



Galen University Disciplinary Code, Rights and Procedures

Students are expected to read and understand all pre-departure materials, prior to their arrival at the program site. The pre-departure information is intended to assist each student in preparing for his/her study abroad experience. Additionally, students are expected to educate themselves on issues concerning their safety and health and the host country's social, political, cultural, and religious climate. Galen University International Center staff will assess any incidents and determine the appropriate disciplinary action. According to the severity of the violation, any disciplinary action may be employed, up to and including dismissal from the program.

Students are expected to conduct themselves appropriately and respectfully, and abide by the rules set forth by Galen University International Center and its program staff, their residence or hotel, and local laws. Any student who engages in disrespectful, hostile, or violent behavior that threatens one's self, another person, or the program will be subject to immediate disciplinary action and may be dismissed from the program, and sent home at his/her own expense, with no refund.

Students participating in a Galen University International Center program are expected to take responsibility for their own actions and will be held accountable for such. Students are expected to abide by Galen University's International Center Code of Conduct and the laws and customs that govern the host country where they are studying. Students are legally subject to the same laws and regulations that govern the host country's citizens and any other laws that are applicable to the student as a foreign citizen in the host country.

Academic Conduct

All students are subject to the academic code of conduct and academic integrity of the host institution. All academic issues will be handled by faculty and/or Provost and/or Dean of Academic Affairs. Please read carefully and thoroughly the academic policies of the host institution. Academic misconduct may result in probation or immediate expulsion. Expulsion from the host institution will result in the student being sent home from the program at the student's expense and no refund issued for the program costs.

Behavior and Social Conduct

All Galen University study abroad programs have a local Program Coordinator responsible for student services and will serve as the first point of contact and communications related to the Student Expectations and Responsibilities. Galen University International Center Student Expectations and Responsibilities are established to maintain the safety of students and staff on the programs as well as the local community. Depending on the severity or repetitiveness of the disciplinary offense, students could receive a verbal or written warning, or mandatory counseling, or probation or expulsion from the program. In the event that a student is expelled from a program, he / she will be sent home at his / her expense, will forfeit academic credit for the academic term and will not receive a refund for program fees or other expenses incurred.



Judicial Process

Standard Judicial Process

I. Initial Review

- a. The initial stage of the judicial process is handled by the International Student Program Coordinator.
- b. The local program coordinator is responsible for completing an incident report that includes the date, time and location of the offense as well as a description of the circumstances surrounding the event and the alleged behavior. The incident report will recommend an appropriate sanction, from none up to and including dismissal as well as recommended behavior modification. This incident report is kept by Galen University International Center Office for its records and a copy is also given to the student.
- c. The Program Coordinator or Provost will schedule a confidential session with the student to discuss the incident and the sanction, if any.

II. First Appeal

- a. In the event that a student chooses to appeal a decision or sanction, they must do so within 5 working days.
- b. To appeal a decision, a student must send a written appeal to provost@galen.edu.bz and include a written statement describing the nature of and rationale for the appeal and proposed sanction, if any.
- c. Appeals will be heard by the Provost Dr. Nancy Adamson.
- d. Dr. Nancy Adamson can choose to confirm, overrule or modify the original sanction or refer the incident back to the Program Coordinator for further investigation.

III. Final Appeal

- a. In the event that a student would like to appeal a decision that has been given in the First Appeal process, the student will have 3 working days to submit a written statement to the email address: provost@galen.edu.bz.
- b. The final appeal process will be adjudicated by the Provost of Galen University at its choosing.
- c. There is no hearing or meeting associated with final appeals.
- d. The final appeals process can choose to confirm, overrule or modify the original sanction or refer the incident back to a lower-level body for further investigation. The final appeals process can also preemptively choose to hear a case. The final decision will be issued in writing and is final.

Accelerated Judicial Process

I. Accelerated Final Review

In the event of a disciplinary issue that a Program Coordinator determines to be excessively severe or immediately disruptive, dangerous or disreputable, a program coordinator can request an accelerated Final Review that can be convened as early as is feasible for Galen University International Center and will involve the Provost or other member of the managerial team if the former are not available.

II. Appeals

Accelerated Final Reviews cannot be appealed.



Other

I. Legal violations

- a. Galen University International Center is legally and morally obligated to obey the local laws in the country in which it operates and will not abet, condone or ignore illegal activity by students.
- b. All evidence of illegal activity will be turned over to local law enforcement authorities for legal investigation. Legal investigations could end in arrest, fines, imprisonment or other penalties.
- c. Galen University International Center is not obligated to await the outcome of a court decision, in the event that law enforcement agencies become involved with a student, before imposing internal disciplinary sanctions.
- d. A student arrest is presumptively grounds for dismissal from the program.

