24/7 basis. Please note that CPS cannot treat students while they are abroad, but they can consult with the faculty member.

If you are unsure on how to make an evaluation of this kind based on the information you have gathered, you may also contact Global Safety & Security via Princeton Public Safety.

*If a student attempts suicide*, or makes a gesture that appears knowingly self-destructive even if not lethal (taking prescription or over-the-counter medication well over the recommended dose, combining medications with alcohol, cutting oneself while under the influence of drugs or alcohol),

the student's participation in the program ordinarily will be terminated once he or she has received necessary medical attention and been stabilized. In such circumstances, the program director should (1) notify Princeton Public Safety at 609-258-3333. Public Safety will notify Global Safety & Security (GS&S), who will contact the appropriate Dean in the ODUS and OIP. They will coordinate parental notification and any further support needed at/from Princeton; and (2) contact International SOS directly to discuss arrangements for transporting the student home.

Bear in mind that other students in the program who may have been negatively affected by a student's worrisome or disruptive behavior may also benefit from attention and counseling.

## **International SOS**

International SOS provides Princeton travelers with worldwide quality health care and emergency assistance services 24-hours a day. International SOS services are designed to help with any medical, personal, travel, security, and legal problems that may arise. Call International SOS at any time to speak with a physician or security specialist about simple or critical matters.

Download the [International SOS assistance app](#) and make contact via the chat or a one-touch dial button to reach the nearest assistance center to your location. Because mobile phones can be lost or batteries die, carry the International SOS membership card with you at all times. It includes the telephone numbers of three International SOS assistance centers. In the event of an emergency, call one of phone numbers listed on the card. You can print a card from [the International SOS website](#) (log in with membership number 11BSGC000022).

To use any of International SOS's services, contact any assistance center by calling directly, calling collect, or calling the toll-free number. To ensure a prompt response when calling, you should be prepared to provide the following:

- Your name, location, age, sex, and nationality.
- Princeton University's International SOS membership number: 11BSGC000022.
- The telephone number from which you are calling (in case you are disconnected).
- Your relationship to the Princeton University employee or student (if the person calling is not the employee or student).
- Name, location, and telephone number of the hospital, clinic, or treating doctor, if already receiving medical treatment.

Please note that International SOS will also ask the caller to provide verbal consent to share information with the University. We strongly advise that those calling International SOS for emergency assistance provide verbal consent so the University can provide the best possible, most expedient support in an emergency.

Although members can contact any International SOS assistance center at any time, we recommend that in the event of an emergency, the closest lead assistance center be contacted. Be sure to know a country's outbound international dialing code and procedures for making a collect call before travel to that country.

<b>If calling from:</b>	<b>Call assistance center in:</b>	<b>At this number (call collect):</b>
U.S. or Canada	Philadelphia, PA	1-800-523-6586 1-215-942-8478
Mexico, South or Central America	Philadelphia, PA	00-1-215-942-8478
Europe, CIS (Russia and former Soviet Republics), Africa, or the Middle East	London	44-20-8762-8008
Asia, Australia, Pacific Rim	Singapore	65-6338-7800

## Confidentiality in Emergencies and Crisis Situations

The Family Educational Rights and Privacy Act more commonly referred to by its acronym FERPA (or the Buckley Amendment) is a federal law that protects the privacy of student education records. Even though the students are participating on a program in an overseas location, their rights and protections under this law travel with them. As such, there may be times when parents or other interested parties will desire to receive information about on-site events or activities during the program, but this is in conflict with FERPA regulations. We would encourage you to insist that your students share all the same information they have with their parents to avoid this conflict. Additionally, and even though the law allows for disclosure of information in an emergency situation, students must sign appropriate authorization forms that recognize that program staff will disclose information to their families in case of emergency. A FERPA disclosure authorization is normally deployed in the GPS application system and the program manager should ensure that the authorization has been signed by each student. For programs that may have not used the GPS system, prior to any disclosure to anyone other than a student's emergency contact, it behooves the program director to liaise with the program managers who have managed the program application to ensure that University guidelines protecting student privacy are being followed.

Remember to document all emergencies thoroughly and to communicate with the Office of International Programs about the situation.

## Sending Students Home

One or all students may need to return to the U.S. early. You should communicate with students during orientation about the circumstances under which returning home or being sent home may happen and clearly describe grounds for expulsion from the program.

**When contemplating evacuation, expulsion, or program cancellation**, program directors should consult with Global Safety & Security, who will consult with other University offices as needed.

In consultation with and at the direction of the Office of International Programs and the Office of the Dean of Undergraduate Students, the program director may send an individual student home in response to:

- Criminal activity on the part of the individual: arrest, drug use, etc.
- Behavior that endangers the student or others.
- An emotional crisis that greatly affects an individual.

- Serious illness, including psychological illness (fitness to travel for both physical and mental illness is assessed by ISOS).
- Inappropriate behavior on the part of the individual: a continuing pattern of culturally inappropriate behavior that does not improve with advising and that endangers the program's relationship with the local community or behavior that is insensitive to other group members or damaging to the program group's morale.

The program director, in consultation with and at the direction of the Office of International Programs and the Office of Global Safety and Security, may cancel the program in response to:

- Death of a program participant or staff member.
- Kidnapping or detention of a program participant or staff member.
- An outbreak of an infectious disease.
- A natural disaster.
- A political or civic emergency.
- Other serious health, safety or security issues that, as determined by the University, makes travel unfeasible, even with significant precautions taken.

## Documenting Incidents

All emergencies should be documented as completely as possible and as soon as possible after they occur.

- ✓ See Sample Incident Report in the Appendix.

Minor emergencies or incidents may not require implementing the full emergency/crisis protocol, but you must still document them thoroughly. The Office of International Programs should be provided with documentation within 24 hours of any incident. In documenting an incident, make note of the following:

- Date and time of incident.
- Location of incident.
- Names of all students involved.
- Names of all others present.
- How and when you learned of the incident if you were not present.
- Brief description of the incident.
- Brief description of your response to the incident.
- Names and contact information of any physicians, officials, or police involved.
- If a student was injured or ill and received medical attention, a description of the treatment and any recommended aftercare, including the names of medication.
- If a student was incapable of making decisions (about medical treatment, for instance), explain who made those decisions.
- Notes regarding contact with students' families and any Princeton University offices.

## Guidelines for Media Inquiries

**IMPORTANT NOTE:** If you are contacted by the media **during an emergency or incident** and you have not yet been in contact with Princeton, please use the following statement:

*My responsibility is to the students on this program, their families, and Princeton University. I will be happy to discuss this matter with you after I have contacted these parties. Thank you for your understanding.*

You may be put in the role of de facto spokesperson. Do not release the names of students or speak on Princeton's behalf without contacting the Office of Communications, which will provide support and assistance in developing responses to media inquiries.

As a general rule, media requests for information about the University, interviews with members of the Princeton community and filming of Princeton community members abroad or in the field are handled by the Media Relations office. The staff is available to help with requests and are experienced in handling sensitive subject matter. Before speaking to local, national or international press about your program, please consult with the Princeton Media Relations team by emailing [mediarelations@princeton.edu](mailto:mediarelations@princeton.edu). If it is in the immediate aftermath of or in relation to an emergency situation, contact Global Safety & Security.

Media contact will probably arise from three scenarios:

- Interest in the program's presence in the local community and activities.
- Interest in the University's efforts in the region.
- An emergency involving a student or staff member.

Once you have specific guidance from Media Relations – if you fall under the first scenario, you may enjoy the press that the program receives and do your best to be accurate during the interview. Take charge of the reporter's presence on the program site by putting together an itinerary and alerting students to the reporter's presence. Allow students to avoid the public eye if they wish.

The reporter may view you as a spokesperson for administrative policies, but do not hesitate to redirect the interview and focus on the merits of your program. Encourage the reporter to use online resources, if available, to learn about general policies.

If the media interest is being generated due to an emergency of crisis this will demand a much more disciplined response. If a program participant is involved in an emergency, among your first actions will be to contact Global Safety & Security (via Princeton Public Safety). The string of events that follow from that phone call will include support and guidelines for media inquiries.

## VII. Post-program Activities

To provide continuity and feedback and make suggestions for future program improvements, returning faculty are expected to submit an end-of-program report to the sponsoring department or program and the Study Abroad Program. This report should be submitted within one month after return to campus so that the insights, suggestions, and comments can influence the planning for the following year's program.

Once back on campus, you may want to maintain contact with your students. You might suggest to them some of the following ways to use the interests and skills they gained abroad:

- Develop a student website for the program.
- Share their experiences by speaking at events on campus.
- Participate in the annual Study Abroad Fair.
- Get connected with area studies programs.
- Join international organizations and clubs.
- Continue foreign language study or take courses with an international focus.
- Continue studying the host country by taking related courses, reading international papers, viewing films and videos, writing research papers, etc.
- Think about when and how to return abroad. Students may be interested in
  - participating in [study abroad programs](#) during the academic year;
  - doing an [international internship](#);
  - applying to graduate schools abroad;
  - applying for [post-graduate scholarships](#) to study and/or conduct research abroad, such as Fulbright, Marshall, Rhodes, Mitchell, etc.;
  - participating in postgraduate internships such as Princeton in Asia, Princeton in Latin America, and Princeton in Africa;
  - entering the annual International Eye Photo Contest;
  - finding employment possibilities in multinational companies;
  - joining the Peace Corps;
  - applying to serve in the U.S. Department of State;
  - returning to visit host family and friends.

### *A special note on health-related issues*

Please remind your students of the following:

- Students can make a [medical appointment](#) for any illnesses that have occurred while traveling abroad. In addition, acute illnesses that develop up to 2 weeks after return from international travel may be related to recent travel and travel health provider may be consulted for travel related concerns.
- Students who spend more than 3 months in a location other than North America, Western Europe or Australia, or whose work or internships abroad involve healthcare facilities, shelters, nursing homes regardless of duration of stay, need to submit a tuberculosis screening test at [www.princeton.edu/myuhs](http://www.princeton.edu/myuhs)

## VIII. Useful Contact Information

Note: When calling the U.S. from abroad, dial the international dialing code of the country from which you are calling + 1 + area code + local number.

**Princeton University Public Safety is open 24/7. To reach Princeton University in emergencies or after hours, call:**

**+1-609-258-3333**

### **Communications, Office of**

+1-609-258-3601  
Fax: +1-609-258-1301

### **Dean of the Faculty, Office of the** [dof@princeton.edu](mailto:dof@princeton.edu)

+1-609-258-3021

### **Dean of Undergraduate Students, Office of the (ODUS)**

+1-609-258-3055  
Fax: +1-609-258-3831

### Joyce Chen, Interim Dean of Undergraduate Students [jgchen@princeton.edu](mailto:jgchen@princeton.edu)

+1-609-258-3054

### Mellisa Thompson, Associate Dean of Undergraduate Students [mellisat@princeton.edu](mailto:mellisat@princeton.edu)

+1-609-258-3052

### **Disability Services** [ods@princeton.edu](mailto:ods@princeton.edu)

+1-609-258-8840

### Asha Nambiar, Director [anambiar@princeton.edu](mailto:anambiar@princeton.edu)

+1-609-258-8840

### **General Counsel**

+1-609-258-2500  
Fax: +1-609-258-2502

### **Global Safety & Security (GS&S), Office of** [globalsafety@princeton.edu](mailto:globalsafety@princeton.edu)

For emergencies, contact Princeton Public Safety & specify you are abroad.

### Jaime Signoracci, Director, Global Safety & Security [jsignoracci@princeton.edu](mailto:jsignoracci@princeton.edu)

+1-609-258-9148

### Chris Holmes, Associate Director, Global Safety & Security [ch6357@princeton.edu](mailto:ch6357@princeton.edu)

+1-609-258-2129

### **Health Services (UHS)** [uhs@princeton.edu](mailto:uhs@princeton.edu)

+1-609-258-3129  
Fax: +1-609-258-7636

### Irini Daskalaki, M.D., Associate Director, Global and Community Health [irinid@princeton.edu](mailto:irinid@princeton.edu)

+1-609-258-8627



Robin Maestriperi, APN, Global and Community Health +1-609-258-3141  
[rmaestri@princeton.edu](mailto:rmaestri@princeton.edu)

Calvin Chin, Director, Counseling and Psychological Services +1-609-258-6638  
[cc23@princeton.edu](mailto:cc23@princeton.edu)

**SHARE** (Sexual Harassment/Assault Advising, Resources, and Education)\* +1-609-258-3310  
Jacqueline Deitch-Stackhouse, Director +1-609-258-1898  
[jd3@princeton.edu](mailto:jd3@princeton.edu)

\*SHARE advocates can be reached at 609-258-3310 or accessed through Public Safety at 609-258-3333.

**International Programs, Office of** +1-609-258-5524  
[oip@princeton.edu](mailto:oip@princeton.edu) Fax: +1-609-258-1019

Rebecca Graves-Bayazitoglu, Senior Associate Dean, OIP +1-609-258-2821  
[rgraves@princeton.edu](mailto:rgraves@princeton.edu)

Gisella Gisolo, Director, Study Abroad Program +1-609-258-1010  
[ggisolo@princeton.edu](mailto:ggisolo@princeton.edu)

Olga Liamkina, Assistant Director, Faculty-led Programs +1-609-258-0158  
[olga.liamkina@princeton.edu](mailto:olga.liamkina@princeton.edu)

**International SOS**

From the U.S., Canada, Mexico, or Central or South America + 1-215-942-8478  
(Philadelphia)

From Europe, CIS (Russia and former Soviet Republics), + 44-20-8762-8008  
Africa, or the Middle East (London)

From Asia, Australia, or the Pacific Rim + 65-6338-7800  
(Singapore)

**Princeton Institute for International and Regional Studies (PIIRS)**

Trisha Craig, Executive Director +1-609-257-5437  
[tc9709@princeton.edu](mailto:tc9709@princeton.edu)

**Provost, Office of the**

Michele Minter, Vice Provost for Institutional Equity and Diversity +1-609-258-6110  
& Title IX Coordinator

[mminter@princeton.edu](mailto:mminter@princeton.edu)

Aly Kassam-Remtulla +1-609-258-2560  
Vice Provost for International Affairs and Operations  
[atv@princeton.edu](mailto:atv@princeton.edu)

Randy Hubert, Director of Gender Equity and Title IX Administration +1-609-258-7411  
[rhubert@princeton.edu](mailto:rhubert@princeton.edu)

Jaime Signoracci, Director, Global Safety & Security  
[jsignoracci@princeton.edu](mailto:jsignoracci@princeton.edu)

+1 609-258-9148

**Public Safety, Department of** (available 24/7)

Emergency number:

+1-609-258-3333

Non-emergency:

+1-609-258-1000

Fax: +1-609-258-1958

**Risk Management**

+1-609-258-3046

Fax: 609/258-3448

Honora “Missy” McGinn, Assistant Vice President  
[hmcginn@Princeton.edu](mailto:hmcginn@Princeton.edu)

+1-609-258-3349

Karen Bradley, Director  
[kb1812@princeton.edu](mailto:kb1812@princeton.edu)

+1-609-258-8255

# **IX. Appendix: Handbook for Faculty-led Study Abroad Programs**

## **Templates and Forms**

- Suggested Emergency Contact Card Template
- Suggested Acceptance Letter Template
- Graduate Assistant AI Role and Expectations
- Sample Letter of Engagement for Graduate Students
- Sample Letter to Families
- Sample Student-Faculty Agreement
- Shared Space Living Agreement
- Behavior Contract
- Expulsion Form
- Authorization for Release of Medical or Athletic Medicine Information Form (Princeton University)
- Travel Medical Profile and Consent for Care Form
- Incident Report Form

