

FACULTY TRAVEL-COURSE HANDBOOK

Table of Contents

1. Rationale	2
2. Timeline of important dates	2
3. The Approval Process	3
4. Fall Semester--Recruitment	4
5. Spring Semester--Teaching and Travel	5
6. Post-Travel Policies and Requirements.	6
7. Roles and Responsibilities	6
8. Refund, Billing and Insurance	7
9. Emergency and Crisis Management	9

Abbreviations

OIP	The Office of International Programs (OIP)
ISC	The International Studies Committee
FL	Faculty Leader

Rationale

The purpose of this document is to provide faculty with a succinct roadmap for planning successful **Travel-Course Excursions (TCEs)** for students. The entire process may seem tedious to **Faculty Leaders (FLs)**, but it is designed to reduce a variety of risks and maintain equity and fairness among all excursions. Faculty who pay careful attention to the guidelines are very likely to be approved and thereafter lead a successful trip.

The handbook was designed by the **Office of International Programs (OIP)** and the **International Studies Committee (ISC)**, both of whom seek to promote safe, diverse and inspiring travel opportunities for students. Toward this end, both entities want to serve as a resource to faculty who are planning trips. Although the ISC may require revisions or additions to faculty proposals, ultimately its goal is to shepherd faculty through planning and execution. If you are frustrated with the guidelines or any step within the planning process, the ISC welcomes your feedback. Those faculty interested in playing a more influential role are encouraged to join the ISC and participate in the shaping process.

Important Dates

Most TCEs take place either during Spring Break (beginning of March) or the Maymester term (directly after graduation), but much of the planning must be completed more than a year in advance. You will need to budget this planning time into any travel course you plan. Note the following deadlines for the development and operation of a typical maymester/spring break TCE:

- **March 31:** Program Leaders submit Travel-Course Proposal and Budget Forms to the Director of International Programs. Both the Proposal Form and the Budget Worksheet can be found on the Provost's [Faculty Resources](#) page.
- **April:** Once the ISC has reviewed all Proposals and Budgets, they will schedule a meeting to discuss the Committee's suggested revisions with Leaders.
- All revisions of proposals must be submitted by **Graduation**.
- If everything is in order, Program Leaders should receive approval of their proposals by **May 31st**. Once they receive approval, they are free to begin promoting their trip and recruiting students.
- **October 15:** Deadline for Scholarship Applications (Note that in order to be considered for scholarships, students must submit an [Application for Study Abroad](#))
- **October 31:** Program Leaders submit finalized program itineraries with a Health, Safety, and Security Plan, as well as finalized budgets with documentation.
- **November 1:** Deadline for [Applications for Study Abroad](#)
- **December 15:** Deposit Deadline. Program Leaders should have a minimum of 10 student deposits to run a trip.
- **30 days prior to departure:** Deadline for completing the Travel Registration Form.
- **30 Days following Travel-Course End Date:** Program Leaders submit completed expense reports to the Accounting Office.
- **June 30:** Program Leaders submit Program Report to the Director of International Programs.

