



# STUDENT HANDBOOK 2017-2018

*Students must abide by all rules and regulations of Pepperdine University while attending a Pepperdine International Program. These rules and regulations are set forth in the International Programs Student Handbook, the Seaver College Catalog, the Seaver College Student Handbook, and the Program Manuals distributed for each location. Additionally, students must abide by any regulation specified by individual programs, verbally or in writing.*

Additional information can be found on our website:  
<http://community.pepperdine.edu/seaver/internationalprograms/>

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# APPLICATION REQUIREMENTS

1. Student must be enrolled in Seaver College
2. Student must not be on academic probation
3. Student must not be on disciplinary probation
4. Student must have a current Pepperdine semester GPA of at least a 2.500
5. Student must have a cumulative GPA of at least 2.500

*NOTE: Students applying for the full academic year to a program will be given higher priority than semester-only students. 90% of available spots are allocated to full academic year students vs. 10% for semester-only spots. Note: Chinese nationals are ineligible to attend the Shanghai Program and non-U.S. passport holders must consult with the IP Office before applying for any Buenos Aires program.*

# ADMISSION CRITERIA

1. GPA
2. SAT/ACT
3. Essay
4. Interview
5. Campus Citizenship
6. *Resume, Fit and Availability of Internships, Cross-cultural Experience and Prior Work/Internship Experience (Internship Candidates Only)*

# FINANCIALS

Tuition for the 2017-2018 Academic Year is \$25,870 per semester for 12-18 units. Additionally, the International Programs Charge covers: room and board, travel to and from the program, and an educational fieldtrip with the group. The International Programs Charge for the 2017-2018 Academic Year is \$11,675 per semester. Students attending the same international program for two semesters (fall and then a consecutive spring) will receive a \$1,220 reduction applied towards the Spring semester (\$500 reduction for Washington DC two-semester participants) due to the round trip flight charge is only charged in the fall semester. Tuition for Summer 2017 is \$1,625 per unit. Program specific fees are on our website and available at the IP Office.

In summer 2018, students are not charged an International Programs Charge. Students are charged room and board at \$542 per week and for each unit students are enrolled in (\$1,625 per unit). Flights are paid for by Pepperdine and students will be charged for the flight fee if they are ineligible to attend or withdraw from a program. For other program specific fees, please refer to our website.

## **INTERNATIONAL PROGRAMS CONTRACT**

Each student accepted for an International Program is able to attend an optional contract signing session and then signs a legally-binding contract. Failure to turn in a signed contract by the established deadline will result in the student's acceptance being canceled. If student is a minor, the parent or guardian will sign on their behalf. If a student is still a minor one day prior to the departure date for their program, the student must be approved for admission by the Dean of International Programs.

A student who has signed an Academic Year Contract and then elects to participate for only one semester must break his or her year contract then reapply for, and be accepted to, the preferred semester. The student will incur any applicable charges for withdrawing as indicated in the contract. Students are not guaranteed acceptance for the desired semester after withdrawing from an academic year program. Students that enroll in the DC+ Program are committed to both the DC location and other International Programs location.

Students are expected to be familiar with the terms of the International Program Contract and keep a copy available for reference. A student who creates the circumstances leading to his/her dismissal from a program has broken his/her contract and will incur all of the penalties specified in that contract.

## **WITHDRAWALS**

In order to withdraw from an International Program, a student must first meet with an authorized Malibu International Programs Staff Person to complete a Withdrawal Form. If student is abroad when withdrawing, a video or phone call is possible. Before withdrawing, students should make sure they fully understand the financial consequences for withdrawing. Students may appeal any penalty fee over \$500 with a letter and supporting documentation as outlined in the Appeal Guidelines Form, which is available by request from International Programs. Please refer to student contract for specifics on withdrawal fees.

## **INELIGIBILITY**

After becoming officially accepted and signing a contract, a student may become ineligible to participate in an International Program for any of the following reasons:

1. By being placed on academic probation or by having a semester and/or cumulative GPA below a 2.000 in any semester after signing your contract.
  - a. Students currently applying for a program: Students that are in the process of applying to a program and have not signed a contract and receive a semester GPA or cumulative GPA below a 2.000 GPA will have their application dropped. These students are able to reapply for a program after at least one session and once their cumulative GPA is above a 2.500.
  - b. Students with signed contracts that have not departed for their program: If a student has been accepted into a program and their semester and/or cumulative GPA falls below a 2.000, he/she will be removed from their program and will be responsible for all program withdrawal fees assessed at the time of the removal from the program. Note: After at least one session, a student who improves their cumulative GPA above a 2.500 is eligible to re-apply to attend an International Program, but such a student has no automatic right of reentry and may not be able to attend the program he/she was originally accepted to. Students that are successful in gaining re-acceptance and who fulfill the terms of their original contract term and location will have their withdrawal/ineligibility fees reversed less any direct costs incurred on the student's behalf in the interim time period.
  - c. Students in the middle of their full academic year International Program: If a student that is attending an International Program for the Academic Year receives a Fall semester GPA below 2.000, he/she will become ineligible to return in the Spring, will need to pay any and all spring term withdrawal fees, and will additionally be responsible for any costs associated with returning themselves and their belongings from overseas.

Please refer to the Seaver Academic Catalog for more information on academic probations.

2. By being placed on disciplinary probation, suspension, or expulsion. Note: a student who has successfully completed a period of probation is eligible to re-apply to attend an International Program, but such a student has no automatic right of reentry. Students that are successful in gaining re-acceptance and who fulfill the terms of their original contract term (length of time) and location will have their withdrawal/ineligibility fees reversed, less any direct costs incurred on the student's behalf in the interim time period.
3. By withdrawing from Pepperdine University. Students that withdraw temporarily but would like to maintain their International Programs participation must notify the IP Office in writing within one week of withdrawal from Pepperdine.
4. By having unresolved restrictions placed on registration for any reason (i.e. financial hold).
5. By not being completely registered for International Programs courses by the registration deadline.