## **Safety-Related Travel Resources**

- International Travel Health and Wellness FAQ
- International SOS Program Benefits Information Sheet and Frequently Asked Questions

## **Princeton Policies**

- Terms and Conditions for Student University Travel
- Religious and Medical Accommodations for International Undergraduate Travel
- Policy on Discrimination and/or Harassment
- Study Abroad Faculty Sexual Assault and Harassment Initial Response
- FQA: Reporting, Handling, and Adjudication of Reports and Complaints of Sexual Discrimination and Sexual Misconduct for Students

## Suggested Emergency Contact Card Template

*Program coordinator/director: fill out with local emergency numbers, print out in wallet size, fold, laminate, and distribute to your student either before departure or upon arrival.*

### FRONT:

<b>Emergency Contact Numbers</b>		<b>Princeton University</b>	
<b>NAME: XYZ</b>	Cell phone #	<b>NAME: XYZ</b>	Cell phone #
Course professor	<a href="mailto:xxxx@princeton.edu">xxxx@princeton.edu</a>	Course administrator	<a href="mailto:xxxx@princeton.edu">xxxx@princeton.edu</a>
<b>NAME: XYZ</b>	Cell phone #	<b>NAME: XYZ</b>	Cell phone #
Co-leader	<a href="mailto:xxxx@princeton.edu">xxxx@princeton.edu</a>	Program manager	<a href="mailto:xxxxx@princeton.edu">xxxxx@princeton.edu</a>
<b>NAME: XYZ</b>	Cell phone #	<b>University Public Safety:</b>	(+1) 609 258 3333
Local Guide/Host	<a href="mailto:xxxx@xyz.xy">xxxx@xyz.xy</a>	<b>Global Safety &amp; Security</b>	(+1) 609 258 9148 (24/7) <a href="mailto:globalsafety@princeton.edu">globalsafety@princeton.edu</a>
		<b>Counseling and Psych. Services</b>	(+1) 609 258 3141 (24/7)
<b>ISOS (International SOS)</b>		U.S. (call collect)	<b>+001 215 942 8478</b>
(Princeton's member number is 11BSGC000022)		<a href="https://www.internationalsos.com/">https://www.internationalsos.com/</a>	

### BACK:

<b>Local Emergency Numbers</b>		<b>Important Numbers and Addresses</b>	
Ambulance:		<b>Hotel:</b>	
Police:			
Fire:			
<b>Local Embassies</b>		<b>On-site Staff/Host:</b>	
<b>U.S. Embassy:</b>			
After-hours emergency			
		<b>Transportation (e.g., taxi company):</b>	
<b>Other embassy:</b>			
(For non-US citizens)			

## Suggested Acceptance Letter Template

*Dear X,*

*Congratulations! We're very pleased to inform you that you've been selected for the [] program, to be held in [] from [] to []. [Include information about any funding that the program is offering the accepted student.]*

*Students who wish to seek funding to help meet the cost of the program can do so via Princeton's Student Activities Funding Engine (SAFE), which coordinates the application process for Princeton funding opportunities (see <https://studentfunding.princeton.edu>). Please note that deadlines for various funding opportunities differ, and some funding opportunities require students to be on financial aid and/or may have additional eligibility requirements. Students on financial aid may also apply for loans through the Office of Financial Aid.*

*To accept or decline a place in the [] program, you must send an e-mail to [] no later than [date] indicating your decision. Once we receive your e-mail accepting a place in the program, you will be responsible for paying a required nonrefundable \$500 deposit that will be charged to your student account. If you are planning to accept a place on the program, please confirm in your e-mail that you have a valid passport. If you do not have a passport, apply for one immediately requesting expedited service. If you are not a U.S. citizen, you should be sure that your home country passport is valid and that you will be able to reenter the U.S. upon conclusion of the program.*

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**As students respond, accepting a place in the program, departments should send a standard response, such as:**

*Dear X,*

*We are delighted that you have accepted a place in the [] program. We will charge your student account the non-refundable deposit of \$500. [Note: This is a good opportunity for departments to announce dates for mandatory meetings and pre-departure sessions.]*

# Graduate Assistant/AI Role and Expectations

## Responsibilities of Graduate Assistant:

### **Before Departure (estimated as 35-40 hours total):**

- Help the faculty director advertise the course with undergraduate students (e.g., by visiting classes, attending info. sessions, attending the study abroad fair, etc.).
- Assist the faculty director with scheduling and holding applicant interviews, as needed.
- Assist the faculty with the booking of on-site events and the planning of on-the-ground excursions, as needed.
- Assist the faculty with the organization of informational pre-departure meeting(s) with committed students, as needed.
- Attend required pre-departure orientation meeting with students offered by OIP (normally around late March/April/early May).
- Attend required OIP-administered faculty/staff pre-departure orientation workshop(s), normally offered in April.

### **On-site:**

- Graduate Assistants may be asked to only help with program coordination while on site (estimated as approx. 10 hrs/week), or also help with delivering the course instruction (estimated as approx. 15 hrs/week for instruction and local coordination combined).
  - Depending on the job requirements and the length of the course, different stipends will be calculated. Before a graduate assistant's appointment is confirmed, the Graduate School and the Office of Global Finance will check on the applicant's status and eligibility for this job. Compensation for the summer faculty-led course assistantship will replace the graduate student summer stipend (if applicable).
- Graduate assistants will help the faculty director manage the administrative aspects of the program, including (but not limited to): help the students acclimate to the location; develop a post-arrival orientation program covering the basics and logistics of living in the new country; accompany the students on tours and excursions (including overnight excursions, if applicable); assisting with student wellbeing, incidents and emergencies.
- If instructional responsibilities will be included, these may include: holding precepts or smaller class discussions pertaining to the content of the course; assisting with evaluating and grading assignments; please note that grading may take place after the end of the course.
  - Graduate assistants will discuss the instructional responsibilities with the faculty directors—provided such responsibilities, combined with the administrative ones, do not exceed the estimated number of hours as defined above.
- The graduate assistant will be required to have a working phone during the entirety of the program and to remain available for any student emergencies.
- Normally, graduate assistants are expected to live in the same (or, if not possible, a nearby) building where the undergraduate students are housed, but will have their own room.
- Graduate assistants play a pivotal role in keeping in close contact with the undergraduates participating in the program, hearing their thoughts/concerns, and becoming a regular liaison between the students and the faculty director.

### **Graduate assistant expenses covered by the program budget:**

- **International travel:** One round-trip ticket in economy class will be covered. Included in the travel allowance is transportation to/from airport both in the US and in the host country.
- **Local transportation:** the cost of public transportation (e.g., a metro card) for the duration of stay, plus any other special transportation required as part of the student excursions or to handle program-related activities or student emergencies.
- **Per-diem:** the per-diem is intended to cover “meals and incidental expenses” (M&IE) and is calculated as 50% of the US Department of States’ M&IE daily rate for the particular location, multiplied by the number of days of the duration of the program. The per-diem can be requested in a lump sum as a cash advance and does not need to be documented with receipts.
- **Phone:** The program budget will cover the difference between the graduate assistant’s domestic, US-based phone plan and an international plan with unlimited data for the duration of the program. For programs longer than a few weeks, it is recommended to purchase a local phone with data, or replace the US SIM card with a local SIM card, since the local use of the device will likely outnumber the international use. The program budget will detail what is expected to be a reasonable phone budget given the location and program needs.
- **International insurance:** Emergency medical insurance (inclusive of repatriation and evacuation benefits) will be provided as part of Princeton University’s policy for university-sponsored international travelers. More information on this will be provided during the pre-departure training.
- **Program activities and excursions:** The graduate assistant’s participation on all tours, excursions, museum visits, etc. that are a required part of the program will be covered.

## Sample Letter of Engagement for Graduate Students

TODAYS DATE

GRADUATE STUDENT EMAIL/ADDRESS

Dear .....

This letter is to confirm that you will be assisting as graduate assistant for the summer faculty-led program called “.....” to be held in ..... [CITY, COUNTRY], from ..... [PROGRAM DATES]. You have agreed to provide these services during the duration of the course abroad for approximately 15 hours per week and for an additional 35 to 40 hours in preparation for the course<sup>3</sup> (the preparation hours are expected to be distributed across the several months leading up to the course implementation).

Please allow me to outline the financial details of the arrangement:

- The gross payment for your services will be \$.....[AMOUNT], to be deposited into your U.S. bank account on file with the university.
- The department will provide a \$..... [AMOUNT] meal allowance, which will be paid to you in late May in advance of the seminar.
- The department will cover your accommodations on site, from your arrival in ..... [DATE OF ARRIVAL] through and including ..... [DATE OF DEPARTURE]
- The department will cover airfare (roundtrip coach, to be booked in Concur) and in-country transportation and hotel accommodations associated with required field trips.
- Please note that your payment for the below services for the month of \_\_\_\_\_ will replace your graduate summer stipend.

As the local graduate assistant, you agree to provide the following services in consultation with ..... [NAME OF PROGRAM DIRECTOR]:

- Assisting with pre-departure needs, including but not limited to: interviewing the program applicants; holding information sessions; visiting classes to promote the program; researching the program location; making reservations on behalf of the group; attending required preparation workshops/trainings.
- Once on site: Making course arrangements, including but not limited to classroom reservations, technological needs (Internet access, PowerPoint setup, etc.), preparation of course materials, and

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<sup>3</sup> To be customized as needed; graduate students providing only coordination assistance should expect to work approx. 15 hrs/week; graduate students involved in teaching plus local coordination should expect to work approx. 20 hrs/week. If a program expects these figures to be higher, they should be consulting with the Graduate School



securing local library access if needed. Arranging for transportation for students to and from class and other sites as needed. Arranging for transportation and accommodations for guest speakers.

- (As needed) setting up day trips and overnight or weekend excursions, making all travel arrangements (transportation, lodging, meals, entrance tickets to sites) and providing the necessary receipts or other documentation for required recordkeeping. Accompanying the group on excursions.
- (If also assisting with teaching: coordinating with the faculty director about specific teaching roles and responsibilities).
- Advising the students on the city, getting around easily and safely, and other safety issues.
- Being on-call in case of emergency.
- Providing other administrative services as required.

If this letter accurately describes our agreement, please countersign in the place provided below and return it to ..... [NAME OF ADMINISTRATIVE CONTACT IN THE DEPARTMENT] by ..... [DEADLINE].

Please make sure to also obtain the signature of your Director of Graduate Studies in the space below.

A copy of this letter will be shared with the Graduate School as well, for their final verification of eligibility to work and record-keeping.

We thank you for your eagerness to assist, and look forward to working with you.

Sincerely,

NAME AND SIGNATURE OF ADMINISTRATIVE CONTACT IN THE DEPARTMENT OR OTHER AUTHORIZED SIGNER AS APPROPRIATE

\*\*\*\*\*

Approved by:

SIGNATURE OF DIRECTOR OF GRADUATE STUDIES IN THE DEPARTMENT

NAME OF DIRECTOR OF GRADUATE STUDIES IN THE DEPARTMENT

Accepted by:

SIGNATURE OF GRADUATE ASSISTANT HERE

GRADUATE STUDENT NAME HERE

## Sample Letter to Families

May 14, 2014

To: The Family of \_\_\_\_\_

From: Jill Dolan, Annan Professor in English; Professor of Theater in the Lewis Center for the Arts; and Director, Program in Gender and Sexuality Studies  
Stacy Wolf, Professor of Theater in the Lewis Center for the Arts; and Director, Princeton Atelier

Re: The 2014 Global Seminar: “Performing Irishness: Theater and Performance in Modern and Contemporary Ireland,” June 16–July 25, 2014

We are very pleased to be directing the 2014 Global Seminar “Performing Irishness: Theater and Performance in Modern and Contemporary Ireland” and that \_\_\_\_\_ will participate. Sponsored by the Princeton Institute for International and Regional Studies (PIIRS) in conjunction with the Office of International Programs, this seminar will offer to the fifteen participating students an unparalleled opportunity to immerse themselves a variety of contemporary theater and performance forms in Ireland. We’re writing to provide a brief itinerary and description of the program and to inform you of Princeton University’s policies and expectations for overseas travel.

The seminar will run from Monday, June 16 to Friday, July 25, 2014, and is offered in cooperation with the National University of Ireland (NUI), Galway. Each of the fifteen participants has been responsible for making her/his travel arrangements to arrive in Galway, via Dublin, by Saturday, June 14, and to depart no sooner than Saturday, July 26. We will have a full record of all the students’ incoming flights to monitor arrivals. The students will be briefed on how to travel safely by bus from the airport in Dublin to their accommodations in Galway, Corrib Village on the NUI campus. We have provided that same information for you below.

Visas are not required for U.S. citizens traveling to Ireland. Students traveling to other countries before or after the seminar are responsible for familiarizing themselves with country-specific requirements and obtaining proper documents on their own.

In this packet, we have provided the seminar syllabus, which outlines the exciting program we’ve designed for your student. For the first four weeks, daily seminars, visits from Ireland-based scholars, and performance-practice workshops will be supplemented by frequent evenings of theatre-going. Students will study performance theory and read contemporary drama that we’ll discuss in the context of Ireland’s political and economic situation from the early 20<sup>th</sup> century that informs the present. Community service projects with the Blue Teapot Theatre Company (<http://www.bluteapot.ie/>) and the Galway Youth Theatre (<http://www.galwayartscentre.ie/galway-youth-theatre.html>) will complement their studies.

We will take two trips outside Galway. From Friday to Sunday, June 20–22, the group will travel to Cork and the Cork Midsummer Festival, one of Ireland’s leading international multidisciplinary arts festivals. It features local, national, and international events in theater, dance, opera, music, visual arts and outdoor arts. The students will stay at Sheila’s Hostel (<http://www.sheilashostel.ie/>) in Cork, the contact details for which are at the end of this letter. During the second week of class, the group will travel for the day to the

Aran Islands, just off Ireland’s west coast, as part of our investigation of tourism and “performing Ireland.”

Another truly exciting part of the seminar, during its last two weeks (July 14–27), is the Galway Arts Festival, Ireland’s largest international arts festival (<http://www.galwayartsfestival.com/>). Since its founding in 1978, the festival has grown significantly in both size and reputation. International and Irish artists join forces in more than 250 performances, talks, and exhibitions enjoyed by over 150,000 attendees. The Princeton students will both attend performances and volunteer at the festival. Many of the Irish artists will interact with us in talkbacks and group discussions over those two weeks, enriching the personal nature of the experience.

Although we have spent considerable time in planning this trip to ensure that it will be as safe as possible, all travel abroad entails risks, and even the most experienced leaders cannot prevent all accidents. All students should have attended pre-departure meetings organized by both PIIRS and the Office of International Programs, and should be aware that there may be risks related to travel and be prepared to assume them. Additionally, information on immunizations and on other health matters of significance for travelers has been provided to students via the University Health Center. All of the students are enrolled in a supplemental health insurance plan offered by International SOS through the University.

Ireland is a safe, friendly, and hospitable country. The students’ time in Galway should be exciting and, on the whole, problem-free. Concerning its responsibility for the students, the University distinguishes between seminar-related and personal activity. We have organized the students’ participation in the seminars, arranged for their accommodations and field trips, and have taken care to make this experience as safe and productive as possible. To this end, our own housing will be very near the campus.

It is understood, however, that the students will be on their own and responsible for their own actions when they aren’t involved in seminar-related activities, for example, in unrelated evening and weekend activities and anything before June 14 and after departure on July 26. Students have been informed that if a participant does not comply with the expectations set forth in the University’s “Rights, Rules, and Responsibilities”—for example, exhibiting behavior that is dangerous to the student or others—appropriate disciplinary action will be taken, and the participant will be sent home immediately.