Approval Process

1. FLs are responsible for developing their own TCEs, although they are encouraged to seek out advice from OIP and the ISC as they develop their proposals.
2. In providing this information, faculty *must use the forms for TCEs located on the Provost's site*.
 - 2.1. All faculty planning TCEs must submit a proposal to the OIP by **March 31st**--one year prior to the date of the trip. OIP will collect and distribute all proposals to members of the International Studies Committee (ISC).
3. The three central components of the proposal are 1) Travel Itinerary (with local booking arrangements), 2) Travel-course proposal forms, and 3) Budget. Further guidelines for each follow.
 - 3.1. **Itinerary and local booking arrangements:** The ISC will consider...
 - 3.1.1. The steps taken to ensure the safety of travel participants
 - 3.1.2. The coordination of destinations with corresponding coursework
 - 3.1.3. The variety of destination. In other words, is the destination significantly different from others being offered the same year?
 - 3.2. **Travel-course proposal forms:** The ISC will assess the degree to which...
 - 3.2.1. The destination(s) enriches the proposed courses of study
 - 3.2.2. The instructor of record has expertise in the proposed subject matter
 - 3.2.3. The GenEd and/or major requirements satisfied by each course are reflected in the SLOs
 - 3.3. **Budget:** In this section, the ISC will ensure
 - 3.3.1. Faculty stipends have been calculated accurately
 - 3.3.2. Costs for travel insurance
 - 3.3.3. Contingency fund for emergencies and unexpected expenses
4. **Approval Criteria and Recommendations:** The ISC wants to approve all trips, but it also wants all trips to be safe and successful. Moreover the ISC is responsible for ensuring that policies in this handbook are followed. The following practices, therefore, are in place to balance these competing priorities:
 - 4.1. Once the ISC has studied all proposals and formulated recommendations, it will meet in April with the FLs for each TCE in order to discuss the recommendations. These meetings serve as an opportunity to explain the recommendations, to hear responses from FLs, and if necessary to adjust the recommendations accordingly.
 - 4.2. In the event that there are an unusually high number of proposals, the ISC may decide to prioritize some trips and encourage others to wait for the following academic year. If they do so, the ISC will make their choices based on the criteria in section 3 above.
5. **Other Travel Course Restrictions:** Because of the time constraints with respect to travel courses, there are limits to the numbers of courses that can be offered and taken.
 - 5.1. Spring Break TCEs may offer up to two courses, but students may take only one course.
 - 5.2. Maymester TCEs may offer up to three courses, and students may take up to two courses.
6. **State Department Travel Warnings:** Countries, or areas within a country, placed on the U.S. State Department Travel Warning List fall into one of two levels of severity. PC will not grant or award credit, funding, support or otherwise sponsor any international academic or co-curricular project in any country, or area within a country, for which the U.S. State Department has issued the more severe warning.
 - 6.1. The more severe warning includes locations for which the U.S. State Department has:
 - 6.1.1. Issued a travel warning that orders departure of U.S. dependents and non-emergency personnel;
 - 6.1.2. Recommended that U.S. citizens depart the country;
 - 6.1.3. Advised U.S. citizens against all travel to the country; or

- 6.1.4. Recommended that U.S. citizens defer non-essential travel to the country.
- 6.2. PC will permit travel to countries with less severe warning levels or alerts, but FL's must complete a petition and have it approved in writing by the OIP and the Provost at least 60 days prior to departure. The Presbyterian Travel Abroad Petition form may be found in the Downloadable Forms section of the Study Abroad Faculty and Staff website. The lesser warning includes places where the State Department has:
 - 6.2.1. Warned U.S. citizens of the risks, danger, or potential risks or danger of travel to the country;
 - 6.2.2. Urged U.S. citizens to evaluate carefully their security and safety before traveling to the country;
 - 6.2.3. Warned or cautioned U.S. citizens to consider the risks of travel to the country;
 - 6.2.4. Cautioned U.S. citizens to take prudent security measures;
 - 6.2.5. Urged or warned U.S. citizens to weigh the necessity of travel to the country; or
 - 6.2.6. Urged U.S. citizens to exercise extreme caution.
- 6.3. Decisions regarding programs already in progress in a country or region for which the State Department posts a Travel Warning will be made after appropriate consultation among program leaders, host country representatives and college officials. In certain circumstances, the Provost may cancel a program destined for countries or regions for which a Department of State Travel Warning has been posted.