6. By failing to complete a course prerequisite and/or language requirements, or by failing to enroll, or maintain enrollment, in a language course required for their location.
7. By being unable to enroll in the minimum number of units required at the International Program location for which a student has been accepted (see the minimum number of units required as stated in your International Programs contract).
8. By failing to obtain a valid passport and visa required to attend a program in accordance to the timeline set and communicated by International Programs.
9. By failing to provide evidence to International Programs of having obtained a physical examination from a medical professional and by not completing and or submitting the Health Clearance Form.
10. By failing to participate in all required visa workshops and mandatory orientation sessions (including Malibu and local overseas locations).
11. By failing to complete two full-time semesters of college or 30 units before departing for an International Program.
12. By demonstrating evidence of engaging in significant disruptive, disrespectful, or antisocial behavior.

## **PENALTIES FOR BREAKING CONTRACTS & THE APPEAL PROCESS**

Upon being accepted into an International Program and signing a contract, any student who subsequently withdraws from or becomes ineligible to attend the program is liable for a non-appealable \$500 withdrawal fee. A student who breaks a contract and withdraws from or becomes ineligible to attend a program within the withdrawal penalty periods printed on the contract will be liable for increased program charges. International Program withdrawal fees are immediately applied to student accounts.

If a student believes that there are compelling, mitigating factors that should cause the penalty charges to be reduced, they may appeal in writing to the International Programs Office. The \$500 withdrawal fee is not subject to appeal. Appeals must be submitted to the IP Office within 45 calendar days from the date the student signs the withdrawal form or the date they became ineligible to attend the program. Appeal documents received after 45 calendar days will not be accepted by the IP Office. Appeals may take anywhere between 4-6 weeks to be processed after the monthly submission deadline which is the first business day of each month. During the appeals process,

International Programs is unable to remove or freeze any portion of the withdrawal fees nor any associated finance charge posted on a student's account.

Detailed appeal instructions, including a list of all required documents, is available by contacting the IP Office. This document is given to all students that withdraw from programs with larger than a \$500 withdrawal fee.

## **Schedule of Withdrawal Fees**

Please see the schedule of withdrawal fees listed on your program contract.

## **ACADEMIC EXPECTATIONS & RESOURCES**

One of the main goals of Pepperdine's International Programs is to enrich the quality of the student's academic experience. Part of that enrichment belongs to the liberal arts tradition to which Seaver College belongs. This means you have elected a college that strives to emphasize more than just learning a specific field or discipline. The integration of cultural ideas has always been at the core of the liberal arts tradition, and its importance is even greater now in an age that values multicultural diversity and globalization. International Programs seeks to provide a balance of major-specific and/or general education courses along with relevant field trips, which supplement and enhance students' coursework. You are here to participate in the whole Program, not just to take specific courses.

Your performance in your classes and on the educational field and international study trips will determine how you will be evaluated at the end of the term. Both class and field trip performances have a bearing on the final grade for every course taught.

The most important part of your overseas experience is your academic participation and performance. We assume that you have as your top priority a responsible commitment to academic success. Certainly, we encourage you to get to know the city in which you will live and the other parts of your host country, as well as experience travel throughout the new continent in which you will live. Each program will itself require a number of educational outings as a means of cultural and historical enhancement. We expect you, however, to be very aware that travel other than that described above should always be secondary to scheduled classes and other educational events.

You should have no expectation that the courses you complete overseas will be easier than those back in Malibu or that they will be modified to meet your travel needs. Thus, it is your responsibility to meet all class expectations and deadlines. Tests and final examinations will be given according to the academic calendar. Neither adjustment in class schedules nor in other scheduled academic events will be made to accommodate visitors, travel, or transportation schedules.

You should make sure that the courses you elect to take abroad are compatible with your degree requirements and your intended deadline for graduation. It is advised that you meet with an academic advisor to make a four year plan that includes your study abroad program(s) prior to signing your contract.

## Academic Ethics

The Code of Academic Integrity at Seaver College is an integral part of the educational process. It makes possible an atmosphere conducive to the development of the total person through the learning process. Since a person is more than intellect, learning is more than academic achievement. It includes achievement in all the qualities of an individual – intellectual, spiritual, ethical, emotional, and physical.

**Dishonesty** in any form, including plagiarism, cheating on assignments or examinations, knowingly furnishing false information on University records, forgery, alteration, or misuse of documents, records or identification cards, or failure to comply with written or verbal directives of duly authorized officials acting in the performance of assigned duties is strictly prohibited. Instances of cheating, plagiarism, falsifying information, and/or inappropriate classroom behavior are unacceptable and subject to disciplinary action.

It is extremely important that you make sure you are aware of what constitutes plagiarism, including the use of materials taken from websites. Disciplinary action for plagiarism or other inappropriate behavior will follow the same procedures as if it took place on the Malibu campus.

Seaver's Code of Academic Integrity provides among students, faculty members, and the administration a spirit of community where such development can take place. Furthermore, it creates a climate of mutual trust, respect, and interpersonal concern, where openness and integrity prevail. Each member of the Seaver College community is expected to pursue his or her academic work with honesty and integrity.

## Orientation Requirement

All students attending an International Program are required to attend all IP Orientations on the Malibu campus and at overseas locations. Failure to attend a part or all sessions of any IP Orientation Program could result in the student becoming ineligible to participate in a program and thus, subject to withdrawal fees. Students may apply for a waiver available from the Malibu office in the event of a conflicting Pepperdine class obligation, if the student is part of a university D1 athletic event, if there is a required scholarship event or there is an urgent health issue with documentation from a medical professional. All waivers must be submitted to the IP Office at least two weeks prior to the orientation

event and will be reviewed by The International Programs office. Those exempted from attendance will be required to complete an alternate assignment.

## **Courses**

### **Enrollment Requirement**

Students participating in Pepperdine's International Programs enroll in Pepperdine University classes that meet in Pepperdine classrooms abroad. Students in the Shanghai Program may take select classes that are preapproved by Pepperdine University at Fudan University. All of these classes, while especially designed to take advantage of special learning opportunities offered by the host country's culture, are approved by the Seaver Academic Council and correspond in class time and rigor to Malibu classes. Students can expect their course work overseas to require as much out of class preparation and independent study as corresponding courses in Malibu.