For your information, here is the program contact information:

Jill Dolan  
E-mail: [jsdolan@princeton.edu](mailto:jsdolan@princeton.edu)  
Princeton Office Phone: 609-258-5697 (which is accessible from Ireland)  
Cell Phone:

Stacy Wolf  
E-mail: [swolf@princeton.edu](mailto:swolf@princeton.edu)  
Princeton Office Phone: 609-258-8407  
Cell Phone:

Again, please refer to the attached information packet and to the seminar website at <http://www.princeton.edu/piirs/global-seminars/current-seminars/ireland/> for details about the program. If you have any questions or concerns please feel free to contact us.

## Getting There

Students arrange their own flights to arrive in Dublin (<http://www.dublinairport.com/home.aspx>) by Saturday, June 14, 2014. Students will then travel via Go Bus to the Galway New Coach Station. The Citylink bus is another possibility, but taking the express rather than the commuter service is essential. Tickets for both buses may be purchased online at a 10% discount before students leave the U.S. at <http://www.gobus.ie/index.php> (Go Bus) or <http://www.citylink.ie/> (Citylink). The roundtrip cost is about €25. From the main Galway New Coach Station, take the complimentary shuttle bus from the Tourist Office to Corrib Village. It runs on the hour from 10:30 a.m. to 7:30 p.m. on Saturdays.

Each student should check with his or her individual airline on restrictions on both checked and carry-on luggage. **A student's passport and visa should never be packed in checked baggage.**

## Staying In Touch

Cellphones will allow students to keep in close touch with each other, the faculty, their families, and the PIIRS office. In this packet, we've enclosed a sheet with information on cellphone usage outside the U.S. We're also asking students to download Skype on their laptops.

## Cooperating University

**National University of Ireland, Galway**

University Road

Galway, Ireland

Website: <http://www.nuigalway.ie/>

Local Coordinator:

Ms. Ciara O'Dowd

E-mail: \_\_\_\_\_

## Student Accommodations

**National University of Ireland**

**Corrib Village**

Newcastle Road

Galway, Ireland

Telephone: 011 353 91 527112

Fax: 011 353 91 523661

E-mail: [info@corribvillage.com](mailto:info@corribvillage.com)

Website: <http://www.corribvillage.com/summer/index.html>

The students will be housed in single rooms in 4-room suites. Amenities are listed on the Corrib Village website. Reservations are from Saturday, June 14, through Friday, July 25 (departing July 26). If a student wishes to arrive in Dublin before June 14 or depart after July 26, they may stay at the NUI accommodations at their own expense (€43/night), provided that reservations have been made in advance through the PIIRS office.

## Sample Student-Faculty Agreement

Program Name: \_\_\_\_\_

I understand that students in this study abroad program must display proper respect and sensitivity to the host culture as well as to student and faculty members of the program.

I understand that personality conflicts can undermine the atmosphere of a study abroad program. Therefore, I agree to display respectful behavior to all members of our group.

I understand that discourteous or uncooperative behavior, cultural insensitivity, conduct that is disrespectful to other individuals, and behavior or conduct that is disruptive and detrimental to the academic success of the program may result in dismissal from the program.

I understand that as a Princeton student participating in a study abroad program, I am expected to abide by the policies spelled out in *Rights, Rules, Responsibilities*.

I understand that decisions regarding dismissal and inappropriate behavior are the sole discretion of Princeton University and its representatives.

I have had the opportunity to ask questions about this policy, understand its terms, and agree to the terms stated.

Print name \_\_\_\_\_

Sign name \_\_\_\_\_

Date \_\_\_\_\_

# Shared Space Living Agreement

Room / Suite #: \_\_\_\_\_ RCA: \_\_\_\_\_

This document is to be an agreement between the residents within the living space to ensure that each individual's rights and the rights of the community are not infringed upon. Listed below are topics that are common causes of misunderstandings between and among individuals who live together. Residents should discuss each topic, clarify expectations surrounding them, and eventually agree to guidelines with which they are all comfortable. All decisions should take into account sleep / study time as a priority.

Establishing open, honest communication and mutually acceptable ground rules early during the semester can help ensure a comfortable living and learning space. Please use this document as a tool to engage in serious consideration / discussion of each of the following topics.

This document should be completed and signed by all residents of the space before the first day of classes. Your RCA will encourage you to revisit this document within two weeks' time, as you are likely to have increased insight into areas in need of further discussion. If conflicts arise throughout the academic year, ask your RCA to facilitate a room discussion in which you will review, revise and reaffirm this agreement.

1. **Guests / Visitors:** Please discuss how many guests are acceptable on weeknights / weekends. Give consideration to whether they will be permitted to spend the night as well as how roommates should be notified. Please note that "while students are permitted to have guests (including Princeton students staying in a room for which they do not have a housing contract) for short periods of time, extended visits are not permitted" (RRR, 2.2.1, pg. 43).

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2. **Noise Level - Study / Sleep Time:** Studying / sleeping have priority over all other activities. Please discuss one another's sleep habits as well as expectations for the level of noise within the space. Residents should give consideration to the use of television, radio, computers, etc. Please note that "every Princeton dormitory resident has the right to a reasonably quiet environment in which to study and to pursue his or her own interests" (RRR, 2.2.1, pg.44). Residents should be mindful of their noise level and how it may impact the community.

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3. **Alcohol/Parties/Drug Use:** Discuss mutual responsibility and the need for mutual decision making regarding the consumption of alcohol, parties and drug use. Please note that "students at Princeton University are responsible for knowing and abiding by both state and University regulations regarding the consumption of alcohol" (RRR, 2.2.9, pg. 50).

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4. **Furnishings / Space:** Please discuss how rooms, beds and desk space will be assigned / arranged as well as how rooms will be decorated. Residents should give consideration to usage of shared items (such as television, MicroFridge, etc.).

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5. **Use of Possessions / Personal Items:** Please discuss expectations regarding the use of personal items. What items are permitted to be used by others, in what state should they be left once used, and which items require permission prior to use? Residents should give special consideration to clothes, computers, beds, books, food, etc.

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6. **Cleaning of Living Spaces:** Standards of cleanliness should be clearly articulated (some issues to consider include paper, food, and sanitary waste, dirty clothes, dishes, etc.). Please discuss how residents will divide the cleaning chores as well as how often they should be performed. Lastly, give consideration to how concerns will be addressed if standards are not met.

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7. **Additional Topics:** It can be useful to discuss delivery of messages, windows / temperature, phone usage, etc. Additionally, consideration should be given to general communication among roommates.

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We agree to the guidelines listed in this document. Completing this document is the first step in our commitment to one another to openly communicate and discuss all conflicts as they arise. Additionally, we agree to examine this document as necessary, be open to adjustments, and document any changes.

**Signatures**

**Date**

1). \_\_\_\_\_  
2). \_\_\_\_\_  
3). \_\_\_\_\_  
4). \_\_\_\_\_  
5). \_\_\_\_\_

\_\_\_ / \_\_\_ / \_\_\_  
\_\_\_ / \_\_\_ / \_\_\_  
\_\_\_ / \_\_\_ / \_\_\_  
\_\_\_ / \_\_\_ / \_\_\_  
\_\_\_ / \_\_\_ / \_\_\_

## Behavior Contract

Name of Program: \_\_\_\_\_

I, \_\_\_\_\_, failed to abide by the following program  
(Print Participant's Name)  
rule/expectation on my Princeton study abroad program:

By signing below, I indicate that I understand that:

1. This requirement is meant to benefit the group and that my behavior is a disruption to the successful functioning of this academic program.
2. My actions impact the group and that I must keep the group's interests in mind when making decisions about my behavior.
3. If a similar infraction of this program's rules occurs, I will be sent home at my expense in accordance with Princeton University policy.

I am expected to modify my behavior by (describe behavior change):

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Expulsion Form

Name of Program: \_\_\_\_\_

\_\_\_\_\_ (Participant's Name), you have exhibited behavior that requires dismissal from the program.

You have violated rules and/or expectations outlined in the Terms and Conditions you signed as part of the program application and/or the program-specific Student-Faculty Agreement. In those documents, you stated that you would comply with *Rights, Rules, Responsibilities* and the expectations of Princeton University, the program's faculty director and/or staff, and any coordinating organization(s).

You have violated one or more rule or expectation on the following occasions (list specific incidents):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You have been clearly reminded of the infraction(s) by the following actions:

Date(s) of Verbal Warning: \_\_\_\_\_  
Date(s) of Written Warning: \_\_\_\_\_  
Date(s) of Meeting: \_\_\_\_\_  
Date of Behavior Contract: \_\_\_\_\_  
Date of Decision Letter: \_\_\_\_\_

Due to the nature of your behavior, I, \_\_\_\_\_ (faculty name), have consulted with the Office of International Programs and the Office of the Dean of Undergraduate Students. We have decided to dismiss you from the program. You are expected to return home immediately. Because of the nature of a study abroad program, this decision is final. Your emergency contacts will be notified of your expulsion from this program by \_\_\_\_\_ (name).

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have read and understand this statement.**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**AUTHORIZATION FOR RELEASE OF STUDENT MEDICAL OR ATHLETIC MEDICINE INFORMATION**

University Health Services  
McCosh Health Center, Princeton, NJ 08544  
Medical Services- Ph: 609-258-3141, Fax: 609-258-1355  
Athletic Medicine- Ph: 609-258-3141, Fax: 609-258-1355

Status - Check One	
<input type="checkbox"/>	PU Undergraduate Class _____
<input type="checkbox"/>	PU Grad Student - Last Year Attended: _____
<input type="checkbox"/>	Dependent _____
<input type="checkbox"/>	Seminary - Last Year Attended: _____

I hereby authorize Princeton University Health Services to use or disclose my health information as described below. I understand that this authorization is voluntary and I may refuse to sign it. I understand that the information used or disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and no longer protected by privacy policies or regulations. ( See exceptions below )

Patient name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby authorize disclosure of my health information as follows: (Check all that apply)  
For some items there is a charge.

- Complete Medical/health information for all services: History and Physical Exam; Progress Notes; Laboratory Tests, Physician Orders, X-ray Reports, Inpatient Admissions, Physical Therapy.
- HIV Test Results
- Health information related to the following date(s) of service \_\_\_\_\_ only
- Immunization health information only
- X-ray film copy and reports only     CD of X-ray exam and reports
- Most Recent Gynecological exam/health information only

*(Disclosure of HIV-related information is controlled by New Jersey law, N.J.S.A. 26:5C. Disclosure of certain alcohol and drug abuse information is controlled by federal law, 42 C.F.R. Part 2. RECIPIENTS: please note that re-disclosure of either type of information is prohibited without additional written authorization unless otherwise permitted by state or federal law.)*

The purpose of this release of information is for:

- Transfer of Records/Disclosure of clinical information to another provider for reasons of:
  - Evaluation;     Treatment planning;     Continuity of care;
  - Other: \_\_\_\_\_
- Obtain clinical information from another provider
- Insurance Claims Information
- Personal Use
- Other (Describe) \_\_\_\_\_

I hereby authorize my records from \_\_\_\_\_ to be released to:  
Select: [UHS] or [Other Entity] Please Enter Other Entity's Fax # \_\_\_\_\_

\_\_\_\_\_ [Name]

\_\_\_\_\_ [Address]

\_\_\_\_\_ [Phone & Fax]

Expiration (check one)  
 90 days from the date on which I, or my legal representative, signs this authorization; or  
 Less than 90 days (please specify): \_\_\_\_\_

**Right to Revoke:** I understand that I may revoke this authorization at any time by providing written notice to University Health Services. I understand that my revocation will not affect actions taken before receipt of the revocation by University Health Services.

I understand that the University will not condition my treatment, payment, enrollment in a health plan, or eligibility for benefits on my signing this authorization.

SIGNATURE OF PATIENT OR LEGAL REPRESENTATIVE \_\_\_\_\_ Date \_\_\_\_\_

PRINTED NAME OF PATIENT \_\_\_\_\_  
If patient's legal representative: Printed Name: \_\_\_\_\_ and Relationship to patient: \_\_\_\_\_

WITNESS \_\_\_\_\_ Date \_\_\_\_\_

# Princeton University's Medical Profile and Consent for Care

\*\*\*CONFIDENTIAL\*\*\*

Give this form to your trip leader/designated program abroad sponsor in a sealed envelope to be opened in case of emergency. If there is no trip leader/designated sponsor, keep the form on your person in the event that you need to provide a profile for treatment.

Name: \_\_\_\_\_ Gender: M / F

Home phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Address: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Sec. number \_\_\_\_\_

## **In Case of Emergency Notify:**

1. Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## **Personal Physician:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## **Health Insurance:**

Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Group #: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## **Other Information:**

Blood type (if known): \_\_\_\_\_

Known allergies and drug reactions (*describe type and severity of reaction*):

Current medications (*include exact dosage and reason for medication*):

Current medical problems or health concerns (*list ALL problems whether or not they affect your studies abroad*):

Past illness/hospitalizations/surgery (*list ALL significant past illnesses and all hospitalizations and surgeries; provide dates*):

Have you ever had chicken pox? Y / N

**Reminders**

- Include an up-to-date copy of your immunization record. Current students can print out their immunization record by going to [www.princeton.edu/myUHS](http://www.princeton.edu/myUHS) . Select “immunizations” and, using the print button on the immunization page, print the immunization record. Students may also contact [uhs@princeton.edu](mailto:uhs@princeton.edu) and request a PDF of the immunization record be sent to them by e-mail.
- If you have a significant allergy or health problem, obtain and wear a MedicAlert bracelet (1-800-ID ALERT)
- Inform your trip leader of any conditions that will restrict your activity or otherwise affect your ability to participate in this trip
- Make a travel health appointment with University Health Services (258-3141) to update immunizations and obtain travel health advice specific to your health conditions.

**Authorization:**

*I give permission for this form to be kept on file with the trip leader/program abroad sponsor and to be provided to health care personnel in the event that I require medical care during my time abroad and I am unable to provide my medical history.*

*In the event that I am unable to give consent to medical care myself, I hereby give to the trip leader/program abroad sponsor or a duly appointed representative to consent to care for me, including medical and surgical treatment and hospitalization if necessary.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For travelers under 18 years of age:**

*I give permission for the trip leader or his/her representative to obtain and consent to care for my son/daughter, including medical and surgical treatment and hospitalization if necessary, in the event that I cannot be reached in an emergency.*

**Signature of parent/guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Phone: \_\_\_\_\_

# Incident Report

Program Name: \_\_\_\_\_

Name of Person Completing Report: \_\_\_\_\_

Please fill out this form as completely and legibly as possible. In the event of any legal action, this form will serve as the official university record of what transpired and what actions were taken by responsible university officials at the scene of the incident and thereafter. Attach any documentary evidence and extra sheets as necessary.

Fax a copy of this report to the Princeton Office of International Programs at 609-258-1019 as soon as possible or e-mail the report to [oiip@princeton.edu](mailto:oiip@princeton.edu) (if the report is particularly sensitive, e-mail it to [ggisolo@princeton.edu](mailto:ggisolo@princeton.edu)). Submit the complete original report and all supporting materials to the Office of International Programs immediately upon return to the U.S.

Date of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_ Were you present? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of Princeton participant(s) involved:

Name of other participant(s) involved:

Brief description of what happened:

If you were not a witness, who provided this description? (*List all names*):

If you were not present, when were you informed?

What actions did you take?