Fall Semester--Recruitment

1. **Final Signoffs:** After the ISC has approved a travel-course proposal (ideally by graduation), the faculty sponsoring the trip may begin recruiting, but components of the proposal will still require final signoff.
 - 1.1. The Provost gives final approval on TCE budgets and itineraries
 - 1.2. The Curriculum Committee of the Faculty Senate gives final approval for TCE coursework.
2. **Recruitment Strategies:** Faculty are encouraged to use flyers, social media and informational meetings to spread the word regarding their Travel-Course Excursions.
 - 2.1. If faculty want to be compensated for recruitment expenses, they must build those costs into the trip itself.
 - 2.2. Faculty Leaders should contact the Business Office about setting up an account (if one does not already exist) to which students can make payments and from which Leaders may make withdrawals.
 - 2.3. As faculty speak with students interested in their TCE, they should encourage students to fill out the Application for Study Abroad on the OIP website.
3. **Application Process:** All students interested in studying abroad, including those from other colleges and universities, must apply through the OIP website. Applicants for all study abroad programs are reviewed and approved as they are received, on a rolling admissions basis.
 - 3.1. Eligibility requirements for Non-PC students are the same as for PC students. Non-PC Students must also submit an official transcript from their home institution and be accepted before they can participate in a PCE.
 - 3.2. The application deadline for Spring Break and Maymester programs is November 1st. In the weeks following this deadline, OIP will let FL's know at least once how many students have made deposits.
 - 3.3. PC's general eligibility requirements for study abroad program participation are:
 - 3.3.1. A minimum cumulative GPA of 2.00
 - 3.3.2. Complete academic record
 - 3.3.3. Disciplinary history
 - 3.3.4. The timely submission of documents
 - 3.3.5. Enrollment at PC or another accredited institution of higher education at the time the program takes place
 - 3.3.6. Continued good standing in the college.
 - 3.4. All student participants' disciplinary records are reviewed by the VP of Campus Life. Their academic record is reviewed by the Dean of Academic Programs.

- 3.5. After their application is approved, students will be given a Study Abroad contract. They must sign it and pay a \$350 non-refundable deposit to the Cashier. After students have signed the contract and paid the deposits, they are legally obligated to pay for the trip, regardless of whether they go. OIP will then take care of enrolling students in their chosen travel courses.
- 3.6. Students are not officially enrolled in a program until they receive notification of acceptance from the OIP and pay the non-refundable deposit.
- 3.7. Faculty leading high-demand programs are encouraged to establish a participant selection process and to make it clear in recruitment literature that selection is competitive.
4. **Scholarships:** The deadline for all scholarship applications is October 15th.
 - 4.1. Scholarships are awarded on the basis of financial need and the quality of the student's scholarship application.
 - 4.2. All scholarship awards will be determined by the ISC. Award letters will go out before Thanksgiving.
5. **Minimum Participant Deadline:** All Travel-Course Excursions should have a minimum of ten students by December 15th. If FLs do not have enough deposits by this date, they should consider cancelling the TCE.
6. **Student to Leader Ratio--**Each travel-course excursion should strive to recruit 10-24 students. Fewer than ten students raises the cost for participating students dramatically. More than 24 students creates liability issues and threatens the viability of other travel-course excursions.
 - 6.1. Every TCE must have at least two leaders, and at least one must be a faculty member.
 - 6.2. In the event that a TCE attracts more than 24 students, FLs must seek approval from OIP before accepting additional students.
 - 6.3. If FLs receive permission to bring more than 24 students, they must bring a third leader (faculty or chaperone). The student-leader ratio may not be less than 5:1 or more than 12:1.
 - 6.4. Chaperones generally should be employees of PC who have obtained approval from their direct supervisor. A chaperone who is not an employee of PC must be screened by Human Resources and approved by the Dean of Academic Programs or VP of Campus Life
 - 6.5. Any adult supervising minors may not serve additionally as a TCE leader.
 - 6.6. If a travel agency has provided a full-time guide for a TCE, the guide may be counted as a chaperone.

Spring Semester--Teaching and Travel

1. **Instruction:** The majority of classroom instruction takes place before the dates of travel. Faculty are responsible for ensuring that the classroom contact hours correspond to the credit hours for the course, though some of those hours may be fulfilled in the travel destination(s).
 - 1.1. Students participating in a Spring Break TCE sign up for the course in the Spring Semester. Those in a Maymester TCE sign up for a Maymester course. But because the classroom time in both cases falls within the spring semester, students should be encouraged to reduce their spring courseload enough to allow time for TCE coursework.
 - 1.2. Typically, FLs teach these courses as an overload; they are not built into their regular teaching load.
2. **Registration and Insurance:** All faculty, staff and students participating in a travel program must fill out and submit a Travel Registration Form, located on the OIP website, no less than **30 days prior to travel**.
 - 2.1. This process will enable the College to enroll the traveler in CISI--Presbyterian College's travel abroad accident and health insurance.
 - 2.2. This plan provides adequate coverage for accident, illness, hospitalization, accidental death and dismemberment, emergency medical evacuation, and repatriation while outside the United States. CISI handles claims in various languages and from medical providers around the world. A schedule of benefits

can be obtained from OIP. Other types of insurance, such as personal property and liability insurance are the responsibility of individual students.