The length of the term overseas is slightly less than it is in Malibu in the fall and spring terms, but individual class periods are longer to ensure the same amount of instruction time. Thus, missing a class period overseas is a serious matter. Class schedules can vary with classes meeting four or five days a week, with the exception of summer travel programs. All European Programs have classes four days a week (Monday – Thursday) and Buenos Aires, D.C. and Shanghai have classes five days a week. (Please note: All programs require the same amount of classroom hours.)

Students register themselves for classes online. International Program students register for published courses without concern for time scheduling (except Lausanne). Class schedules are set after pre-registration, and while every effort is made to avoid class time conflicts, should one arise, a student may need to select a different course.

### **Fall and Spring Course Enrollment**

Students must meet the language prerequisite requirement for their program (if applicable) before they go overseas. The student is responsible for meeting these requirements. If these requirements are not met, the student becomes ineligible to participate in the program and is subject to withdrawal fees.

Students must enroll in a minimum of 12 units and maximum of 18 units during each semester of the academic year, including a language course each semester for a letter grade. Falling below a class load of 12 units constitutes withdrawal from the program. Students overseas who wish to enroll in more than 18 units must receive the same permission and pay the additional fee per unit that is required on the Malibu campus. Given the concentration of International Programs courses and the extraordinary cultural opportunities that accompany studying and living abroad, we do not advise students to enroll in more than 18 units.

## **Summer Course Enrollment**

Please see our website for details on minimum units required as they vary by program. Students can only enroll in the courses offered in their program and must meet the minimum unit requirement. If they do not meet this requirement, they will become ineligible to attend the program.

## **Intensive Language Training**

Upon arrival, all students will participate in a mandatory intensive language training in all fall/spring programs except London and Washington DC (select summer special programs do not require intensive language training). In addition, students must enroll in a language class each semester and take the course for a letter grade. Students are encouraged to build upon classroom learning by speaking the language with as many of the local people as possible. Since the rich and unique educational and cultural resources that exist overseas enhance all International Program classes, students will find many of their classes meet or have activities at local sites that will enrich their learning and challenge them to use their language skills more effectively.

## **Directed Studies**

Students are not able to take directed studies courses while abroad. The only exception to this policy is if the student would like to take a course not offered in the Academic Catalog. If this is the case, the student must receive permission from the International Programs Office and obtain the International Programs Directed Study form prior to registration. All arrangements for taking a Directed Studies course from a Malibu professor, including obtaining all of the required signatures on the form, must be completed prior to pre-registration by the student.

## **Physical Education**

Many physical education courses offered overseas require the payment of an extra fee. These extra fees can be found in the Seaver Academic Catalog.

## **Convocation/Chapel**

Convocation policy is the same as in Malibu in regards to credits. These credits are required in order to receive a passing grade. Convocation options will be discussed in the program by the program Director. Convocations will include important program announcements as well as a speaker from the Pepperdine community or a special guest from the local community.

## **Textbooks**

All students are required to have their textbooks on the first day of class. Most books cannot be purchased overseas and therefore it is advisable for students to purchase their books before they depart and carry them in their suitcase. Books will be available in the Pepperdine Bookstore and can also be purchased online. Some programs have a limited number of used books for sale on a first come, first serve basis. Refer to our website for program specific instructions and required textbooks. It is the student's responsibility to ensure they have the proper textbooks for their courses.

## **Class Attendance**

Despite the circumstances, absences totaling more than three hours in a 3 unit class, four hours in any 4 unit class, and 5 hours in a 5 unit class, automatically lower the final grade by one step (example: an A- to a B+). Each successive absence will in turn lower the grade by an additional one step. Absences immediately before or after weekends or holidays, or due to travel during the week are considered double absences. If a student is tardy to a class 4 times, it will count as equal to 1 absence. For emergencies or documented illness, a form must be completed and given to the Program Assistant on days you are sick. Students are responsible for class work during their absences. The teacher is the sole judge as to whether or not a student will be given a make-up test.

## **Leaving the Program**

Students must write a request and receive written permission from their Program Director if they plan to leave the program during any portion of the semester which includes the time between final exams and other programmatic events that mark the end of a semester. Your program director will determine the exact time that the semester has concluded. Double-absence policy will apply if class time is missed.

During the first two weekends of the semester and the last two weekends of the semester, students are only allowed to travel locally (Note: On those four weekends, classes and/or orientation are being held on Fridays.)

## **Grade Considerations**

You will be graded for each class you are taking. Final grades will be calculated by professors, taking into account all of the factors stated in the class syllabi. Class grades are uploaded online by professors in a timely manner after the semester is over.

Students whose semester or cumulative grade point average falls below a 2.000 after applying for a program will not be permitted to go overseas. If a student is an academic year student and their GPA falls below a 2.000 in the fall semester, they will not be permitted to return to the program in the spring semester.

## **Educational Field Trips and International Study Tours**

Educational Field Trips are an essential part of the overseas learning experience. Each semester, every student will participate in a week-long, educational experience connected with the academic curriculum of each program. This is referred to as the Educational Field Trip or EFT. In Washington DC, the trip is slightly longer and requires more educational preparation and is referred to as an International Study Tour or IST.

## **Student Participation in Educational Field Trips and International Study Tours**

All students enrolled in the program are REQUIRED to participate in every aspect of the EFT or IST (referred to below as the "Trip"). Students who have previously scheduled personal trips or vacations during the scheduled Trip will not be excused from participation. Trip destinations and schedules are announced well in advance of a student enrolling in a program and therefore it should be assumed that the student had ample knowledge of the locations and scheduled dates. The fact that a student has previously traveled to a particular destination is not a valid reason to be excused from the Trip. If a student is certified by a physician as being too ill or incapacitated to participate in the Trip, the student can be excused from participation without sanctions. Written proof of a medical or family emergency must be provided to the Director.

All Trip destinations are vetted for safety and security. Therefore, students will not be excused from a Trip because of their own opinions or their family's opinions regarding safety. If a trip is deemed safe by the University, it is deemed safe for all students. If a student or a student's parent insists on not participating in the Trip due to perceived safety issues, the Director in consultation with the Dean of International Programs, will determine how to handle such situations on a case by case basis (See Sanctions section below).