Would this incident be considered a crime in the overseas location? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the participant was transported to a hospital or clinic, please provide the complete name of the facility, its phone and fax numbers, and address:

Names and phone numbers of all physicians who examined or treated the participant:

Dr. \_\_\_\_\_ Phone: \_\_\_\_\_

Dr. \_\_\_\_\_ Phone: \_\_\_\_\_

Exact names of any medications prescribed to the students (*Keep all packaging/inserts*):

Rx: \_\_\_\_\_ Dose: \_\_\_\_\_

Rx: \_\_\_\_\_ Dose: \_\_\_\_\_

Rx: \_\_\_\_\_ Dose: \_\_\_\_\_

Rx: \_\_\_\_\_ Dose: \_\_\_\_\_

Was the participant conscious and capable of making informed judgments and his or her medical treatment?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If the participant was not capable of making medical decisions, who made any decisions?

Was any follow-up care recommended? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, what was recommended?

Was International SOS called? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please provide the ISOS case number.

Were the police or legal authorities notified of the incident or present at the scene? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, case number: \_\_\_\_\_

If yes, names and phone numbers of responsible legal authorities in charge of the case:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_

Was the U.S. or relevant embassy notified? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, name and number of responsible consular official(s) informed of this incident:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Date Informed: \_\_\_\_\_

Telephone Log (document all contacts):

Dates and times that the faculty director contacted Princeton and/or participant's emergency contacts:

Faculty Initials:	Contacted:	Date:	Time:	Discussed:

Attach additional sheets as necessary.

## International Travel Health and Wellness FAQ

Studying, doing research or working abroad is a transformative opportunity, but it is important to think through potential challenges BEFORE committing to participate. We want to be sure you are well-equipped to thrive while abroad, and that means considering in advance how to prepare yourself for the experience. We have included a list of questions for you to review as you consider traveling abroad for your summer experience.

- **Do you have any ongoing medical conditions?**

If you do, please reach out early on to your doctors to ask about how you can prepare yourself for significant time abroad. The McCosh Health Center Travel Health office is available to meet with ANY student participating in a Princeton-sponsored international program or Princeton-funded individual international experience and work with them to make sure you have what you need to stay healthy abroad. This is true whether or not you are on the Student Health Plan. More information about international travel health is available [here](#). Especially if you have an ongoing health issue, you should make a Travel Health Appointment at McCosh. They can also provide you with immunizations.

- **Do you have specific housing needs?**

We urge every student to think about their housing needs; do you prefer independent housing or would you like a roommate? What is most important to you about your housing – being close to where you'll be working or studying, cost, in the center of town, quiet ... etc. Do you need a kitchen or are you anticipating eating out often (keep in mind that cooking for yourself at least some of the time is much more cost-effective)? Would you live with a smoker?

There is no “right” answer to these questions, only the answer that is right for you – but we urge all students to consider these questions before they engage housing. Being in a safe neighborhood within proximity to all the local facilities is key to your international experience. Whether you are assigned housing through your program or you are seeking your own housing, make sure that you carefully understand and review accessibility guidelines. It is imperative that you understand that while the University is committed to meeting your needs, Princeton may not be able to support your accommodation overseas based on international regulations and infrastructure limitations of your location.

- **Are you registered with the Office of Disability Services?**

If so, please do consider carefully whether the placement you're accepting can accommodate you. You can feel free to talk with an adviser in your program, in the Office of Disability Services or in the Office of International Programs about this as early as possible in the process, as that gives us the best chance to identify the accommodations you need, or assist in making sure you can get those accommodations. Not all locations will be able to offer all accommodations, but the earlier we can start working on securing them, the better.

- **Do you need special facilities to pursue your co-curricular activities?**

Are you an athlete, a musician or an artist who need specific facilities to continue your practice? If so, do some research to find out if those facilities are available. Feel free to meet with an adviser in OIP or elsewhere on campus to get some strategies for doing that research.

- **Do you take any medications regularly?**

If you do, make sure to research if it is legal to bring your medication into the country. Do not assume that prescription and over-the-counter medications available in the U.S. (or your home country) are approved or legal in another country. Consult with your treating physician **at least two months prior to departure** about specific medications, and obtain a list of comparable, generic names—including their dosage, composition, and the chemical names of active ingredients, which determines the permissibility of the medication in the foreign country. Plan to travel with “requisite medical documentation,” which includes a letter from the prescribing doctor.

Be sure to consult with your physician and with [International SOS](#) about plans for obtaining any necessary prescription medication for your time abroad

Obtain a translation of your documentation, if possible.

**Some countries do not allow certain medications (including both prescription and non-prescription) and/or may require that you obtain a medical provider note or prescription documentation.** Pain medications, ADD/ADHD stimulants, steroids, sedatives/anxiety medications, and injectable medications of any type may need additional documentation or may be illegal in certain countries. If you are in possession of illegal medications (even if you obtained them legally in the U.S.) or do not have the proper documentation, your medications may be confiscated, and you could be arrested or deported. Below are some references.

<https://www.iamat.org/>

<https://wwwnc.cdc.gov/travel/page/travel-abroad-with-medicine>

<https://www.miusa.org/resource/tipsheet/medications/>

- **Do you see a counselor regularly?**

If you do, you should talk with them about how you might continue your sessions while you are abroad. Living abroad can be stressful, and continuing your regular conversations with your therapist can help address the new challenges. If your current therapist cannot see you due to licensing issues (for example, the clinicians at CPS cannot treat people who are physically outside of NJ), then you might want to reach out to International SOS before you leave and establish a relationship with a counselor through that service.

You have access to counseling through ISOS while abroad, but it will be via phone and will entail a complete intake process – so it won’t be the same as your current counselor who knows your story and has all the relevant context.

If your therapist has an international license, or is able to schedule virtual meetings with you, make sure you set up a schedule at least a month in advance of your departure date.

- **Is there an aspect of your identity that you anticipate might impact your experience abroad?**

If there is some aspect or aspects of your identity, including but not limited to race, faith, sexual orientation, gender, nationality, ethnicity, socioeconomic status, and ability that you anticipate might impact your experience in your host community, now is the time to start researching the experience of others with that identity in that location, and to talk with your program advisers and other trusted University resources about how to prepare for living abroad. We are committed to assisting all students to



understand and prepare for their experience abroad, including how that experience may be impacted by a student's specific intersectional identity.

You can view the [US State Department's Country Factsheet](#) for your country of interest for specific laws pertaining to LGBTQAI+ people abroad. Additionally, you may view the Education Abroad's [country guide](#), which provides safety risks, laws, and attitudes towards LGBTQAI+ communities in popular study abroad destinations. Below are some additional resources that share tips on how to prepare as you consider your travel plans.

<https://www.diversityabroad.com/>

<https://www.iesabroad.org/identity-resources/country-specific>

<https://ilga.org/maps-sexual-orientation-laws>

If you have questions regarding the intersection of your identity and your safety, Global Safety & Security (GS&S) help. To schedule a private consultation to discuss your concerns and possible mitigation strategies, email [globalsafety@princeton.edu](mailto:globalsafety@princeton.edu).

- **Are you concerned about financial issues abroad?**

If you're concerned about how to manage your budget, don't hesitate to reach out to an adviser to talk through how to allocate your funds in order to make sure you have enough for the entire period of the international experience.

- **Is there anything you rely on for your success and wellbeing?**

If there are activities you turn to when stressed or anxious, what are they? Is it exercise? Dance? Yoga? Meditation? Now is the time to start thinking about how you will find them on site – and to think about how you might be able to build this into your international experience.

The Office of International Programs and your program advisers are here to support you and answer questions that you may have about studying, working or doing research abroad. Let us know if we can help you!

# International SOS Program Benefits

## Medical Services

- Emergency evacuation (\*must be coordinated by International SOS)
- Medically-supervised repatriation (\*must be coordinated by International SOS)
- Additional travel and accommodation arrangements after medical evacuation
- Repatriation of mortal remains
- Return home of minor children
- Medical monitoring
- Inpatient admission and identification of receiving physician
- Emergency and routine medical advice
- Pre-trip information on travel health, safety, and security issues
- Medical and dental referrals
- Outpatient referrals
- Outpatient case management
- Claims assistance
- Outpatient medical expense guarantee and payment
- Inpatient medical expense guarantee, cost review and payment
- Dispatch of medication and medical supplies

## Travel Services

- Emergency message transmission
- Translations and interpreters
- Lost document advice
- Ground transportation and accommodation for accompanying family members
- Emergency personal cash advances

## International SOS Clinics

- Access to International SOS clinics

## Security Services

- Security evacuation assistance (\*must be coordinated by International SOS)
- Online travel security information
- Access to security crisis center

# International SOS: Frequently Asked Questions

## **What is the role of International SOS?**

International SOS provides Princeton University travelers and expatriates with worldwide quality health care and emergency assistance services 24-hours a day.

## **How can International SOS help?**

International SOS provides you with peace of mind. One phone call connects you to the International SOS network of multilingual specialists for immediate help in an emergency. International SOS services are designed to help you with medical, personal, travel, security and legal problems when away from home. Call International SOS at any time to speak with a physician or security specialist about simple or critical matters.

## **How does it work?**

Carry the International SOS membership card with you at all times. It includes the telephone numbers of the three major worldwide International SOS assistance centers. In the event of an emergency, call one of the emergency phone numbers listed on the card.

## **What do I need to do to use the program?**

In order to utilize any of the medical or travel services listed under Program Benefits, contact any assistance center from anywhere in the world by calling directly, calling collect or calling the toll-free number.

To ensure a prompt response when calling, you should be prepared to provide the following:

- Your name, location, age, sex and nationality
- Your International SOS membership number: 11BSGC000022
- The telephone number from which you are calling (in case you are disconnected)
- Your relationship to the Princeton University employee (if the person calling is not the employee)
- Name, location and telephone number of the hospital, clinic or treating doctor (when applicable), if already receiving medical treatment
- Please note that International SOS will also ask the caller to provide verbal consent to share information with the University. We strongly advise that those calling International SOS for emergency assistance provide verbal consent so the University can provide the best possible, most expedient support in an emergency.

## **What if I have pre-trip questions about my travel destination?**

In addition to calling the assistance center for any pre-trip questions you may have, you can access Country Guides from the International SOS website. These comprehensive guides provide both medical, safety, and general travel advice, such as information on the standard of health care, how to pay for medical care, the availability of medications, safety of the blood supply, embassy/visa information, safety and security risks, recommended safe methods of transportation, dialing code information, cultural etiquette, and financial and voltage/plug information.

## **Do I need to activate my membership?**

No, your membership is already active by registering your University Travel in the Enroll My Trip

system. Simply carry the card in your wallet at all times while traveling. Whenever you need service, contact one of the emergency phone numbers listed on the back of the card. You do not need to report specific trip dates to International SOS each time you travel.

**Are my spouse and children covered under the International SOS program?**

Accompanying spouses/life partners and dependents are covered when accompanying the University traveler on University-related programs or business.

**What are Email Alerts?**

International SOS issues medical alerts when there is an unusual health risk that, in the opinion of the International SOS Medical staff, may negatively impact travelers or expatriates visiting a country. Security alerts are issued when International SOS Security professionals have identified a security risk in a specific country.

**What do I do if my card is lost or stolen?**

You can print a replacement card by going to the International SOS website.

**What if I need a doctor?**

The International SOS Worldwide assistance centers are listed on the back of your card. Call the International SOS assistance center that is nearest to you for a referral to a doctor who speaks your language.

**What if I need prescription medication?**

If you require a prescription that a local physician cannot obtain, or you need to replace lost, stolen or depleted medication, International SOS will, when permissible by local law, send the needed medication to you.

**What if I am hospitalized?**

Call the nearest International SOS Worldwide assistance center. International SOS will immediately take steps to evaluate the care you are receiving and determine what actions must be taken to ensure your safe and speedy recovery.

**What if local medical facilities are not adequate?**

If you are hospitalized in an area where adequate medical facilities are not available, International SOS will obtain approval from Princeton University to evacuate you to the nearest medical facility capable of providing the required care. A physician supervises evacuations and, when necessary, a medical specialist or nurse will accompany you during the evacuation. An air ambulance will be used when required.

**What happens when I am released from the hospital and still need help?**

When your condition is stabilized and International SOS has determined that it is medically advisable to bring you home or to a facility near your permanent residence, International SOS will again obtain approval from Princeton University and arrange the repatriation under medical supervision.

**Will International SOS pay my medical bills?**

If necessary, after approval from Princeton University, International SOS will guarantee and pay all costs associated with your medical care. International SOS will also medically monitor and evaluate

your condition and ongoing medical expenses during your hospitalization. In some locations, travelers may need to self-pay and submit a claim for reimbursement because International SOS is unable to obtain a guarantee of payment from the local healthcare provider. For questions, please email [globalsafety@princeton.edu](mailto:globalsafety@princeton.edu).

**In the event of death...**

International SOS will render all assistance possible to obtain clearances and arrange transportation for the return of mortal remains. Please note that International SOS must make the arrangements per the University's policy, so they should be engaged as soon as possible. Do not attempt to make any arrangements outside of International SOS.

**What should I do in the event of a security emergency?**

Contact International SOS, and a security specialist will assist you.

**What is security evacuation assistance and coordination?**

The International SOS Security Division will assist you in the event of threatening situations such as civil and/or political unrest, insurrections, revolution or similar situations by providing information, guidance and resources in the event personal safety and security can no longer be assured. Please note that International SOS must make the evacuation arrangements per the University's policy, so they should be engaged as soon as possible. Do not attempt to make any arrangements outside of International SOS.

**How do I access up-to-the-minute information about security alerts, warnings and the latest situations?**

You can visit the International SOS Security Online website or download the International SOS assistance app to receive push alert notifications about health, safety, and security incidents and events in your area.

# Terms and Conditions for Student University Travel

*Revised January 2024*

I am a student at Princeton University and will be conducting University Travel as defined in the [Global Safety & Security \(GS&S\) Travel Policy](#).

1. **Fees and Payments:** I understand I am responsible for any tax consequences with respect to the funds received from the University or support organizations.
2. **Registering Travel:** I understand that I have an obligation to register the details of domestic and international University Travel with the Global Safety & Security (GS&S) office utilizing the [Enroll My Trip](#) system. I understand that I must maintain my contact details, including my emergency contact, and list all of the destinations to which I will be traveling; and that, if my plans change, I am required to modify my travel registration. I should book my trip with [World Travel](#), the University's travel agency, or will forward my itinerary to the Enroll My Trip system using my Princeton email address to [enrollmytrip@princeton.edu](mailto:enrollmytrip@princeton.edu) (which will partially complete your trip enrollment requirement) well in advance of my departure date.
3. **Health and Safety Preparation:** I understand that in order to be well-prepared for my trip, I must read and complete all Travel Preparation modules available in the [Global Programs system](#) (GPS) or Canvas (for trips or programs supported by the Office of International Programs) or in the Enroll My Trip system. I understand that I can also ask and have answered by the Global Safety & Security office and/or my trip or program organizer (as applicable) all questions I have about the risks I may face, and the measures planned or available to mitigate those risks.
4. **Immunizations and Health Review:** I certify that I have received travel health advice from a health care professional(s) by email, and /or by travel health in person visit and will acquire and bring any necessary and recommended medication(s) with me during my travel. I understand that it is my personal responsibility to comply with the recommendations of health care professional(s), including but not limited to those relating to medications.
5. **Emergency Medical Treatment Profile and Immunizations Record:** As a precaution in the event of a medical emergency occurring during my participation, (a) if traveling with a group, I will provide the trip leader with a sealed envelope containing my medical profile form and an up-to-date copy of my immunization record, or (b) if not traveling with a group, I will keep my medical profile form and an up-to-date copy of my immunization record on my person throughout the duration of my travel. I understand that I may use the yellow international certificate of vaccination form or a PUHS Immunization History form as my immunization record.
6. **International SOS Card and Assistance:** I certify I have read the International SOS contact information and benefits in the Enroll My Trip system and have obtained an International SOS card. If I need assistance while traveling, including but not limited to assistance involving medical, security and legal matters, I understand that I should contact International SOS. I understand that for immediate medical assistance, I should seek help from a local hospital, followed by a call to International SOS (the location-specific phone numbers for International SOS can be found on the International SOS card) or Princeton's Department of Public Safety (00-1-609-258-1000), both of which are available 24/7. Both International SOS and Princeton's Department of Public Safety will contact the Global Safety & Security duty officer, as necessary.
7. **Conduct:** I understand and agree to comply with the laws of the countries in which I will be residing and/or traveling and all applicable academic and disciplinary regulations, including but not limited to [Rights, Rules, Responsibilities](#). I further understand and accept that while participating in an international trip or program, I remain enrolled as a degree candidate at

Princeton University and, as such, I remain subject to all of the University's standards of conduct. I understand that if I do not abide by these laws, regulations, and standards of conduct, I am subject to appropriate disciplinary actions, including but not limited to premature termination of the trip. If that occurs, I will return as soon as possible to the U.S. or my home country at my own expense.