- 2.3. Travel participants are encouraged to notify their regular insurance company prior to travel. Typically American insurance companies have special rules and conditions that must be met before they apply overseas. In the event of a significant medical expense, a traveler's regular insurance may serve as secondary insurance.
3. **Pre-Departure Information Sessions:** Faculty and staff leaders must provide country or site-specific safety sessions with students before departure and, if deemed necessary, again on site. The pre-departure sessions should be coordinated with the Director of International Programs.
 - 3.1. **Non-PC Participants:** All non-PC Participants who enroll in one or more of the travel courses are eligible for travel insurance. If they do not enroll, they must purchase their own travel insurance.
4. **Pre-Departure T&E and Check Request:**
 - 4.1. FLs should fill out and submit to the Provost's Office a Travel & Entertainment form two weeks prior to travel, in order to estimate in-country expenses for the duration of travel
 - 4.2. If the FLs would like a cash advance from their account, they should fill out a Check Request at least two weeks prior to travel. FLs will need to save receipts and produce these receipts at the conclusion of their travel.
5. **Travel with students beyond the dates of the program:** Travel with students beyond the dates of the program and to venues outside the program itinerary must be requested and approved in writing by the Dean of Academic Programs or the VP of Campus Life. The request should be submitted at least 60 days prior to departure and should include a detailed description of the non-program travel and the names of the students participating.

Post-Travel

1. **Timing:** Typically, Spring Break TCEs end a week or two after Spring Break, although grades are not assigned until the end of the semester. Maymester TCEs conclude at the end of May, but students often take an extra week or two to submit final assignments and projects.
2. **Expense Reports:** A complete expense report, with accompanying documentation, must be submitted within thirty (30) days from the ending date of the program. No non-budgeted expenditures will be approved for payment. The books on all international programs/activities will be closed thirty (30) days subsequent to the ending date of the program.
 - 2.1. For personal expenses, FLs need to re-submit their T&E Form with actual dollar amounts spent and corresponding receipts.
 - 2.2. FLs should tape receipts to 8½x11" sheets of paper and should provide an accompanying spreadsheet with a running total of all expenses, broken down by category (Food, Accommodations, etc)
3. **Budget Overages and Shortfalls:**
 - 3.1. FLs should try to remain as close to their proposed budget as possible.
 - 3.2. Surplus funds should be spent on participating students (e.g. t-shirts, pizza party) or refunded to them.
 - 3.3. Sponsoring departments may be responsible for shortfalls.
4. **Program Reports:** FLs should submit program reports to the OIP within 30 days of return from travel. Include a brief evaluation of the program, problems/incidents that occurred, successes, and copy of the final expense report.

ROLES AND RESPONSIBILITIES

The following section indicates the roles and responsibilities played by Faculty Leaders, the OIP, the ISC, and the Dean of Academic Programs.

FACULTY LEADER

- Plans program itinerary
- Plans academic content
- Provides OIP with updated information
- Makes all domestic and overseas arrangements (e.g., hires guides, transportation, etc.)
- Develops and submits budget
- Recruits participants
- Refers students to relevant forms (i.e. Registration or Off-Campus Study Application)
- Plans and conducts program-specific, pre-departure sessions
- Sends final, program-specific information to students & parents
- Keeps track of expenditures and documents them with receipts
- Communicates to the OIP any health, emergency, disciplinary or other “incident” reports
- Submits incident reports
- Conducts a program-specific student evaluation
- Assigns grades via Registrar’s Office
- Submits expense report to Business Office
- Submits final program report and copy of expense report to OIP

OFFICE OF INTERNATIONAL PROGRAMS

- Makes available Off-Campus Study Applications and Travel Registration Forms
- Advises students on scholarships
- Collects and reviews scholarship applications
- Collects and reviews Off-Campus Study Applications; Makes final selection of program participants in consultation with Program Leader
- Collects and reviews Travel Registration Forms
- Notifies applicants of acceptance
- Distributes participant lists to relevant campus offices
- Distributes and collects safety and other participant information
- Enrolls students in mandated insurance program
- Sends general pre-departure information to students and parents
- Plans and conducts general pre-departure sessions
- Advises faculty regarding any health, emergency, disciplinary, or other “incidents”
- Collects incident reports
- Distributes and collects a general student evaluation