### **Sanctions for Missing the Trip**

If a student is considered unexcused for missing the Trip, the student's final grade will be lowered 2 steps (ex. A to B+) in all of his/her courses. In addition, the student could face judicial action, up to program dismissal. If a student is excused from participating in the Trip, reasonable attempts will be made to accommodate the student (ex. housing in the facility, food). The student will be required to engage in alternative educational activities as determined by the Director. The student will NOT be allowed to do personal travel during the week of the Trip. If a student misses the Trip for any reason, no refund will be provided, regardless of whether it was deemed excused or unexcused. Students are expected to participate in all excursions, activities, tours, lectures, etc. associated with the Trip. Missing any of these scheduled events or indulging in inappropriate behavior during these events will result in a one step reduction in the final grade for all courses (ex. A to A-). In addition, the Director may sanction any student who is willfully absent from more than one Trip activity and the student may be given disciplinary sanctions.

If the University buys a ticket of any kind (ex. Museum, concert, soccer game) and the student chooses not to attend, the student must reimburse the University of the ticket that was purchased on their behalf. If not reimbursed in a timely manner, the cost of the ticket will be applied to the student's account.

## Tests and Final Examination

Final exams are usually scheduled for the last three days of the program before the departure date. The finals calendar is published in advance. Each professor schedules dates of tests and exams beforehand in the syllabus. Each professor has the right to determine his or her policy for tests missed because of excused absences. Note: No professor may give a final examination at a time other than the appropriate time indicated on the final examination schedule unless he or she has been given permission by the director of the respective program or Dean of International Programs.

## Add/Drop/Withdrawal Policy

Students may add/drop courses while the designated period is still open. Add/drop periods for International Programs are not the same as on-campus classes in Malibu, and vary by program. Be very aware of the deadline and make sure you are properly enrolled in the courses you want before the add/drop period is over. No classes may be added after the add/drop period has closed. Classes may be dropped after, but you will have to check your calendar to see whether you will receive a "W," "WP," or "WF" according to your instructor, and what fees will apply.

Students may not withdraw from a required language course until the final day of the WP/WF period, and must receive approval from the program Director and Malibu International Programs Office.

## Incompletes

Students need to be aware that grades of "I," Incomplete, are rarely permitted. In such cases, where an "I" is to be assigned, the University policy must apply:

*"A grade of 'I,' indicating incomplete work, is assigned to a student who has attended class but, because of an emergency in the LAST QUARTER of the term, fails to complete the required work."*

Incompletes are reserved for bona fide emergencies which occur within the LAST QUARTER of the class and which clearly prevent a student from completing his or her work. They are given only if the student has regularly attended class and submitted all other work in a timely manner.

## Resources

Each of Pepperdine's International Programs locations offers comfortable and quiet places for students to work. Each facility has a study room and a computer lab. Pepperdine facilities are connected to the Internet and provide computers and printers for student use. Wireless Internet access is also provided in most locations.

Pepperdine subscribes to local newspapers, which are made available to students. Former students have left travel guides, maps, and recreational reading materials. Students are encouraged to read local newspapers and magazines and watch local television broadcasts to learn as much as possible about their host country. Learning outside the classroom helps to form a context for further learning and understanding.

## **Laptops and Computer Labs**

It is highly recommended that all students bring a laptop to their International Program because Pepperdine campuses have limited desktop computer resources. Prior to departure, your laptop should be loaded and tested with all of your desired and necessary software and hardware as computer service/repair can be very expensive. Laptops must be equipped with virus protective software and a virus scan must be completed prior to departure. It is required that computers are cleaned before arriving at your International Program. Students are also encouraged to bring thumb drives that have been scanned and cleaned of viruses. Please review this [online brochure](#) regarding secure computing while abroad.

Students bringing a laptop computer should be aware that laptops are valuable and desirable objects that are special targets for thieves, especially in airports, so laptops should be well guarded. This is true in Pepperdine residential facilities as well. While Pepperdine houses are as safe as our staff can make them, the University can assume no responsibility if a laptop computer is stolen or damaged. Traveling with a laptop can pose some problems as well. Since 9/11, laptop computers receive special scrutiny at security points in U.S. airports. When traveling with a laptop, its battery should be fully charged since security officials may request that it be turned on at the security point. It is safe for a laptop to go through the X-ray machine at security. There is no documented case of a security X-ray machine damaging a laptop or erasing its files. However, never attempt to take a laptop through a metal detector, as its high magnetic fields can erase your hard drive.

Almost all laptop computers sold now are plug-compatible for 100-250 VAC and 50-60 Hz. This means that using a laptop overseas requires only a plug adapter and not a voltage converter or transformer to plug a laptop into the local power supply. Should there be any doubts about this, consult the owner's manual or ask the manufacturer. When using a three-pronged or "grounded" plug, the plug adapter needs to be grounded as well; this also applies to the outlet itself. Using a grounded plug with an ungrounded adapter could result in the "frying" of a laptop battery or charger over time.

Students should be aware that in Europe (as well as most of the rest of the world) the standard paper size is A-4, not the 8.5" x 11" size used in the U.S. A-4 paper is slightly narrower and slightly longer than 8.5" x 11". It is necessary to set the correct paper size in the laptop computer's print commands.

## **WaveNet**

Students overseas have access to WaveNet. WaveNet provides students in International Programs full access to their student account, transcript, housing, and Seaver class registration information. Since all

email correspondence from International Programs is only sent to the Pepperdine email account, students should sign into WaveNet and verify that they have the correct log-in and password prior to leaving the Malibu campus. Check with the HELP Desk if there is a problem (+1-310-506-4357).

## Library

Pepperdine's Payson Library has recently developed sites specifically for International Programs: <http://library.pepperdine.edu/locations/international/>. These sites include information on local news sources, travel resources, tools to practice language acquisition, and information on country specific current events. Also, there are resources available through Payson Library's website to help conduct research for courses. Payson Librarians are available to answer questions while you are overseas through "Ask a Librarian" instant messaging on their website.

# FLIGHT INFORMATION

## Group Flights

International Programs provides transportation to International Program sites via a group flight from Los Angeles International Airport (LAX) and ground transfer upon arrival overseas. The group flight will originate in and return to LAX. No exceptions can be made.