8. **Car Rental:** I understand I may not rent or drive cars or motorbikes in foreign countries (exception: Canada) or be driven by graduate students.
9. **Informed Consent:** I am aware that there are inherent risks associated with travel, study, and/or work in international settings, particularly in developing countries. I understand that situations in these countries, including but not limited to those relating to politics, environmental conditions, culture, customs, legal procedures, and health issues, differ from those in my own country and at Princeton University. I understand that some of these situations are unpredictable and may become volatile and/or dangerous, sometimes within a very short period of time. I understand that in some circumstances evacuation may prove difficult, be delayed, or be impossible.

- I understand that there may be health risks associated with travel, including but not limited to those involving water quality, food quality and preparation, standards of hygiene, access to medication, as well as non-modern or inadequate medical treatments and technology.
- I understand that, as a trip participant, I must be able to function independently in a foreign setting, and that if my needs, behaviors, or actions place an undue administrative burden on the trip leader(s) or on-site supervisor(s), my participation in the trip may be terminated and I may be required by the University to return to the U.S. or my home country.
- I understand that there may be risks of transportation, including but not limited to those associated with older or inadequately maintained motor vehicles, poor or rudimentary road conditions, and different driving customs.
- I understand that as a foreign visitor I should avoid situations that have the potential to become volatile or otherwise dangerous, including but not limited to demonstrations, protests, and political events.
- I have read the relevant U.S. Department of State travel advisories, including but not limited to travel warnings, travel alerts, and country-specific advisories, as well as the relevant Consular Information Sheets. I agree to keep informed of these postings, as they may change from time to time.
- I have weighed the difficulties and potential dangers inherent in foreign travel, study, and work, the risks presented to my own health and well being, and my personal desire to further my educational experiences by traveling in foreign countries. I have had the opportunity to ask questions that have been answered to my satisfaction. I acknowledge that there may be additional factors that may not have been brought to my attention.
- I acknowledge the existence of the various risks in foreign travel and have determined they are acceptable. I acknowledge that my participation is voluntary and is not required as part of my education at Princeton.
- In consideration of Princeton University allowing me to participate in the program, I agree to be legally bound by this document and voluntarily assume the risks arising out of my travel in the countries that I will be visiting.

10. **Acknowledgement and Assumption of Risk:** I have reviewed and digitally signed the Acknowledgement and Assumption of Risk waiver in the Enroll My Trip system.

By certifying acceptance of terms and conditions and registering my travel in the Enroll My Trip system, I acknowledge that I have read and understood my obligations as a Princeton University student while traveling on international University Travel.



# Religious and Medical Accommodations for International Undergraduate Travel

As you are participating in a summer faculty-led program or course-embedded international travel (e.g., during Fall or Spring break), please be advised of the following policies and recommendations regarding accommodations for medical conditions or religious practices. Princeton University is committed to supporting equal opportunity and access for all students and will make efforts to modify or adapt the conditions and requirements of academic travel, to the extent that this can be done without causing undue hardship to the University. Accommodations that constitute “undue hardship” are unduly disruptive or expensive, or would fundamentally alter academic requirements or the nature or operation of the University’s business, or are unlawful in the destination country.

## Religious Accommodations:

- International summer courses or course embedded travel may coincide with religious holidays or observances. If travel accommodations for religious observance would cause a student to miss a significant portion of the experience (e.g., travel during the Jewish Sabbath), this could be considered an undue hardship to the University in that it changes the academic requirements of the course.
- The program staff will make reasonable efforts to accommodate religious dietary restrictions (e.g., kosher, halal), but students should be ready to adjust their normal diet, as students traveling with the University routinely do. You may opt to bring food from home or purchase it locally from religiously compliant vendors (program staff may direct you to the appropriate embassy for assistance in locating such vendors), but should be informed that dedicated food storage may not always be available.
- The program staff will make reasonable efforts to provide students with space and time for prayer, not to interfere with in-country travel or the scheduling of important course events.
- Students who have an approved religious exemption to the University’s immunization policy will need to engage with UHS in a risk assessment process and may or may not be allowed to participate on University-sponsored international travel.

## Health Accommodations:

- All students should consult with UHS about their medical needs while abroad. You should start this consultation process several weeks before travel, to allow all possible reasonable options to be evaluated. UHS will evaluate the medical risks of your participation in a program — such as allergies, access to medication, access to mental health support, and other accommodations typically available at Princeton. If UHS determines that the risk of you participating in a program is too great, you may not be allowed to participate.
- If you have registered with the Office of Disability Services, your accommodations information will be automatically shared with the faculty teaching the course abroad. It is your responsibility to make sure that your records with the ODS are up to date.
- Students with a severe food or insect-bite allergy should let their trip leaders know in advance of the trip and all effort will be made to assist them with avoiding their allergen. Students with severe allergies should travel with required medicine as prescribed at all times, including a non-expired EpiPen, and wear a health bracelet that notes their allergy.

- Programs will make reasonable efforts to provide storage for medications with special requirements, however appropriate storage may not be available in all locations.
- Students who take medications that are not allowed in a given country (e.g., medication for ADHD is not allowed in several countries) can work with OIP, who will coordinate with UHS and the University's medical assistance provider to identify alternative means of continuing treatment. If medically-appropriate treatment alternatives are not available, the student's participation in the program will be re-visited.
- Students who have an approved medical exemption to the University's immunization policy will need to engage with UHS in a risk assessment process and may or may not be allowed to participate on University-sponsored international travel.
- The program will make reasonable efforts to provide students with time and private space for counseling sessions or medical consultations while on the trip, not to interfere with in-country travel or the scheduling of important course events.
- Programs will make reasonable efforts to ensure that students have access to double-occupancy housing options, bathrooms, and other facilities consistent with their gender identity, to the extent available and permitted under local laws.

Every situation is unique, so if you encounter a situation not covered by these recommendations don't hesitate to reach out to the Study Abroad Program at the OIP ([sap@princeton.edu](mailto:sap@princeton.edu)).

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By signing this document electronically, I agree to having read, understood, and to be abiding by, the information herein contained. I understand that any request for a reasonable accommodation should reach the program manager as soon as possible and that late requests may not allow sufficient time to be granted.

# Policy on Discrimination and/or Harassment

(Last Updated November 2020)

**Princeton University is committed to creating and maintaining an educational, working, and living environment free from discrimination and harassment as described in this policy. Princeton University's policy prohibits such discrimination and harassment and applies to everyone in the University community.**

When the University becomes aware that a member of the University community may have been subjected to or affected by discriminatory and/or harassing behavior, the University will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate action to stop the discrimination and/or harassment. The course of action taken by the University, including any disciplinary penalty, will depend on the particular facts and circumstances involved.

## I. Definitions

**Protected characteristics** are those personal traits, characteristics and/or beliefs that are defined by applicable law as protected from discrimination and/or harassment. They include race, creed, color, sex, pregnancy and related conditions, gender identity or expression, age, sex stereotypes, national origin, ancestry, religion, physical or mental disability, veteran status, marital or domestic partnership status, affectional or sexual orientation and/or other characteristics protected by applicable law.

**Discrimination** is adverse treatment of an individual based on a protected characteristic, rather than individual merit. Examples of conduct that can constitute discrimination if based on an individual's protected characteristic include but are not limited to:

- Singling out or targeting an individual for different or less favorable treatment (e.g., more severe discipline, lower salary increase) because of their protected characteristic
- Failing or refusing to hire or admit an individual because of their protected characteristic
- Terminating an individual from employment or an educational program based on their protected characteristic.

**Harassment** is unwelcome verbal or physical behavior which is directed at a person based on a protected characteristic, when these behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience, working conditions or living conditions by creating an intimidating, hostile, or offensive environment. Examples of conduct that can constitute harassment if based on an individual's protected characteristic include but are not limited to:

- Unwelcome jokes or comments about a legally protected characteristic (e.g., racial or ethnic jokes);
- Disparaging remarks to a person about a legally protected characteristic (e.g., negative or offensive remarks or jokes about a person's religion or religious garments);
- Displaying negative or offensive posters or pictures about a legally protected characteristic;
- Electronic communications, such as e-mail, text messaging and internet use, that violate this Policy.

**Retaliation** is any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy.

Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic or University-controlled living environment of an individual; or if they hinder or prevent the individual from effectively carrying out their University responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this policy.

## **II. Anti-Harassment Policies and Freedom of Speech/Expression**

The University's policies and procedures relating to harassment are not intended to inhibit or restrict free speech or the expression of ideas. The University's policy on Respect for Others, which can be found in *Rights, Rules, Responsibilities, section 1.2.1*, states: "Princeton University strives to be an intellectual and residential community in which all members can participate fully and equally, in an atmosphere free from all manifestations of bias and from all forms of discrimination, harassment, exploitation, or intimidation. As an intellectual community, it attaches great value to freedom of expression and vigorous debate, but it also attaches great importance to mutual respect, and it deplores expressions of hatred directed against any individual or group. The University seeks to promote the full inclusion of all members and groups in every aspect of University life."

## **III. Options for Addressing Discrimination and/or Harassment**

The University encourages everyone to report all incidents of discrimination and/or harassment. When individuals feel that they have been subjected to discrimination and/or harassment or have observed discrimination or harassment of others, they have many options, including consulting with a Confidential Resource or filing a formal complaint. The University recognizes that deciding among these options can be difficult. Individuals are encouraged to seek assistance from a Confidential Resource before deciding how to proceed.

The Director for Institutional Equity in the Office of the Vice Provost for Institutional Equity and Diversity oversees Princeton's response to concerns of discrimination and/or harassment, and is made aware of all such concerns (unless they are shared only with a Confidential Resource). Please contact the Director for Institutional Equity to discuss any concerns or complaints.

Cheri Burgess, Director for Institutional Equity  
Office of the Vice Provost for Institutional Equity and Diversity  
204B Nassau Hall  
[clawson@princeton.edu](mailto:clawson@princeton.edu)  
609-258-8504

## **Confidential Resources**

Individuals who serve as Confidential Resources are trained to understand issues of discrimination and/or harassment. Information shared with Confidential Resources (including information about whether an individual has received services) will only be disclosed to other University officials or any other person with the individual's express written permission, unless there is an imminent threat of serious harm to the individual or to others, or a legal obligation to reveal such information (e.g., if there is suspected abuse or

neglect of a minor). Confidential Resources are not authorized to engage in fact-finding or take action on behalf of the University; nor will they maintain formal or detailed records of confidential consultations. If after speaking with a Confidential Resource a member of the campus community does not wish to initiate an internal complaint, the Confidential Resource will take no action. If a member of the campus community does wish to make a complaint, these individuals are knowledgeable about the University's policies and procedures and will assist in making connections with an appropriate University administrator.

The University's Ombuds office can provide confidential advice regarding issues of discrimination and/or harassment, and information about options. Please contact the Ombuds Officer to confidentially discuss any concerns or complaints.

Wokie Nwabueze, Ombuds Officer  
179 Nassau Street - Suite D  
Princeton, NJ 08544  
609-258-1775  
[ombuds@princeton.edu](mailto:ombuds@princeton.edu)

Additional information about confidential resources, anonymous reporting, and other (non-confidential) resources are available.

The University encourages prompt reporting of complaints because late reporting may limit the University's ability to investigate and respond to conduct. However, the University will respond to late reports in accordance with this Policy.

#### **IV. Complaint reporting, investigation and resolution involving complaints against faculty or staff members**

*For any complaint alleging sex or gender discrimination, including sexual misconduct, see Rights, Rules, Responsibilities 1.3, which supersedes this policy.*

##### **1. Complaint Reporting**

When an individual seeks the University to take disciplinary action against a faculty or staff member for violating University harassment or discrimination policies, the individual may make a complaint to the Director for Institutional Equity in the Office of Institutional Equity and Diversity (see Section III) or use the online complaint form. Alternately, the individual may make a complaint to the any of the administrators listed below (or may choose to utilize the online complaint form):

*Director for Institutional Equity* in the Office of the Provost  
*Senior Human Resources Managers or the Director of Client Services* in the Office of Human Resources  
*Associate Deans* in the Office of the Dean of Undergraduate Students  
*Associate Deans* in the Office of the Dean of the Graduate School  
*Associate Deans* in the Office of the Dean of the Faculty  
*Executive Director of Human Resources* in the Princeton Plasma Physics Laboratory

The written complaint should identify the parties involved; describe the harassing or discriminatory behavior, including when and where it occurred; and identify by name or description any witnesses and/or

evidence. Written complaints should be treated as confidential and should be provided directly and only to the appropriate designated individual as listed above.

## **2. Interim Steps**

When appropriate, prior to or during the investigation, the University may take reasonable and appropriate interim steps to protect the safety and well-being of members of the University community, maintain the integrity of the investigative and/or resolution process, and deter retaliation.

## **3. Investigation Process**

The purpose of the investigation is to gather facts relating to the incident(s) outlined in the written complaint and to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes discrimination and/or harassment. The internal complaint process allows individuals to submit their complaint to one of many offices, although the requisite fact finding will typically be conducted by the office that has responsibility for the accused. The investigator (or co-investigators, as necessary) will conduct a fact-finding inquiry that may include written statements, interviews and any other sources of evidence the investigator deems appropriate. During the course of the investigation, the investigator may receive counsel from the Provost's Office, the Office of the General Counsel, or other parties as needed.

While the length of an investigation will depend on a variety of factors, including the nature and scope of the allegations, the number of parties and witnesses, and the availability of parties and witnesses, the investigator will seek to conclude the investigation within 45 business days of receipt of the complaint.

*Note:* Princeton University expects faculty, staff and other members of the University community to cooperate fully in the investigation process. Any faculty or staff member who is the subject of, or potential witness regarding, a discrimination or harassment complaint and refuses to cooperate in an investigation is subject to discipline, up to and including termination of employment.

*Note:* Adversarial hearings, including confrontation, cross-examination by the parties, and active advocacy by attorneys or other outside advocates, are neither appropriate nor permitted during the investigation process.

## **4. Complaint Resolution**

At the conclusion of the investigation, the investigator will prepare a written report. The report will explain the scope of the investigation and whether any allegations in the complaint were substantiated. The written report will be submitted to the appropriate Dean (in most instances the Dean of the Faculty) or Vice President (in most instances the Vice President for Human Resources) and to the Provost's Office.