International Studies Committee

- Evaluates and approves TCE Proposals
- Works with FLs to ensure successful planning and trips
- Evaluates student scholarship applications

Dean of Academic Programs

- Participates on the ISC
- Offers final approval of trips
- Makes final determinations on safety, trip approvals and cancellations, and Crisis Management

REFUND, BILLING, AND INSURANCE INFORMATION

- I. **Cancellation and Refund Policy:** In the event of cancellation of an entire session of a PC program or activity before commencement of the program, a prorated refund of all fees, together with an appropriate evaluation of academic credit, will follow. Any unrecoverable funds (e.g. airfare, deposits on hotels) will not be refunded to students. These actions will terminate any further liability on the part of PC.
 - A. In the event that a student chooses to withdraw from the program after being accepted and billed, the student will be responsible for the entire cost of the program. Prorated refunds will be considered only in cases of serious illness or emergency and the amounts of refunds will be determined individually on the basis of recoverable costs by PC at the time of the withdrawal.
- II. **Student Billing/Collection of Fees:** Upon the student's acceptance into the program, the Bursar's office bills each student through the student's PC account for the total amount of the program, enabling faculty and staff members to have immediate access to funds for program expenses.
- III. **Rental Car Hire:** For faculty and staff traveling within scope of employment, PC carries physical damage and liability insurance covering rental cars (physical damage limit at \$50,000). When renting an automobile or van within the United States, and used for U.S. travel only, all insurance coverage should be declined since Presbyterian is covered for rental of "hired vehicles"
 - A. For automobile or van rentals in all other countries, liability coverage should also be declined. If possible, insurance for physical damage (collision) should be purchased through the vehicle rental agency. In most countries, this insurance is now required. Program Leaders should use their PC corporate card when renting any vehicle since this credit card affords some measure of backup insurance protection.
 - B. If involved in an accident where there is any personal or property damage, Program Leaders should contact Larry Mulhall immediately with all the normal accident information, names of other drivers, damage assessment, location, and a police report if possible (864-833-8000).
 - C. Liability issues for staff and faculty are covered by Presbyterian master policy as long as the employee is legitimately engaged in college business and is acting within the scope of his/her authority and within college policies.
- IV. **Insurance Policy for Faculty and Staff:** Faculty and staff traveling on PC business are covered through the employee insurance offered via employee benefits. The CISI Policy insurance package is purchased especially for official staff and faculty overseas travel.
- V. **Health/Accident Insurance Policy for Student Participants:** Students participating in PC programs and activities are required to be enrolled in a comprehensive international insurance plan mandated by Presbyterian. CISI handles claims in various languages and from medical providers around the world. Presbyterian College purchases student accident and sickness insurance for participants on its programs. A schedule of benefits can be obtained from OIP.
- VI. **Student Property Insurance:** Despite students' best efforts to safeguard their property, it is still possible for it to be lost, stolen or damaged when traveling or living abroad. As Presbyterian does not insure students' property while they are abroad, students should investigate their parents' homeowner's insurance to verify if all the items to be brought on the trip will be covered by their policy. It is recommended that all valuable items (e.g., laptop computers) be insured for the entire duration of their stay abroad or simply left at home when travelling.

VII. **Student Trip Cancellation Insurance:** Students should consider purchasing trip cancellation insurance. Trip cancellation insurance is effective in the case of a sudden illness or injury that necessitates canceling or interrupting a trip. Most policies also provide coverage due to a wide variety of unforeseen events. The following are three major carriers which provide this service: HTH Worldwide: <http://www.hthstudents.com>, Travel Insured: <http://www.travelinsured.com>, AccessAmerica: <http://www.accessamerica.com>

EMERGENCY AND CRISIS MANAGEMENT

PC encourages its faculty and staff to provide international study, research, co-curricular, and other academically relevant opportunities for students. Of utmost importance when undertaking any of these types of programs or activities is the health and safety of the participants. The following guidelines for crisis management apply to all programs involving members of PC's faculty or staff leading student groups abroad.