International Programs requires that students arrive at the airport **four hours prior** to departure to clear security checks and complete group check-in procedures. Transportation from the Malibu campus to/from LAX is not provided by the International Programs Office. Students must make their own ground transportation arrangements to/from LAX. Students are not permitted to check in with the airline or proceed through security before checking in with an IP staff member at the designated group departure meeting time. IP staff will have important documents that you will need for your flight departure and program. Students will receive their group flight ticket at the airport once they have checked in with an IP staff member. A student will be notified well in advance of the dates and times of departing and returning flights, as well as the group departure meeting time. Students are responsible to pay for all associated baggage fees.

## Flight Exemptions

Students may petition to be exempt from the group flight if they live outside of California, making it expensive and inconvenient to fly from their residence to LAX. Students must supply evidence of their place of residence.

This exemption is only available up to 90 days before the group departure date and can only be approved by the International Programs Staff Person responsible for flights. Once students sign contracts for a program, they are not able to change their flight status (from exempt to group or vice versa).

If an exemption to the group flight is approved, the student must be aware of the following:

- 1) The student will be fully responsible for making his/her own travel arrangements to and from the program, including ground transportation between the airport and the program facility.
- 2) The student will arrange to arrive at the program location during 9am-1pm business hours on the same day the group flight arrives.
- 3) The student will submit a confirmed printed travel itinerary to the International Programs Office no later than 45 days prior to program start date.
- 4) The student cannot arrive to the program facility early and cannot leave the program before the end of the final examination period.
- 5) In exchange, the student will be charged either \$1,220 less for all international locations, or \$500 less for Washington DC, for a flight exemption on his/her student account on the first day of the program.
- 6) If you are flight exempt and plan to arrive prior to the program start date, you are responsible for ensuring that you are able to enter the country earlier than the date listed on the IP entry letter. Students will need to check with the relevant consulate.
- 7) Students are responsible to ensure that the immigration status allows them to enter into a country earlier than the originally booked entrance to a country or to return past the date of your program end date.

When a student is accepted into an International Program close to the program's commencement, Pepperdine may not be able to obtain a space for the student on the group flight. In this case, the student will be a flight exemption and will make his/her own flight arrangements.

## **Flights for Fall & Spring Programs**

Students participating for the full academic year in International Programs hold group tickets with departure dates at the beginning of the fall semester and return at the end of the spring semester. A program charge reduction of \$1,220 for international locations, or \$500 for Washington DC, will be applied to the program charge on the student's account for the spring term for the cost of the round-trip group airfare (The cost of round-trip ticket is included in the Fall semester IP fee). Students who do not live in the state of California may opt to be flight exempt and charged less on their IP fee in the fall. For

example, if a student is attending the academic year program in Florence and is flight exempt, he/she will be charged \$1,220 less in *both* the fall semester (flight exempt reduction) *and* the spring semester (academic year reduction). This flight contract is signed and submitted at the same time as the student's IP contract.

Students participating in year-long programs in International Programs are responsible for all travel arrangements (room and board included) during the winter break. Program facilities will be closed during the semester breaks and students will not have access to their belongings or be able to visit the facility for any reason. Homestay families have no responsibility for housing students over the winter break; students are responsible for making their own travel arrangements during this time.

If a student participating in a one-semester or year-long program attends a summer International Program, the student must contact the IP Office to discuss his/her flight options prior to signing a second International Programs Flight Contract within the same academic year.

## **Flights for Summer Programs**

Students participating in summer programs in International Programs hold group tickets with departure dates at the beginning of the program and return at the end of the program. Students who apply for a summer program by the IP Regular Deadline will not be charged for the cost of the round trip airfare. After this date, IP does not guarantee payment and flight may need to be purchased by the student. Students who do not live in the state of California may opt to be flight exempt, but will be responsible for the cost of their round trip airfare.

If a student becomes ineligible to attend a summer International Program, the group flight ticket is forfeited and the student will be charged for the cost of the round trip airfare. Students will be notified of the cost incurred upon ineligibility for the program, as the cost varies between the different programs.

For students attending multiple summer programs, they must contact the International Programs office prior to signing a second International Programs Flight Contract. Students who are booked on the group flight must take both legs of the flight, as missing the first leg of the flight cancels your round-trip ticket. As a result, students who are booked on the group flight for multiple programs will be required to return to LAX between programs and depart from LAX for their subsequent program. If a student does not take the departing leg of the group flight, the return flight ticket will be cancelled and the student will be responsible for booking and purchasing his/her own return flight.

## **Flight Changes and Non-Group Flight Returns**

Students on group flights may request to return to LAX at a later date than the returning group flight. All changes must be made through Corniche Travel by contacting

(310) 506-4562 or [pepperdinettravel@corniche.com](mailto:pepperdinettravel@corniche.com). All associated change costs are paid for by the student.

Please note that change of routing location requests on group flight tickets will not be honored. A student may request a new return date but never a different airport location other than LAX. Approval is determined by the airline based on seat availability for the requested date and group ticket restrictions. A student cannot be guaranteed his/her first choice of return dates. If the request is denied, he/she is bound by the terms of the original group flight ticket. Students are responsible to ensure that their immigration status allows them to return past the date of their program end date.

All flight changes are subject to an airline-imposed fee (usually between \$250-\$500), and any potential fare differences from the original flight to the preferred flight. With most change fees a student may pay through Corniche Travel Agency, but occasionally the airline requires that the fee be paid directly through them.

## **Frequent Flyer Miles**

A student may be eligible to receive frequent flyer miles for the group flight but must obtain a frequent flyer number directly from the airline and give it at the check-in prior to departure.

## **Ineligibility and Group Flight Ticket**

If a student becomes ineligible for a program for any reason, the group flight ticket is entirely forfeited and is non-refundable.

# **PROGRAM REGULATIONS**

Participation in an International Program is a privilege and not a right. Any student who does not support the community standards or who engages in disruptive or antisocial behavior will receive disciplinary sanctions. Below are the general policies regarding student housing in International Programs, as well as standards of conduct.

Students will receive specific local regulations for the program they are attending at the orientation held upon arrival. The student is responsible for following all local program regulations in addition to those designated in this document.

# HOUSE REGULATIONS

Housing in the different international locations requires policies unique to the respective programs. Housing rules may differ from those in Malibu and are subject to change when required by local conditions.