The Dean/VP to whom the report is submitted may accept the report, request to review additional information, including summaries of party/witness statements or other information, or return the report for further investigation. The Dean/VP or their designee will, for both parties involved (the person who filed the written complaint as well as the person whose behavior is being investigated), summarize the findings (see range of findings below).

### ***Finding of "No Violation" of the University's Policy on Discrimination and/or Harassment***

If there is a determination that the behavior investigated did not violate this Policy, both parties will be so informed. Neither party may appeal such a finding. If retaliatory behavior occurs after the issuance of this determination, either party may bring a complaint under this Policy.

***Finding of “Inappropriate Behavior Not Rising to the Level of a Violation” of the University’s Policy on Discrimination and/or Harassment***

There may be a determination that the behavior was inappropriate and unprofessional but did not rise to the level of violating this Policy. Such inappropriate behavior may merit discipline, ongoing monitoring, coaching, or other appropriate action. Neither party may appeal such a finding. If retaliatory behavior occurs after the issuance of this determination, either party may bring a complaint under this Policy.

***Finding of “Violation” of the University’s Policy on Discrimination and/or Harassment***

If there is a determination that the behavior did violate this Policy, the Dean/VP, in consultation with the appropriate manager or department head, will determine the appropriate corrective actions to be taken. In addition, where appropriate, the Dean/VP/Provost may implement measures to ensure that the person who filed the complaint is not subjected to further discrimination or harassment, and to remedy the effects of any discrimination or harassment that may have occurred. Remedial steps, at the discretion of the University, may include, but are not limited to, counseling or training, separation of the parties, and/or discipline of the accused, including a written warning, financial penalty, suspension, demotion or termination in accordance with University policy. The process for appealing such a finding is set forth in Section VII below.

The University’s ability to discipline an individual who is not an employee or student (such as a vendor or contractor) is limited by the degree of control, if any, the University has over such individual. Nonetheless, the University will seek to take appropriate action in response to violations of this Policy.

**V. Complaint Reporting, Investigation and Resolution involving complaints against students**

*For any complaint alleging sex or gender discrimination, including sexual misconduct, see Rights, Rules, Responsibilities 1.3, which supersedes this policy.*

When an individual seeks the University to take disciplinary action against an undergraduate student or a graduate student for violating University harassment or discrimination policies, the individual may make a complaint to the Director for Institutional Equity in the Office of Institutional Equity and Diversity (see Section III) or use the complaint form. Alternately, the individual may make a complaint at the Office of the Dean of the Undergraduate Students (if the respondent is an undergraduate student) or at the Office of the Dean of the Graduate School (if the accused is a graduate student).

If the complaint is one for which separation from the University is not a likely outcome, the Associate Dean or, in the case of a student living in a residential college, the Director of Student Life will investigate, issue findings, and take remedial action as necessary.

If the complaint is of a more serious nature, and one for which separation from the University is a possible outcome, all parties and witnesses will be asked to prepare written accounts of the event(s) in question and, if appropriate, the matter will be referred to the Faculty-Student Committee on Discipline. The Committee will: (i) conduct a hearing in accordance with University policies; (ii) decide if University regulations have been violated; (iii) issue written findings; and (iv) determine the penalty (if appropriate).

For further information regarding the student discipline process, including Committee membership, investigation and hearing procedures, penalties, and the rights of individuals involved in the student discipline process, see *Rights, Rules, Responsibilities* sections 2.5 and 2.6. Individuals should inquire at

308 West College (if the respondent is an undergraduate student) or Clio Hall (if the respondent is a graduate student) for more detailed information regarding the student disciplinary process.

While the length of the process will depend on a variety of factors, including the nature and scope of the allegations, the number of parties and witnesses, and the availability of parties and witnesses, an effort will be made to conclude the process within 45 business days of receipt of the complaint.

## **VI. Confidentiality**

Any allegation of discrimination or harassment brought to the attention of the University will be discreetly addressed in some manner. Investigations will be conducted in a confidential manner to the greatest extent possible. However, the investigation of complaints may also require disclosure to the accused individual and to other witnesses for the purpose of gathering pertinent information. In such case, disclosures will be limited to the extent possible.

In addition, the National Science Foundation mandates reporting by the University related to findings of harassment and the implementation of certain interim administrative actions involving NSF-funded principal investigators (PI) or co-PIs. See [NSF Notification Requirements Regarding Harassment and Sexual Assault](#).

Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, complainants and respondents are not restricted from discussing and sharing information with others who may support or assist them in presenting their case.

Medical and counseling records are privileged and confidential documents that parties will not be required to disclose.

## **VII. Appeals**

The following are the only appeals available under this Policy.

*For any appeal regarding sex or gender discrimination, including sexual misconduct, see Rights, Rules, Responsibilities 1.3, which supersedes this policy.*

**Faculty members** found to have violated this Policy may, consistent with the *Rules and Procedures of the Faculty*, file a written appeal with the Committee on Conference and Faculty Appeal, provided the appeal involves the “dismissal or the suspension . . . or any question of unfair treatment in relation to the appointment, reappointment, or academic duties or privileges.”

**Academic professionals** found to have violated this Policy may, consistent with the *Rules and Procedures of the Professional Researchers and Specialists* and *Rules and Procedures of the Professional Library Staff*, submit a written request for reconsideration to the Dean of the Faculty on the grounds that: (i) there exists substantial relevant information that was not presented, and reasonably could not have been presented during the investigation, or (ii) the imposed penalty does not fall within the range of penalties imposed for similar misconduct. Appeals concerning dismissal or suspension or procedural unfairness should be submitted to the Committee on Appointments and Advancements for the



Professional Researchers and Professional Specialists or the Promotions, Continuing Appointment and Review Committee for Professional Librarians, as appropriate.

**Non-unionized staff members** found to have violated this Policy may file a written request for reconsideration to the Executive Vice President on the grounds that: (i) there exists substantial relevant information that was not presented, and reasonably could not have been presented during the investigation, or (ii) the imposed penalty does not fall within the range of penalties imposed for similar misconduct.

**Unionized staff members** found to have violated this Policy may resort to the grievance procedures provided pursuant to the applicable collective bargaining agreement.

**Students** found to have violated this Policy may, in accordance with the applicable provisions in *Rights, Rules, Responsibilities*, file an appeal of the decision. If the infraction was adjudicated by an Associate Dean or by the Residential College Disciplinary Board, the student found in violation of University policy may file an appeal to the Dean of Undergraduate Students or to the Dean of the Graduate School on the grounds that (i) there exists substantial relevant information that was not presented, and reasonably could not have been presented; or (ii) the imposed penalty does not fall within the range of penalties imposed for similar misconduct; or (iii) a procedural irregularity occurred in the adjudication of the incident in question.

If the infraction was adjudicated by the Committee on Discipline, the student found in violation of University Policy may appeal the decision to a three-person appellate body comprised of the Dean of the College, the Dean of the Graduate School, and the chairman of the Judicial Committee of the Council of the Princeton University Community (CPUC) on the grounds that: (i) the procedures have not been fair and reasonable; or (ii) there exists substantial relevant information that was not presented, and reasonably could not have been presented during the investigation or to the Committee or Subcommittee; or (iii) the imposed penalty does not fall within the range of penalties imposed for similar misconduct. If modifications are made to the decision, the appellate body will consult with the Vice President for Campus Life before issuing its final decision.

## **VIII. Protection from Retaliation**

Any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic or University-controlled living environment of an individual; or if they hinder or prevent the individual from effectively carrying out their University responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this policy.

Prior to the conclusion of an investigation and findings, a complaint of discrimination or harassment does not constitute proof of prohibited conduct. As such, the complaint shall not be taken into account during reappointment, tenure, promotion, merit or other evaluation or review until a determination has been made that the University's Policy has been violated.

Complaints of retaliation should be reported as violations of this Policy. Retaliatory conduct may result in serious disciplinary sanctions.

### **IX. Protection from Bad Faith Complaints**

It is the responsibility of the University to balance the rights of all parties. Therefore, if the University's investigation reveals that the complaint is malicious or knowingly false, such charges will be dismissed and the person who filed the complaint may be subject to discipline.

### **X. Filing a Discrimination and/or Harassment Complaint Externally**

In addition to or in the alternative of filing an internal complaint as described above, members of the University community may elect to file a discrimination or harassment complaint with an external body, including a federal or state agency authorized to investigate such claims. The appropriate agency will depend on the status of the complainant and the nature of the complaint, and examples of agencies include: the United States Equal Employment Opportunity Commission; the United States Department of Education, Office for Civil Rights; and the New Jersey Division on Civil Rights.

## Study Abroad Faculty Sexual Assault and Harassment Initial Response (as First Responder)

- Ask the person who reported experiencing harm if they require medical attention and, if so, ensure that medical attention is available.
- Inform the person who experienced harm about the advocacy services provided by SHARE and encourage them to contact SHARE.
- Inform the reporting person that they may (but are not required to) make a report to you, to Public Safety, or to the Office of the Dean of Undergraduate Students. Make clear to them that if a report is made to any of these parties (including you) and if the name of the person who allegedly committed the act of harm is divulged, typically no disciplinary action may ensue without the reporting person filing a formal complaint. Also make clear to them that in extenuating circumstances (e.g., an ongoing threat to the University community) disciplinary action may ensue without the reporting person's approval, but the reporting person will be consulted prior to any action being taken.
- Inform the person who reported being harmed that they have the right to file criminal charges, civil charges, and/or University discipline charges, and/or to report the incident confidentially to SHARE, or none of the preceding. Make clear that if criminal or civil charges are filed, the Office of the Dean of Undergraduate Students may be informed of those charges and University disciplinary action may be taken against the alleged perpetrator even without the alleged victim's approval.
- Inform the person who reported experiencing harm that if they wish to file criminal charges regarding a sexual assault, collecting evidence is important for future prosecution.
- Advise the person who reported experiencing harm of the sexual assault resources available in the local area. This may involve contacting a local hospital.
- Advise the person who reported experiencing harm that they may choose **any, all, or none** of the sexual assault/harassment resources and services.
- Find out what interim measures, if any, may be of assistance to the reporting person pending, or in the absence of, formal resolution of the matter.
- Contact the Office of International Programs to report the matter as soon as possible— even if the person who reported experiencing harm has opted not to make a report to you—to ensure that all appropriate steps are being taken.

# FAQs: Reporting, Handling and Adjudication of Reports and Complaints of Sexual Discrimination and Sexual Misconduct for Students

(Last updated March 2023)

The following frequently asked questions and answers are intended to provide general information on the reporting, handling and adjudication of reports and complaints of sexual discrimination and sexual misconduct for students. Please review the full policy on sex discrimination and sexual misconduct for complete information.

Note: We use the term "complainant" to describe the person who reports that they have been a victim of sexual misconduct or sex discrimination. We use the term "respondent" to describe the person who is alleged to have committed sex discrimination or sexual misconduct.

## **1. How can I learn about the University's policy for handling matters of sex discrimination, sexual misconduct and other related conduct?**

For general information regarding our policy and procedures related to sex discrimination and sexual misconduct, see <http://sexualmisconduct.princeton.edu/>. For a copy of the University's official policy and disciplinary procedures regarding sex discrimination and sexual misconduct, see Rights, Rules, Responsibilities section 1.3 which includes the two University policies regarding sexual misconduct – the Title IX Sexual Harassment policy and the University Sexual Misconduct policy (online at <http://www.princeton.edu/pub/rrr/part1/index.xml#comp13>). You can also consult the Title IX Coordinator, who serves as the administrator of the policy and procedures. Contact the Title IX Coordinator, Michele Minter, Vice Provost for Institutional Equity and Diversity, 205 Nassau Hall, by calling 609-258-6110, or emailing [mminter@princeton.edu](mailto:mminter@princeton.edu)

## **2. What is sexual misconduct? What is sex discrimination? What other related conduct is prohibited by the University?**

Sex discrimination is defined in "Rights, Rules, Responsibilities" as "adverse treatment of an individual based on sex or gender" that can include "harassing, abusing or demeaning a targeted individual with conduct designed to adversely impact that individual" on account of sex or gender. Sexual misconduct is a form of sex discrimination, and includes sexual assault (including rape, sodomy, sexual assault with an object and fondling), sexual exploitation, sexual harassment, improper conduct related to sex, dating violence, domestic violence and/or stalking. The University also prohibits retaliation against anyone who files a complaint or report about sex discrimination, or who opposes such conduct.

For more information about prohibited conduct, see section III of the Title IX Sexual Harassment policy and the University Sexual Misconduct policy.

## **3. Can I file a sexual misconduct or sex discrimination complaint with the University against a student, faculty member, or staff member?**

Yes. If you believe that an undergraduate or graduate student, faculty member, or staff member has engaged in sex discrimination, including sexual misconduct or any of the other prohibited conduct defined in section III of the Title IX Sexual Harassment policy and/or section III of the University Sexual Misconduct policy, you are encouraged to report the matter to the University so that it can be pursued as a disciplinary case. For more information about filing a complaint, see section VI of the Title IX Sexual Harassment policy and section VI of the University Sexual Misconduct policy.

#### **4. Is there a "statute of limitations" on filing a complaint of sexual misconduct with the University?**

No. You may report a concern at any time. However, you are encouraged to come forward as soon as possible because it is often the case that the sooner an incident is reported, the more effectively it can be investigated. Furthermore, if the alleged perpetrator is no longer a student or employee by the time the report is made, the University may not be able to take disciplinary action against that person, although the University will still endeavor to provide the complainant with support and service, put a stop to any ongoing misconduct, and address the effects of the misconduct.

For more information about timeliness of reporting, see section VI(3) of the Title IX Sexual Harassment policy and section VI(3) of the University Sexual Misconduct policy.

#### **5. Whom do I contact if I am considering filing a complaint or report of sexual misconduct or sex discrimination?**

First, you are strongly encouraged to familiarize yourself with all of your options by meeting with Jacqueline Deitch-Stackhouse, Director, Sexual Harassment/Assault, Advising, Resources and Education (SHARE) Office, University Health Services, G14 McCosh Health Center. Ms. Deitch-Stackhouse can be reached at 609-258-1898 or [jd3@princeton.edu](mailto:jd3@princeton.edu). SHARE, along with Counseling and Psychological Services (CPS), University Health Services (UHS) medical service, and the chaplains at the Office of Religious Life, are confidential resources. Information shared with confidential resources will not be disclosed to anybody without the individual's express written permission, unless there is an imminent threat of serious harm.

For more information about support resources, see section VII of the Title IX Sexual Harassment policy and section VII of the University Sexual Misconduct policy.

Next, you are encouraged to invoke the University's disciplinary process by doing any of the following:

Contact the Title IX coordinator, Michele Minter, Vice Provost for Institutional Equity and Diversity, 205 Nassau Hall, by calling 609-258-6110, emailing [mminter@princeton.edu](mailto:mminter@princeton.edu), or using the sex discrimination and sexual misconduct complaint form.

Reports may also be made anonymously via the University's EthicsPoint hotline, by calling 866-478-9804 or using the EthicsPoint complaint form.

Faculty and staff members who are not Confidential Resources, and Residential College Advisers (RCAs) — are required to report suspected sexual misconduct or sex discrimination violations. For other community members, reporting is encouraged but not required. A complainant may choose not to make a complaint or report in their own case, even if the complainant is a faculty member, staff member, or RCA. (We use the term "complainant" to describe the person who alleges that they have been a victim of sex discrimination or sexual misconduct or the person who the University believes may have been a victim of sexual misconduct or sex discrimination).

For more information about reporting, see section VI(1) of the Title IX Sexual Harassment policy and section VI(1) of the University Sexual Misconduct policy.