II. Home Institutions

- a. Galen University International Center maintains long-standing relationships with the home institutions of its students.
- b. As part of these relationships, both institutions agree to mutually report disciplinary incidents involving students attending Galen University International Center programs.
- c. Any incident that, upon exhaustion of appeals, concludes in a penalty of written warning or higher will be reported back to the student's home institution. This may trigger additional penalties at the home institution, up to and including dismissal.

Galen University International Center Student Code of Conduct, Expectations, Rights and Responsibilities

STUDENTS' RIGHTS AND RESPONSIBILITIES

STUDENTS' RIGHTS

Galen University students have the right to:

- Express opinions in class concerning the subject matter and in keeping with the University's statement on academic freedom
- Expect commitment from Galen University staff
- Submit petitions requesting: review of grades, review of courses, exemptions from academic regulations and review of decisions concerning disciplinary matters
- Free speech and assembly, provided they are consistent with University regulations
- Have all regulations communicated to them



STUDENTS' RESPONSIBILITIES

Galen University students have the responsibility to:

- Know University rules and regulations and fulfill all their required obligations to the University
- Know regulations concerning academic, disciplinary and immigration matters
- Be familiar with the Academic Calendar
- Know the role of the University administration
- Promote the academic spirit amongst fellow students
- Fully complete all their obligations to the University (i.e. financial, return rented and library books on time, etc.)
- Be prompt with their payments, knowing that if they have outstanding obligations they will not be entitled to receive grades, transcripts or other documents from the University

Galen University Code of Conduct forbids:

1. Misrepresentation and/or academic dishonesty such as: cheating and plagiarism; knowingly furnishing false information or identification; obtaining an unfair advantage; and fraud, forgery, alteration or unauthorized use of university documents, records, identification or property.
2. Actions which violate the human rights of any student, staff, faculty or member of the community; use or threatened use of physical force or violence to restrict the freedom of action or movement of another, to endanger the physical health, psychological health or safety of any person, including oneself; or behavior or language disrespectful of program and the university employees or students. This includes self-endangerment, involvement in activities or behavior that could result in personal harm, including, but not limited to, frequenting dangerous places, association with criminals, repeated intoxication.
3. Conduct, on or off-campus, that is detrimental to the good of (or discredits) the university or its International Center Programs. Such conduct off-campus includes, but is not limited to hosting house parties and/or student behaviors that are disruptive to the community and violate noise ordinances or other laws. Conduct on-campus includes, but is not limited to, behavior disruptive to a residential community; conduct detrimental to the program also includes knowingly assenting to or condoning violation of program policies or national or local laws or conventions by others.
4. Unauthorized taking or possession of property of others.
5. Unauthorized entry or access to residences, bedrooms, classrooms, vehicles, facilities, technology, or personal property.
6. Intentional damage to, or destruction of, program residence, program transportation, university property, or the property of others. This includes damage as a result of gross negligence (including vandalism or tampering with fire alarms or extinguishers).
7. Excessive tardiness and/or absence from class and mandatory group meetings and excursions.
8. Misuse of alcohol, excessive consumption of alcohol, public intoxication, and inability to function effectively in class or on group excursions due to misuse of alcohol. Alcohol may be consumed, within reasonable limits, by students who are of legal age in the host country. Students who choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times and are expected to drink responsibly. Further, excessive and irresponsible drinking leading to intoxication and behavior that interferes with the program or the rights of others is subject to immediate disciplinary action, and may result in dismissal from the program. Note that your Study Abroad insurance may not cover any injuries that occur while you are under the influence of alcohol, intoxicants or any drug not prescribed by a physician.



9. Possession, use, or trafficking of illegal drugs and/or drug paraphernalia, and the misuse of prescription drugs.
10. The possession or use of explosives, fireworks, firearms, knives, ammunition, other dangerous weapons or materials.
11. Failure to comply with the directives of program staff, university officials and their authorized agents acting in the performance of their duties; failure to appear before the Program Coordinator when properly notified to do so as either a witness or a student charged in a discipline case or as a witness; disruption or purposeful interference with faculty, administrators, security officers or staff in the performance of their duties.
12. Inability to produce identification when requested to do so by program staff, university officials or law enforcement agencies.
13. Inability to be reached in an emergency due to irresponsible misuse of the cell-phone provided by the program.
14. Violations of federal, state, city laws/ordinances.
15. Other violations not listed above.

Notice:

Students are responsible for all activity that takes place in their program residence and are also responsible for the actions of their guests.