## Housing Between Semesters

All Pepperdine International Program residences close at the end of fall semester and reopen a few days prior to the beginning of spring semester. Students may not store their belongings in the program residence prior to the beginning of a program or following its conclusion. Students enrolled in the D.C., Shanghai, Heidelberg, London, Florence and Lausanne programs in both the fall and spring semesters of the same program may leave their belongings at the house while they travel; however, they cannot access their belongings while the house is closed. Plans must be made with each individual family in the Buenos Aires program.

## Malibu Guest Policy

Traditionally, students who are in transition to or from International Programs have often arrived to the Malibu campus before or after their programs to connect with friends who currently reside in residence halls or apartments at Seaver College. Be advised there is no housing available for International Program participants on campus during the academic period in which they are studying abroad, and all IP students are therefore considered to be university guests during this time period. All Pepperdine students must comply with the University's Guest Policy stated in the Seaver Student Handbook.

## Housing Requirement

All participants must live with the group in the Pepperdine facility. A student whose parents or a first-degree adult kin (mother, father, grandparent, aunt, uncle, or mature older brother or older sister) permanently residing in the city in which a program is located may petition to the Dean of International Programs to live with his/her relatives – Washington DC students are excluded from this allowance. Students are not permitted to rent an additional apartment or residence in their host city. Students are required to spend the night in the IP house (or homestay in Buenos Aires) every night before classes resume at the location; failure to do so will result in disciplinary action, possibly suspension from the university.

Students are responsible for communicating with the Malibu Housing and Residence Office to secure their future room and board needs prior to returning back to the Malibu campus. On campus housing is not guaranteed for junior or senior students, and students will need to coordinate with Housing and

Residence Life during their housing selection period. International Programs Participants are given the same priority in selecting housing as Malibu students.

## **Visitation Policy**

Visitation of members of the opposite sex in the bedrooms or hotel rooms is allowed between the hours of 10am and 1am (between 9am-1am in Shanghai). No one outside of the Pepperdine community is allowed in a student room – under any conditions without direct expressed written approval from the program director. Students that do not comply with this rule will go through a student disciplinary process. The purpose for the visitation hours is to ensure the security and privacy of all students, as well as to maintain an atmosphere conducive to academic achievement.

### **Visits from Family and Friends**

Family members and friends are not allowed to stay in the residence overnight. There are exceptions: In London, a currently-enrolled student's first degree family member (mother, father, brother, or sister) may be permitted to stay in a residence overnight on a space-available basis except during examination times. In Washington DC, any currently-enrolled Seaver College students may request approval from the Program Director to stay in the Washington DC facility for a period of no more than 72 hours – additional restrictions may apply. Please note that there will be a nominal room fee. Contact the Program Director(s) for more information. All guests must abide by university policies.

In all other situations, visiting friends may not stay in a Pepperdine facility unless they are a student in a current Pepperdine International Program. Students in current programs may visit the facilities of other programs on weekends on a space available basis and with the approval of the facility Director. All students must confirm their reservation in another program before they are allowed to stay in the house. Violating the reservation policy will result in a sanction for both the unauthorized student visitor and the student or students from the local program who allowed the student to stay.

## **Smoking**

Smoking is not permitted anywhere in a Pepperdine facility overseas, or within 20 feet of a program facility entrance/exit.

## **Facility Walk-Throughs**

Student rooms shall be inspected each week by program RAs. Each room is expected to be clean and functionally neat. Rooms that are not in order will be identified, the students will be required to clean them immediately, and the occupants of the room could receive sanctions including fines. The RAs will also look for any problems in the room during inspection. Although the RA does not make a search of the room, any illegal substance - such as alcohol or drugs - visible at this time must be reported. The RA is also expected to open doors or drawers if something is leaking or to trace the source of a noxious

odor. Alcohol or drugs found incidentally in the course of such an inspection must be reported to the Director. In Buenos Aires, RAs will periodically visit the homestay to insure that all is going well. Final room inspections will take place at the end of each semester. Rooms may be subject to damage and/or cleaning fines.

## **Damage to Facilities or Hotel**

Any damage to the room, its furnishings, or any University-owned or University-rented property will be charged to the student, according to a set of established fees. If there is damage to a room and no student is willing to admit being responsible for it, the cost of repairs will be divided equally among all of the residents of the room and charged to student accounts after the session ends unless and until the individual responsible for the damage is identified. All students who leave without properly checking out will be fined.

## **Meals**

Student meals in International Programs are equivalent to the extra meal plan in Malibu; therefore they do not receive all meals as part of the program. Students are expected to participate in all group meals.

All students who are requesting special dietary accommodations on the basis of a medical diagnosis must register with the Office of Student Accessibility in Malibu before they depart for the overseas program. Please see the Office of Student Accessibility section of this handbook for more information. International Programs will make reasonable efforts to assist in accommodating a student's special dietary requirements approved through the Office of Student Accessibility. However, because most of the student meals overseas are provided by outside vendors, it may not be possible to perfectly accommodate dietary requests. Most restaurants can serve a vegetarian meal if given advance notice, though it is unlikely most restaurants will recognize or be able to accommodate strict diets such as vegan, gluten-free or lactose-free meals. In preparing for a student meal at a restaurant, it is common practice to order the number of vegetarian meals requested by the students. However, once the group has reached the restaurant, it is not usually possible for a student to change his/her preference. Students should also notify IP of their dietary needs when they sign a contract for their respective program. Students with dietary needs that are medically necessary will be given priority over dietary preferences.

Students should be aware that food will be different in each program depending on the region and should not expect all meals to reflect American tastes. This is often a strong point of culture shock for many students, so please research your respective country and prepare for differences. Plan to be flexible and adventurous throughout your term.

# Student Programming

## Student Activity Fee

All Seaver students are charged \$126 per fall and spring semester to support the Student Government and Activity Fee. The Student Government Association portion of the semester fee (\$31.50 per semester) will go to the Student Government Association in Malibu. The remaining \$94.50 per semester per student is transferred to an agency account in each of the seven program locations. Abroad Student Representatives are voted in each year in the fall (1 male and 1 female). IP does not receive funding for these activities in summer because students that solely study abroad in an entire summer session are not charged student activity fee.