Crisis Management and Protocols

In case of an emergency, the course of action must be based on accurate information. Emergencies can include political unrest, acts of terrorism, natural disasters, accidents, arrests, or lost documents. While each emergency situation requires a unique action plan specific to the event at hand, there are some basic steps that help in assessing the situation and establishing an appropriate course of action.

Remember: when managing a crisis, document your actions! Submit an Incident Report Form to the OIP as soon as possible.

- I. Medical Emergencies: Before departure you should learn about the general attitudes toward health care in the culture, e.g. do doctors hesitate to use potent drugs and take a wait-and-see approach or do they aggressively treat problems? This information will be invaluable in dealing with medical emergencies. In case of serious medical situations, take the following steps:
 - A. Take the person to a hospital/clinic, verify the nature of the emergency with a doctor, inform health care personnel about chronic medical conditions, and assist with the medical insurance paperwork (See CISI Claim Form "For Students").
 - B. Obtain the medical help indicated.
 - C. Contact the OIP at 833-8193 with the nature of the medical emergency, and keep in regular contact with the director until the emergency has passed; after business hours (8:30-5:00), contact Campus Safety at 833-3949. They will then contact the appropriate PC official.
 - D. Have the student call emergency contact/family. If the student is not available to communicate, the OIP will call the contact/family.
 - E. If the student is unable to make payments for uninsured costs, contact OIP with details. Note: this is a good reason to recommend that students carry credit cards.
 - F. The following is a list of information you should obtain to assess the situation:
 1. student's name
 2. date of accident or commencement of illness
 3. details of injuries, symptoms, present condition, including temperature
 4. name and telephone number of attending physician
 5. name, address, and number of hospital or clinic, if applicable
 6. drugs administered
 7. x-rays taken and results
 8. surgery proposed and type of anesthesia; wait for authorization if necessary and possible (work with doctor)
- II. Natural Disaster and Group Accidents: In the case of earthquake, flood, avalanche, epidemic, bus crash, etc., take the following steps:
 - A. See to the safety of all group members.
 - B. Communicate immediately with the OIP at 833-8193 as to the safety and state of health of all group members, the group's location plans and when you will contact the director again; after business hours (8:30-5:00) contact Campus Safety at 833-3949.

- C. Communicate the same information to the nearest American Embassy or Consulate.
 - D. Diplomatic channels are an alternative way to get information to OIP if public or conventional methods of communication systems fail.
 - E. Consult with American Embassy/Consulate, local police, local sponsors, etc. for advice on how to respond to the situation.
 - F. Discuss plans with group members. This may include change of location, change in program schedule, cancellation of the program, or a shift in emphasis in the program.
 - G. Keep in touch with OIP.
- III. Civil Disturbance/Political Unrest:
- A. Be aware of potentially dangerous situations and locations. Warn students and advise them to avoid such areas whenever possible. Discourage or forbid, if necessary, attendance at particularly sensitive political meetings, rallies, or other sizable gatherings.
 - B. Keep the American Embassy notified of your location at all times if you suspect problems are likely to erupt. Make sure you fully understand evacuation procedures to be followed in case it becomes necessary.
 - C. Keep the OIP informed of developments and follow instructions issued by the American Embassy.
 - D. Contact the OIP as soon as possible in the event of a coup, assassination, riot, revolution, etc., so parents who call may be fully informed; after business hours (8:30-5:00) contact Campus Safety at 833-3949.
- IV. Missing Program Participant (more than 24 hours):
- A. Inquire with friends and associates of the missing participant about his or her whereabouts.
 - B. Notify the American Embassy, local police, and local host institution and give them your telephone number.
 - C. Notify OIP at once. The director will notify the student's emergency contact. Be sure to provide the director with as many details as possible regarding what happened and what is being done; after business hours (8:30- 5:00) contact Campus Safety at 833-3949.
 - D. Check with authorities daily, and inform the OIP of any new developments.
- V. Student Arrest: Faculty leaders play a limited role when a participant is alleged to have committed a crime. When a crime occurs abroad, remember it is the law of the country that will apply and not U.S. law. The faculty leader should follow the procedures outlined below:
- A. Obtain as much information as possible concerning the arrest including:
 - 1. Name of participant
 - 2. Country of birth and date of birth
 - 3. Date, place, and time of arrest
 - 4. Charges
 - 5. What is alleged to have occurred (summary of incident)
 - 6. Who else was involved (if applicable)
 - 7. Location at which the person is being held
 - B. Notify the U.S. Embassy consular officer immediately. PC can neither recommend nor provide an attorney; however the participant can request the assistance of the State Department.
 - C. Contact OIP; after business hours (8:30-5:00) contact Campus Safety at 833-3949. The director will contact the emergency contact person listed and provide the name, title, telephone number, fax and address of the U.S. Embassy or consulate notified.
 - D. Visit the arrested individual. Do your best to calm the arrested person so that he/she understands the process he/she will be facing.
 - E. Keep in touch with the OIP at 833-8193.
- VI. Robbery:
- A. Call local law enforcement agency
 - B. Assist student in obtaining funds to replace stolen money
 - C. Have student call emergency contact