#### **6. What interim measures are available to me if I am considering filing a complaint alleging sex discrimination or sexual misconduct?**

Interim measures are available to those who feel they have experienced sexual misconduct to ensure that their educational or workplace experience is preserved; these measures are available both to those who proceed with formal investigations and those who choose not to do so. Prior to initiating an investigation, the Title IX Office works closely with the complainant (often over a period of several weeks) to determine how best to support and protect the complainant through the investigation. This is a nuanced process that is highly individualized. For example, in a case involving allegations by a graduate student, the Title IX Office might work with the Graduate School Deans to assist the student in changing courses, switching advisers, changing departments, arranging for alternate graders/evaluators/committees, obtaining extensions, etc. In any case, no action – including notification of the respondent – would be taken prior to extensive consultation with the complainant.

For more information about interim measures, see section VII of the Title IX Sexual Harassment policy and section VII of the University Sexual Misconduct policy.

**7. If I report to the University, will information about alleged sexual misconduct be confidential?**

The University will always try to use discretion in order to protect the privacy of individuals who are involved in alleged incidents of sexual misconduct or other types of sex discrimination. Because it has an obligation to try to investigate and address alleged incidents, however, the University cannot guarantee confidentiality. Only information shared with confidential resources is privileged and will not be shared with others.

Once an alleged incident has come to the University's attention, the Title IX coordinator may notify residential college staff and other University employees of the existence of the complaint in order to address any concerns. While not bound by confidentiality, these individuals will be discrete and will respect the privacy of those involved in the process.

For more information about confidentiality and privacy, see section V of the Title IX Sexual Harassment policy and section V of the University Sexual Misconduct policy.

**8. If I report to the University, can I remain anonymous?**

You may make a report without disclosing your name by calling the University's EthicsPoint hotline at 866-478-9804 or using the EthicsPoint complaint form. Bear in mind that anonymous reporting may limit the University's ability to conduct an investigation. A complainant may not remain anonymous during an investigation.

**9. Will filing a Title IX complaint impact my immigration status and/or financial aid?**

No. The University has and will continue to support complainants so that their immigration status and/or financial aid are not affected.

**10. May I file a criminal complaint against a student, faculty member, or staff member?**

Yes. You may do so by contacting the University's Department of Public Safety (located on campus at 200 Elm Drive) by calling 609-258-1000. You may also contact the municipal Princeton Police Department by calling 911 or 609-921-2100. SHARE and the Department of Public Safety are available to explain the process to you (e.g., the importance of preserving physical evidence) and to assist you in filing a criminal complaint.

The criminal process is separate and distinct from the University's disciplinary process. You may invoke one or both processes. If you have filed a complaint with the University, the University's disciplinary process will proceed whether or not a criminal complaint is also filed, and without regard to the outcome of the criminal process.

For more information about making a criminal complaint, see Appendix A of the Title IX Sexual Harassment policy and Appendix A of the University Sexual Misconduct policy.

**11. If I report sexual misconduct through a third-party sexual assault reporting system (via an app, for example), is that the same as reporting it to the University directly?**

No. Reporting sexual misconduct through a third party reporting system does not constitute filing a complaint or report of sexual misconduct or sex discrimination, and the University cannot ensure that it will receive or act upon such reports. Accordingly, if you would like the University to act upon your report, you should file a report with the University directly, in any of the ways listed above.

**12. What if I am concerned about retaliation?**

Retaliation against an individual or group of individuals involved in filing a complaint or report or participating in a disciplinary process (as a complainant or a witness) is prohibited. Retaliatory behavior is subject to investigation and if substantiated, will result in discipline proportionate to the conduct, in accordance with University policy.

The parties and witnesses are encouraged to share any concerns related to retaliation (both throughout and following the investigation), and the parties are reminded at the start of the investigation about the University's policy against retaliation.

**13. What will happen if I file a complaint with the University alleging sex discrimination or sexual misconduct by a student, faculty member, or staff member?**

First, the Title IX Coordinator will conduct an initial assessment by asking the reporting person and/or the complainant for some basic information. Reports may be made directly by complainants, or by third-party reporters. Upon receipt of such a report, the Title IX Coordinator will respond to any immediate health or safety concerns raised by the report. At the end of the initial assessment, the Title IX Coordinator will consider what support or accommodations may be appropriate to preserve the complainant's educational or workplace experience, and the safety of all parties and the broader University community. The Title IX Coordinator will also decide which of the following will happen next:

If the Title IX Coordinator determines that the complaint, even if substantiated, would not rise to the level of a policy violation; the nature and circumstances of the report do not make it appropriate for an investigation; or, after consultation with the complainant about the complainant's preferences regarding participation, the Title IX Coordinator determines that there will be insufficient information to investigate the matter, the Title IX Coordinator may dismiss the complaint.

If the Title IX Coordinator determines that the complaint is outside the scope of this policy and/or most appropriately handled by another office, the Title IX Coordinator may refer the complaint to another office for review.

If the Title IX Coordinator determines that the complaint or report would, if substantiated, constitute a violation of this policy, the Title IX Coordinator will determine appropriate interim measures and initiate an investigation.

For more information, see Rights, Rules, Responsibilities section IV of the Title IX Sexual Harassment policy and section IV of the University Sexual Misconduct policy.

#### **14. What if a complainant changes their mind and decides they do not want the matter investigated or adjudicated?**

If the complainant wants the University's investigation or adjudication to stop, the complainant should convey to the Title IX Coordinator that they are withdrawing their complaint.

#### **15. What are the parties' rights and opportunities throughout the process?**

They include the following:

- During the investigative process, complainants and respondents may share information with the investigators through interviews, by submitting any relevant documents and/or written statements, and by suggesting witnesses to be interviewed.
- Complainants and respondents will receive written notice of the allegation(s) to be considered by the hearing panel;
- Complainants and respondents will receive copies of all information in the case file (including interview transcripts or summaries and all documents) collected by the investigators and have an opportunity to submit a written response to the information collected;
- Complainants and respondents will receive a written investigative report which summarizes the relevant evidence and have an opportunity to submit a written response to the investigative report;
- Complainants and respondents may be accompanied to any interview, related meeting, and hearing by an adviser of their choosing who may be an attorney (the University will pay for an attorney-adviser for the parties if they choose an attorney-adviser from the University's list of external attorney-advisers);
- Complainants and respondents may participate in a hearing by answering clarifying questions posed by the hearing panel and the parties' advisers and by suggesting witnesses to participate in the hearing to answer clarifying questions posed by the hearing panel and the parties' advisers;
- Complainants and respondents may submit written closing statements to the hearing panel;
- Complainants and respondents will be informed in writing of the outcome of the case;
- Complainants and respondents may fully participate in any appeal of the decision.

For more information, see section XI of the Title IX Sexual Harassment policy and section XI of the University Sexual Misconduct policy.

#### **16. What resources and accommodations may be available to a complainant?**

The Title IX Coordinator is available to discuss resources and accommodations that may be helpful to the complainant during the disciplinary process. The complainant is strongly advised to work with Confidential Resources, for example, SHARE, Counseling and Psychological Services (CPS), Medical Services at University Health Services (UHS), or the chaplains in the Office of Religious Life. Requests for accommodations may be coordinated by an undergraduate complainant's Assistant Dean of Student Life or by a Dean at the Graduate School if the complainant is a graduate student. The complainant may inquire about the possibility of a No Communication Order and/or a No Contact Order, non-disciplinary,



administrative measures intended to curtail communications and/or contact between the complainant and respondent. For more information regarding these Orders, see Frequently Asked Questions regarding No Communication Orders and No Contact Orders. The complainant may also inquire about other accommodations that may be available, including housing and/or academic accommodations. The complainant should contact the Department of Public Safety with any questions about safety and security measures or if the complaint believes they may have been the victim of a crime.

For more information, see "Rights, Rules, Responsibilities," section 1.3.6 and section 1.3.9.

### **17. What resources and accommodations may be available to a respondent?**

The Title IX Coordinator is available to discuss resources and accommodations that may be helpful to the respondent during the disciplinary process. The respondent is strongly advised to work with Confidential Resources, for example, Counseling and Psychological Services (CPS), Medical Services at University Health Services (UHS), or the chaplains in the Office of Religious Life. Requests for accommodations may be coordinated by an undergraduate respondent's Assistant Dean of Student Life or by a Dean at the Graduate School if the respondent is a graduate student. The respondent may inquire about the possibility of a No Communication Order and/or a No Contact Order, non-disciplinary, administrative measures intended to curtail communications and/or contact between the complainant and respondent. For more information regarding these Orders, see Frequently Asked Questions regarding No Communication Orders and No Contact Orders. The respondent may also inquire about other accommodations that may be available, including housing and/or academic accommodations. The respondent should contact the Department of Public Safety with any questions about safety and security measures or if the respondent believes they may have been the victim of a crime.

For more information, see section VII of the Title IX Sexual Harassment policy and section VII of the University Sexual Misconduct policy.

### **18. What is the investigation/adjudication process like?**

A panel of investigators will conduct separate interviews of the complainant, respondent, and any witnesses, and will collect all relevant information. The investigators will record all interviews, or notes of the interviews will be taken by the investigators. After the above-described information has been gathered, the investigators will prepare a case file of all collected evidence that is directly related to the allegations, which may include transcripts or summaries of party and witness interviews and other collected documents and evidence. The case file will be provided to both parties and their advisers.

After reviewing the case file and any responses, the investigators will create a written investigative report that summarizes all relevant evidence. The investigative report will be provided, in redacted form, to both parties and their advisers. The parties may choose to provide a written response, not to exceed 2500 words, to the investigative report, to be submitted within five (5) business days of receiving the investigative report. The parties and their advisers will be provided with the other party's written response to the investigative report.

A panel of three individuals will serve as the Hearing Panel; a former judge or an attorney will serve as the Presiding Hearing Panelist. The hearing occurs with the parties in separate locations with technology enabling the Hearing Panel and the parties to simultaneously see and hear the party answering questions. Typically, a hearing, which will be recorded, may include brief opening remarks by the Presiding Hearing Panelist; questions posed by the Hearing Panel to one or both of the parties; questions posed by the

Hearing Panel to any relevant witnesses; and cross-examination (see below) by either party's adviser of the other party and relevant witnesses.

For more information, see section XI of the Title IX Sexual Harassment policy and section XI of the University Sexual Misconduct policy.

**19. May I bring an adviser to the interview, hearing, or other meetings?**

Parties who are involved in investigations, hearings, and appeals may have an advisor. Parties may select advisers of their choosing; the advisers may be members of the University community as well as external individuals, including attorneys. The University will provide certain financial resources to assist in the engagement of an attorney-adviser when parties select an adviser from the pool assembled by the University. The role of the adviser is narrow in scope: the adviser may attend any interview or meeting connected with the grievance process that the party whom they are advising is invited to attend, but the adviser may not actively participate in interviews and may not serve as a proxy for the party. The adviser may attend the hearing and may conduct cross-examination of the other party and any witnesses at the hearing; otherwise, the adviser may not actively participate in the hearing.

The adviser is copied on correspondence between the Title IX Office, and the adviser may assist the party in reviewing the case documents and submissions to the panel. For unionized employees, a union representative may serve as an adviser for a party.

For more information, see section X of the Title IX Sexual Harassment policy and section X of the University Sexual Misconduct policy and Choosing an Adviser FAQs.

**20. Who decides whether a student, faculty member, or staff member violated the policy against sexual misconduct or sex discrimination? How is this decision made?**

Following the hearing, the Hearing Panel will consider all of the relevant evidence and deliberate regarding responsibility, and the Presiding Hearing Panelist will make a determination, by a preponderance of the evidence, whether the respondent has violated the policy. The Presiding Hearing Panelist will write a written determination, which will contain: (1) the allegations potentially constituting a violation of the Title IX Sexual Harassment policy; (2) a description of the procedural steps taken; (3) findings of fact supporting the determination; (4) conclusions regarding the application of the policy to the facts; (5) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether a policy violation occurred), any disciplinary sanctions imposed by the Sanction Officer if there has been a finding of responsibility and whether any remedies will be implemented; and (6) relevant appeal information for the parties.

For more information about adjudication, see "Rights, Rules, Responsibilities," sections 1.3.12 #1 and 1.3.12 #2.

**21. If the panel finds a respondent responsible, who determines the penalty and how?**

If the respondent is found to have violated the Title IX Sexual Harassment policy, the Presiding Hearing Panelist will refer the matter to the appropriate University official to determine sanctions and remedies; sanctions will be included in the written determination. Sanctions will take into account the seriousness of the misconduct as compared to like cases in the past, the respondent's previous disciplinary history (if any), and institutional principles. The following Sanction Officers (in consultation with appropriate University administrators) will determine the appropriate sanction and remedies: Interim Dean of

Undergraduate Students Joyce Chen (for undergraduate respondents); Deputy Dean of the Graduate School Lisa Schreyer (for graduate student respondents); Dean of the Faculty Gene Jarrett (for faculty respondents); or Vice President of Human Resources Romy Riddick (for staff respondents).

## **22. What is the range of possible penalties for a student respondent?**

Depending on the seriousness of the misconduct as compared to past cases and the respondent's previous disciplinary history (if any), the sanctioning officer may:

- Issue a dean's warning (a dean's warning does not affect a student's status at the University, nor will it appear on any official record; it is intended to deter any further violations);
- Place the respondent on disciplinary probation (disciplinary probation is a serious admonition that can range upwards from three months in duration, depending on the seriousness of the infraction; disciplinary probation appears on a student's permanent record at the University (but not on the transcript) and may be disclosed by the University in response to requests approved by the student or as otherwise legally required; any subsequent behavioral or academic violation—especially but not exclusively during a student's probationary period—will be viewed in a very serious light and could result in an appearance before the Committee on Discipline or a Sexual Misconduct Panel, with a possible penalty of involuntary separation from the University);
- Suspend the respondent (with or without conditions);
- Withhold a graduating student respondent's degree; or
- Expel the respondent.

To these penalties, as appropriate, they may add the notation of censure, campus service hours, restrictions on access to resources (usually in the form of a No Contact Order), educational programming, or removal from or relocation within University housing. For more information, see Appendix C of the Title IX Sexual Harassment policy and Appendix C of the University Sexual Misconduct policy.

## **23. What is the range of possible penalties for a faculty or staff respondent?**

For violations of this policy by faculty or staff members, disciplinary sanctions may include (in accordance with the employment policies governing the employee in question) counseling or training, written warning, financial penalty, unpaid leave of absence, suspension (or recommendation for suspension), demotion, termination (or recommendation for termination) in accordance with applicable policies. The University may place a faculty or staff member on administrative leave during the pendency of a grievance process.

For more information about the range of penalties, see Appendix C of the Title IX Sexual Harassment policy and Appendix C of the University Sexual Misconduct policy.

## **24. Who will be informed of the decision? When? How?**

Following the resolution of the case, the parties and their advisers will simultaneously be provided with the written determination via electronic format.

## **25. How does the University handle disclosure about violations of the University's policy on sex discrimination and sexual misconduct involving student respondents?**

In the case of expulsion, suspension or withheld degree, the notation of the penalty is made on the transcript and will not be expunged. The reason for the sanction (e.g., sexual misconduct) is not recorded on the transcript and the sanction notation itself is listed in the "remarks" section of the transcript at the bottom of the page.

**26. What will prospective employers/graduate schools/institutions be told if they inquire about a Title IX violation by a student respondent?**

The Office of the Dean of Undergraduate Students or the Graduate School will only provide prospective employers/graduate schools/institutions with information regarding a student's disciplinary history after receiving express written authorization from the student to do so. Upon receiving such authorization from the student, the Office of the Dean of Undergraduate Students or the Graduate School will disclose the nature of the violation and the penalty.