Responsibilities of Abroad Student Representatives are as follows:

1. Regularly communicate with appropriate Student Government Association Representative
  - Regularly communicate with the sophomore class president (2 times per semester at minimum)
  - Inform abroad residents of the affairs of SGA, in Malibu, given by the Sophomore Class President
  - Provide feedback to the sophomore class president on issues, concerns or other questions posed by the Sophomore Class President involving affairs on the Malibu Campus.
  - Prepare monthly summaries of activities of their programs to the Sophomore Class President on the last Monday of the month.
  - Present the concerns of constituents in the respective program regarding issues pertaining to the Malibu campus to the Sophomore Class President.
  - Present concerns of constituents in the respective programs regarding issues with the abroad programs/international campuses (determined by the abroad reps with agreement from the respective IP program director) in order to receive extra support from the SGA.
2. Allocate monies and coordinate activities for student activities and programs.

The \$94.50 per student per semester is to be spent on student activities and cultural events.

  - It is recommended that the Abroad Representatives gains consensus from the group and Abroad Representatives make final decisions on how to use the funding with guidance from program staff.
  - Responsible for ensuring all receipts are given to the appropriate staff person
  - Responsible for staying within the agreed to budget
  - Below is a list of potential uses of these funds. This is not an exhaustive list and the overall spirit of the funding is for cultural and community building events.
    - Food/supplies/advertising for a house meeting;
    - Event support (coffeehouse, small concert, speaker fee, travel costs, etc.);
    - Subsidize travel costs for a conference/leadership event;

- Cultural outings including local athletic events;
- Community events;
- Movie nights;
- Ice cream socials;

## **T-Shirts/Sweatshirts**

Students may choose to take initiative to create a t-shirt or sweatshirt to represent their academic year program. Local program budgets or the Student Activities Fee can contribute funding per student for a group item. Items are distributed to students by the local program. All items must be paid in full before departing from the international program.

# **TRAVEL REGULATIONS**

## **Passports**

Students must have a passport book that is valid for six months after his/her return date to the U.S. It is the student's responsibility to obtain or renew his/her passport. Students must submit a copy of his/her passport book to the International Programs Office on the date outlined in the student's checklist on Wavenet in order to attend an International Program.

Application forms for U.S. Passports can be obtained from any passport agency or acceptance facility (call first to learn whether an appointment is necessary) or on the Internet at [http://travel.state.gov/passport/forms/forms\\_847.html](http://travel.state.gov/passport/forms/forms_847.html). Please note that students are required to hold a U.S. Passport Book.

The passport offices or agencies closest to Pepperdine are (information subject to change at anytime without notice):

Malibu City Clerk's Office  
 23825 Stuart Ranch Road, Malibu  
 Hours: Monday – Thursday: 9:00am – 12:00pm; 1:00pm – 3:00pm  
 Friday: by appointment only with 24-hour advance notice  
 Phone: (310) 456-2489

Point Dume Post Office  
 29160 Heathercliff Road, Malibu  
 Hours: Monday – Friday: 10:00am – 3:00pm  
 Phone: (800) 275-8777

Pacific Palisades Postal Store  
15209 W. Sunset Blvd., Pacific Palisades  
Hours: Monday – Friday: 9:00am – 5:00pm; Saturday: 9:00am – 3:00pm  
Phone: (800) 275-8777

### Necessary Documents for U.S. Passport Book (Minimum Requirements)

- Birth certificate (original or certified copy)
- 2 passport-sized color photos
- Your Social Security number
- Identification (current, valid driver's license or previous passport). Note: Social Security cards are not considered valid identification.

### Passport Book Fees (Subject to change at anytime without notice)

- New: \$135
- Renewal: \$110
- Expedite Fee: \$60 (additional fee to assure a rapid issue)

### Passport and Visa Photos

CVS  
23805 Pacific Coast Highway, Malibu  
Phone: (310) 456-9645  
Approximate Cost: \$11 for 2 photos

Postal Annex  
30765 Pacific Coast Highway, Malibu  
Phone: (310) 589-4800  
Approximate Cost: \$19 for 2 photos

### Additional Passport-Sized Photos

All program participants must take 4 extra passport photos overseas with them to speed up the replacement process should a passport be lost or stolen. These should be kept in the Emergency Envelope.

## Visas

Visas are required for most program participants (both U.S. and non-U.S. citizens). Visas are the responsibility of the student and, generally, are obtained from the host country's consulate in the state where the student maintains his/her legal residence address. Please note that U.S. permanent residents are not U.S. passport holders and must attain the proper visas independently when applicable.

The International Programs Office will provide one mandatory visa workshop for each program that requires a U.S. passport holder to obtain a visa to provide information on the visa application process. This information is based on the requirements for U.S. citizens as stated by the program's local consulate.

All non-U.S. passport holding students will need to independently verify the visa process, based on the guidelines of his/her citizenship. If a student misses the workshop, it will not be repeated, and he/she is responsible for researching the visa process. If a student does not obtain the required visa by the departure date, the student will be ineligible to participate in the program and will be subject to the withdrawal fees. Additionally, all international students must verify that their U.S. visa is valid for a return to the U.S. after their program(s). As a result, international students must verify program eligibility with the Office of International Student Services prior to signing a contract.

### Visas for Educational Field Trips

1. U.S. citizens: Necessary visas for all educational field trip locations will be handled by the Program Directors.
2. Non-U.S. citizens: Necessary visas for all educational field trip locations will be obtained by the student independently. Local program staff will provide any necessary documentation for international students to obtain visas if requested in a timely manner.

## Educational Field Trip

The Educational Field Trip (EFT) each semester provides special learning opportunities that are connected to coursework. This trip is an educational experience and is mandatory for all students. One Educational Field Trip during the academic year will be in a location of the local language you are studying. The EFT location is subject to change at any point in time.

## Weekend Travel

Students studying in Pepperdine's International Programs find that personal travel becomes an important part of their total educational experience. Seeking advice about travel from the Director, program staff, visiting faculty family, and class instructors can help to integrate academic and personal learning. International Programs encourages students to plan some weekend travel to locations outside of their host city. It is discouraged that students travel on every weekend of the semester. Former students report that travel can be physically/emotionally exhausting and students are encouraged to take full advantage of living in their city and see the sights in their local areas. Students should plan on finding a balance between academic demands and travel.