D. Notify the OIP at 833-8193; after business hours (8:30 to 5:00) contact Campus Safety at 833-3949.

VII. Assault:

- A. Go through medical emergencies protocol in section 1
- B. Call local law enforcement agency to report incident
- C. Notify OIP
- D. Notify PC's VP of Human Resources (for Title IX purposes).

VIII. Rape:

- A. Go through assault protocol in section 7
- B. Notify the OIP about the incident; after business hours (8:30-5:00) contact Campus Safety at 833-3949.
- C. Help student find counseling. Keep in mind that in many cultures medical doctors are often the first point of contact for people struggling with emotional or psychological issues
- D. Notify OIP
- E. Notify PC's VP of Human Resources (for Title IX purposes)

IX. Death of a Student or Faculty Member:

- A. If a student or faculty member dies while participating in the program, record all available facts accurately. The atmosphere surrounding the program will be emotionally charged, and it will be difficult to manage the program while handling all of the details listed below. Even so, it is very important that the tasks below are handled promptly and effectively. Take the following steps if a student or faculty member dies:
 - B. Inform the OIP immediately. The director will then inform the participant's family personally; after business hours (8:30-5:00) contact Campus Safety at 833-3949.
 - C. Notify the U.S. Embassy or Consulate.
 - D. The following is a list of information you should obtain:
 - 1. Name of student or faculty member deceased
 - 2. Date and circumstances surrounding death
 - 3. Name and number of attending physician, if applicable
 - 4. Name and number of hospital or clinic, if applicable
 - E. Follow-up:
 - 1. Continue to keep a chronological record of events and actions as they occur.
 - 2. Talk to other student participants and keep them informed and counseled.
 - 3. PC will give the participant's family as much support as possible.
 - 4. PC will send a letter of sympathy to the participant's immediate family.
 - 5. The OIP will assist the faculty leader in making arrangements for the repatriation of remains or body.
 - 6. Gather the participant's belongings and inventory and send them to OIP, which will then forward everything to the participant's family.

X. Disruptive Behavior: PC reserves the right to enforce appropriate standards of conduct and specifically reserves the right to terminate participation in the program by anyone who fails to maintain these standards or for any action or conduct which PC considers to be incompatible with the interests, harmony, comfort, and welfare of other participants.

- A. Due to circumstances of study abroad programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at PC (Honor Council hearings) do not necessarily apply. If expelled, the student will be sent home at his/her own expense with no refund of fees.
- B. In the event of a complaint regarding a student's behavior or in the event of observed unacceptable behavior, the following procedure will be enacted:
 - 1. Obtain as much information as possible concerning the incident including:
 - a) Name of the student(s) involved
 - b) Date, place, and time of the incident

- c) What is alleged to have occurred (summary of the incident)
2. Document any conversation/advice with the student(s) regarding the incident
3. Notify the OIP at 833-8193; after business hours (8:30-5:00) contact Campus Safety at 833-3949

Emergency and Crisis Support

In the event that an on-site program leader cannot fulfill his or her duties toward the group as a whole, a member of the PC administration or faculty will be sent on-site to assist with the emergency situation. The task of this relief person/unit will be to attend to the individual or individuals in need of special attention so that the program leader can carry out his or her responsibilities to the group. The program leader may be asked to make arrangements for an interpreter to work with the relief person on site.