**27. How does the University handle disclosures about violations of the University's policy on sex discrimination and sexual misconduct when faculty or staff respondents leave the University?**

In any situation where there is an investigation and finding of responsibility regarding sexual misconduct, the University may disclose relevant information if a potential employer makes a direct and specific inquiry to the relevant central employment office (Human Resources or the Office of the Dean of the Faculty).

**28. What are the University's obligations with respect to reporting sexual misconduct to the National Science Foundation (NSF)?**

The University has certain reporting obligations with respect to sexual misconduct involving NSF-funded principal investigators (PI) or co-PIs. For more information regarding these obligations, see Implementation of NSF's Notification Requirements Regarding Harassment and Sexual Assault.

**29. Who can appeal the decision? How does the appeal process work?**

Appeals will be heard by an appeal panel comprised of three individuals. At least one of the individuals on the appeal panel will be external (e.g., a former judge or an attorney) and shall serve as the chair of the Appeal Panel ("Appeal Chair"), and two of the individuals shall be University administrators or faculty members. The Appeal Panel shall decide appeals by majority vote.

Both parties have equal rights to an impartial appeal at the following junctures:

1. Upon the dismissal of a formal complaint or any allegations therein from this policy.
2. Upon receiving the written determination regarding responsibility and, when applicable, sanction and remedies.

Appeals may be submitted on the following bases: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made which could affect the outcome of the matter; (3) the University Sexual Misconduct/Title IX Coordinator or their staff, investigator(s), any member of the Hearing Panel, or Sanction Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; and/or (4) the sanctions (or recommended sanctions) are not commensurate with the violation.

To appeal, a party must electronically submit a written appeal statement to the associate secretary of the University within five (5) business days of receipt of the written determination or dismissal. The Appeal Panel Chair may deem a late submission reasonable only under extenuating circumstances, and the Appeal Panel Chair may decide in their sole discretion what constitutes valid extenuating circumstances. The appeal shall consist of a written statement not to exceed 2500 words, outlining the basis for appeal and the relevant information to substantiate the appeal. The non-appealing party will be provided with a

copy of the appealing party's written statement and may submit a written response, not to exceed 2500 words, to the associate secretary of the University within five (5) business days of receipt of the appealing party's written statement. The non-appealing party's statement will be provided to the appealing party. No further appeal submissions from the parties shall be permitted.

In deciding an appeal, the Appeal Panel may consider the case file and any responses, investigative report and any responses, the hearing record, the written determination, and any written appeal(s) or statements by the parties. The Appeal Panel also may consider any other materials the University deems relevant and that have been shared with the parties.

The parties and their advisers will simultaneously be provided (via electronic format) with the written decision describing the result of the appeal and the rationale for the result.

For more information about appeals, see section XII of the Title IX Sexual Harassment policy and section X of the University Sexual Misconduct policy.

### **30. What if a respondent may have violated a University policy other than sex discrimination or sexual misconduct?**

When an initial assessment or investigation under this policy identifies additional related possible violations of University policies (other than the University Sexual Misconduct policy, as described above) by the same party(ies) that would normally be handled by another responsible office (such as the Office of the Dean of Undergraduate Students, the Graduate School, the Office of Human Resources, or the Office of the Dean of the Faculty), the University Sexual Misconduct/Title IX Coordinator, with the approval of that responsible office, may direct the grievance process set forth in the Title IX Sexual Harassment policy and procedures will apply to all allegations (using the standard of evidence that is applicable to each particular alleged policy violation). Under such circumstances, the parties will be provided written notice containing the following information: (a) the alleged prohibited conduct, and (b) the policy(ies) under which the alleged prohibited conduct falls. Alternately, the University Sexual Misconduct/Title IX Coordinator, with the approval of the responsible office, may direct investigators under the Title IX Sexual Harassment policy to investigate such other possible violations at the same time that they investigate allegations covered by this policy, after which the responsible office will adjudicate the matter. Under such circumstances, the records from the investigation of the non-Title IX Sexual Harassment matter shall be provided to the office responsible for adjudicating that non-Title IX Sexual Harassment matter in accordance with applicable University policies and procedures.

The University does not want community members to be deterred from reporting sex discrimination or sexual misconduct out of fear that they will expose themselves or their friends to disciplinary consequences for other misconduct (for example, that alcohol may have been made available to minors, or that a student may have damaged property). In such cases, the panel will confer with the Title IX Coordinator. Depending on relevant facts and circumstances, the Title IX Coordinator may forward evidence of other alleged misconduct to the appropriate disciplinary authority (for example, the Office of the dean of undergraduate students for undergraduate students; the Graduate School for graduate students) with the instruction that leniency should be exercised.

For more information, see section X of the Title IX Sexual Harassment policy and section X of the University Sexual Misconduct policy.

### **31. What if the complainant or respondent is a third party?**

When a third party, (i.e., a non-member of our University community, which could include, for example, alumni) is a party under this policy, the University will use disciplinary procedures that are generally consistent with the disciplinary procedures described in this policy, appropriately modified based on the particular circumstances of the case and taking into account privacy requirements and the like. In no case will a member of our community (i.e., current student, faculty member, or staff member) be afforded lesser rights or lesser opportunities to participate in the disciplinary proceeding than the non-member of the University community.

For more information, see section X of the Title IX Sexual Harassment policy and section X of the University Sexual Misconduct policy.

### **32. How long will the whole disciplinary process take?**

The University makes reasonable effort to ensure that complaints are resolved as expediently and efficiently as possible. Many complaints may require extensive review, and time frames will vary depending on several factors, including, the complexity of the investigation and number of witnesses. The University will seek to complete the investigation and adjudication within ninety (90) business days after the investigators' first interview of the complainant. Investigations will proceed according to the aforementioned timeframe during the summer and at other times when the University is not in session. Timeframes for all phases of the grievance process, including the investigation, the hearing, and any related appeal, apply equally to both parties.

There may be circumstances that require the extension of time frames for good cause. Time frames may be extended to ensure the integrity and completeness of the investigation or adjudication; comply with a request by external law enforcement; accommodate the absence of a party, adviser, or witness; or for other reasons, including the number of witnesses and volume of information provided by parties and witnesses. Periodic status updates will be provided to the parties in writing.

For more information about the timing of the process, see section XI of the Title IX Sexual Harassment policy and section XI of the University Sexual Misconduct policy.

### **33. The alleged sexual misconduct involves a member of the University community, but occurred off campus. Can the University take action?**

It depends on the facts of the individual situation. Generally, the University regulates conduct by members of the University community that occurs on campus and in the local vicinity. All actions by a member of the University community that involve the use of the University's computing and network resources from a remote location are considered to be on campus. In addition, actions by a member of the University community occurring in a University-sponsored program or activity, such as travel, research, or internship programs, are considered to be on campus.

While the University generally does not impose disciplinary penalties for misconduct off campus beyond the local vicinity or unassociated with a University-sponsored program or activity, there are exceptions (for example, where such misconduct may pose a safety risk on campus or may have a continuing adverse effect or create a hostile environment on campus). Judgments about these matters will depend on facts of an individual case.

### **34. Are the Prospect Avenue Eating Clubs considered to be off-campus?**

The Prospect Avenue Eating Clubs are deemed to be in the local vicinity, and, therefore, the University regulates student conduct at the Eating Clubs. As stated in “Rights, Rules, Responsibilities”: “Standards of behavior by University students in the independent Prospect Avenue clubs are to conform with established standards in the University as a whole. In particular, club members are to act with considerate regard for the rights, privileges, and sensibilities of others. It is expected that they will show due consideration for the property of their fellow members and guests, as well as for the property of the club itself. Physical violence, intimidation of others, or offensive and disorderly behavior will not be tolerated in any club or on the walks and streets outside clubs. It is also the immediate obligation of those in the presence of a severely intoxicated person to contact appropriate University or local medical or safety personnel (see section 2.2.9). University policy in cases in which misconduct is alleged to have taken place in the clubs is governed by the provisions set forth concerning off-campus activities (see section 1.4.2).”

### **35. Can the University address the overall climate or environment within a Club?**

The Eating Clubs are private, nonprofit corporations with their own governing bodies, funded and operated by students and alumni; they are independent from the University. As such, the University does not operate or control the Eating Clubs. The University does make available to the Eating Clubs a variety of services and programs, including trainings by the SHARE office and the Department of Public Safety. If the University becomes aware of concerns regarding the possibility of a hostile environment in an Eating Club, the University will review those concerns to the extent it is able, and will relay those concerns to the Club’s governing body.

### **36. If I am a party (complainant or respondent), may I discuss the case with other people?**

Yes. You are encouraged to seek support from a Confidential Resource and to discuss the case with an adviser of your choosing. Parties and witnesses are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. However, while discretion regarding the process is important, parties are not restricted from discussing the allegations under investigation

### **37. What role does the principle of freedom of expression play in determining whether Sex Discrimination and/or Sexual Harassment have taken place?**

Behavior that constitutes Sex Discrimination or Sexual Harassment under the policy is prohibited. There may be other instances, however, in which individuals express disagreeable or offensive ideas or opinions that do not constitute Sex Discrimination or Sexual Harassment, but which are allowable under the principle of freedom of expression. In responding to complaints, the University considers the circumstances and works to assess the balance between eliminating Sex Discrimination or Sexual Harassment while protecting freedom of expression.

The University’s Statement on Freedom of Expression, which can be found in Rights, Rules, Responsibilities section 1.1.3, states: “Although the University greatly values civility, and all members of the University community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community. The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. The University may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that

unjustifiably invades substantive privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the University. In addition, the University may reasonably regulate the time, place and manner of expression to ensure that it does not disrupt the ordinary activities of the University.”

For more information about freedom of expression, see Rights, Rules, Responsibilities section 1.1.3.

**38. If someone’s speech is deemed offensive or demeaning, but is not subject to discipline because it is protected as freedom of expression, does that mean the University can take no action?**

No. The University may take a variety of actions apart from discipline. For example, the University may call the individual in for a meeting with the Title IX Office or a supervisor in order to explain the concern with the speech, expectations for campus interactions, and the impact the speech is having on others. The University also may offer awareness programs and trainings to the campus community, in whole or in part. The University may offer resources and support to those who have been impacted.

**39. I believe that I have been harassed and/or discriminated against due to my gender identity. Does this process apply?**

Yes. Title IX prohibits discrimination on the basis of sex or gender, which includes gender identity or gender expression. If you believe that you (or another undergraduate or graduate student) have been discriminated against or harassed due to your gender identity or gender expression, you are encouraged to report the matter to the University so that it can be pursued as a disciplinary case. In addition, you are encouraged to seek support from the Gender and Sexuality Resource Center, 246 Frist Campus Center, 609-258-5925, [gsrc@princeton.edu](mailto:gsrc@princeton.edu) (which is a non-confidential resource) or the SHARE office.

**40. I believe that I have been harassed and/or discriminated against due to my sexual orientation. Does this process apply?**

The Title IX Sexual Harassment policy and the University Sexual Misconduct policy do not apply to matters involving harassment or discrimination due to sexual orientation. However, the University prohibits such conduct under the Policy on Discrimination and/or Harassment and has numerous resources to support students who have had this experience. Resources and options are described at <http://inclusive.princeton.edu/report>, and FAQs can be found at <http://inclusive.princeton.edu/policies/discrimination/faqs>. In addition, you are encouraged to seek support from the Gender and Sexuality Resource Center, 246 Frist Campus Center, 609-258-5925, [gsrc@princeton.edu](mailto:gsrc@princeton.edu) (which is a non-confidential resource) or the SHARE office.

**41. What resources are available on campus for those affected by sexual misconduct?**

**Emergency Resources and Law Enforcement:**

Emergency medical assistance and campus safety/law enforcement assistance are available both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that poses a threat to safety or physical well-being or following a potential criminal offense. For more information about filing a criminal complaint, see Appendix A of the Title IX Sexual Harassment policy and Appendix A of the University Sexual Misconduct policy.

Princeton Municipal Police  
911 or 609-921-2100

Princeton University Department of Public Safety



609-258-1000

**Confidential Resources:**

Information shared with Confidential Resources (including information about whether an individual has received services) will only be disclosed to the Title IX Coordinator or any other person with the individual's express written permission, unless there is an imminent threat of serious harm to the individual or to others, or a legal obligation to reveal such information (e.g., if there is suspected abuse or neglect of a minor). For more information about confidentiality and Confidential Resources, see section V of the Title IX Sexual Harassment policy and section V of the University Sexual Misconduct policy.

The University's Sexual Harassment/Assault Advising, Resources, and Education (SHARE) office is a Confidential Resource offering support and advocacy services. Individuals are encouraged to access support services and learn about their options by contacting SHARE. The SHARE office may provide individuals with a Resource Overview and Selection document, which contains information about the services that are available to assist individuals. SHARE advocates can provide in-depth explanations about the services and options available, and the roles and reporting obligations of other offices listed in the Resource Overview and Selection form, ensuring individuals have a clear understanding and can make informed decisions that best meet the individual's needs.

Campus Confidential Resources include:

**SHARE Office**

G14 McCosh Health Center  
609-258-3310  
share@princeton.edu

**Counseling and Psychological Services (CPS)**

McCosh Health Center, Third Floor  
609-258-3141  
Medical Services at University Health Services (UHS)  
**McCosh Health Center**  
609-258-3141

**Ombuds Office**

179 Nassau Street - Suite D  
609-258-1775  
ombuds@princeton.edu

**Office of Religious Life chaplains**

Murray-Dodge Hall  
609-258-3047  
orl@princeton.edu

**Carebridge (Faculty & Staff Assistance Program)**

800-437-0911  
clientservice@carebridge.com  
<https://www.princeton.edu/hr/benefits/worklife/carebridge/>

On initial visit to the site, please enter Princeton client code TW8AE to access the Carebridge Library.

### **EthicsPoint Anonymous Hotline**

Any individual may make an anonymous report concerning a violation of this policy through the University's EthicsPoint hotline, an independent reporting service. An EthicsPoint report can be made without disclosing the reporting person's own name, identifying the respondent, or requesting any action. Depending on the level of information available, anonymous reporting may adversely affect the University's ability to respond or take further action. EthicsPoint is not a Confidential Resource and making a report to EthicsPoint may result in a University investigation.

EthicsPoint Hotline

866-478-9804

<http://www.princetonuniversity.ethicspoint.com/>

### **Other Available Resources**

Any individual may also access resources located in the local community. These organizations can provide crisis intervention services, counseling, medical attention and assistance in dealing with the criminal justice system. If accessing these resources, individuals are encouraged to clarify whether the resources are confidential.

Mercer County Sexual Assault Response Team (SART)  
Evidence collection and preventative medicine

Can be activated by contacting:

Womanspace: 609-394-9000

Or going to an emergency room:

University Medical Center of Princeton at Plainsboro

Capital Health Medical Center in Hopewell

Robert Wood Johnson University Hospital

### **Womanspace, Inc.**

Services for domestic and sexual violence victims/survivors of all genders

609-394-9000 (24-hour hotline) /609-394-0136 (office)

1530 Brunswick Avenue, Lawrenceville, New Jersey 08648

Monday-Friday, 9:00 a.m. - 5:00 p.m. (walk-in hours)

### **42. Are resources available to me throughout the Title IX process if I have a disability?**

Yes. If you would like information regarding resources that may be available to you related to your disability, please contact Asha Nambiar, Director of Accessibility and Disability Services (609-258-8840 or [anambiar@princeton.edu](mailto:anambiar@princeton.edu)).