In European programs, classes are normally scheduled Mondays through Thursdays, leaving three-day weekends in which the students may explore the local area or travel. During fall and spring semesters,

students are only allowed to travel locally for the first two and last two weekends of each semester, as classes will be held on Fridays during these weeks. In Buenos Aires and Shanghai, classes are scheduled Monday through Friday with periodic longer breaks in the semester for travel. Please note that even though programs may vary in the number of class days per week, classroom hours are equivalent across all programs. Each student is encouraged to plan wisely to make personal travel as richly rewarding as possible.

Many students attending European programs will choose to purchase a Eurail pass (<http://www.eurail.com/home>). Students are encouraged to purchase their Eurail before attending their International Program. The Eurail can be purchased on the Malibu campus through Corniche Travel by contacting (310) 506-4562 or [pepperdinettravel@corniche.com](mailto:pepperdinettravel@corniche.com).

## **Travel Log**

Due to safety reasons, it is imperative for Pepperdine to know the travel plans of all IP students during weekends and other travel times during the term. As a result, all IP students are required to log all personal travel (all weekends and travel breaks) into the 'MyTrips' Travel Log System. All IP students must fill in travel log details whether or not they are residing in the program location for the travel period. Students will be given instructions for logging travel at local orientations. Students are required to input at minimum their accommodation details. Students must update the travel log if there are any changes to an itinerary. Students are required to return to the residential facility by the midnight preceding the next scheduled class day, whether or not the particular student has a class on that day. A student who arrives after midnight will be charged with a class absence in each class for the following day. Sanctions for not filling in the Travel Log System will be communicated by the local program director.

While Pepperdine does not require IP students to enter their travel plans before their IP term if traveling abroad, between IP terms or after their IP term, we still recommend doing so. The student is solely responsible for sharing all travel plans with family members and emergency contacts.

## **Safe Traveler Program**

All IP students that are U.S. passport holders are required to log their travel in the U.S. Department of State's Safe Traveler Program (<https://step.state.gov/step/>). This is a free program that registers travelers with the local U.S. embassy and provides students and emergency contacts they elect with travel alerts.

## **European Programs: Visiting Other Pepperdine Programs**

Pepperdine University's International Programs in Europe offer students from one program the opportunity to visit another program, providing that students in the host location are able to make their beds available, and the visiting student has made a reservation in advance. Program Directors will provide students with specific instructions on when and how to request staying in another facility, and

visiting students will be bound by the rules and regulations of the host program. Students on Summer Special programs such as the Madrid or Edinburgh programs are not included in this opportunity.

Program exchanges are on a space-available basis, and visits can only take place on weekends. Reservations must always be made in advance. If there is a bed available for a student, he/she will receive confirmation prior to the exchange. Students pay no fee for the exchange. No student is required to allow students from another program to sleep in his/her bed; however, a student who will not allow a guest from another program to use his/her bed forfeits the right to sleep in anyone else's bed in another house.

Since the capacities of the Pepperdine houses are closely regulated by law, under no circumstances may a student stay in a house without a confirmed reservation. Sleeping on the floor or a sofa could result in the local authorities closing down the house.

Violating the reservation policy will result in a sanction for both the unauthorized student visitor and the student(s) from the local program who allowed the visiting student to stay. Repeated violations may result in revoking the visitation policy for all students in European programs.

## Travel Safety Tips

Living and traveling in another country can be a rich and rewarding experience, and the odds are very much in your favor for an incident-free trip. You can increase your chances of avoiding problems by developing awareness and by careful planning.

Consider the following strategies:

- Use common sense to protect your valuables. Don't wear expensive jewelry. Keep vital documents out of view. Don't carry more cash than you can afford to lose and place it on various locations on your person. Keep a list of your credit card numbers and customer service numbers reachable from your host country in your emergency envelope in order to report them if lost or stolen. When traveling, always keep valuable possessions within view if you can't hold on to them.
- Take a low-key approach. Avoid loud conversations or arguments and attempt to blend in with your surroundings. In most countries, it is in very poor taste to be boisterous in public. Avoid clothing that calls attention to you as an American.
- Pickpockets normally operate in crowded places like public transportation facilities, spectator events, etc. Never carry valuables in a back pocket or carry your purse behind your back. Some pickpockets will resort to cutting a tightly held purse in order to gain access to its contents. In case of theft or loss of any valuables, report it to the local authorities. The report will be

necessary for coverage under your insurance policy. Please inform your Program Director as well.

- Learn about the places you plan to visit. Familiarize yourself with local customs in those areas.
- Keep track of what is being reported in the media about any recent developments. Your Program Director can tell you how to obtain U.S. Department of State travel advisories and warnings through the STEP solution or by logging onto U.S. Department of State Travel While you are in the programs, University Public Safety personnel will be in constant contact with the U.S. Department of State and will advise your Director immediately of any advisories issued for Americans traveling abroad. The latest information is available at:<https://travel.state.gov/content/studentsabroad/en.html>
- International Programs strongly advises students not to travel alone. There is safety in numbers, especially for women. (Be aware of the fact that in some countries an unaccompanied woman, or even a group of women not accompanied by men, may be assumed by local men to be seeking male companionship.)
- Find out about local laws and rules, and obey them. American or any other citizenship cannot protect you if you break the laws of the foreign country you are visiting. This is especially true in regard to drug laws, which are more rigidly enforced in some countries other than in the U.S.
- Should you find yourself in any legal difficulty, contact your Program Director and your consulate or embassy immediately.
- U.S. Passport Holders and Citizens: Register yourself independently into the Safe Traveler Program for all personal travel: <https://step.state.gov/step/>
- Consult the IP website for additional travel safety tips.

## Travel Policy

International Programs makes student safety our number one policy. Please review how Pepperdine assesses and approves international travel in a document provided on the IP website.

In the interest of preserving their safety and security, students in International Programs are not permitted to travel to countries for which the U.S. Department of State has issued Travel Warnings, even if the warning only provides details on a specific city or region within the destination country. The current list of Travel Warnings may be viewed at <https://travel.state.gov/content/passports/en/alertswarnings.html>. Students are also not permitted to

travel to locations which Pepperdine University has issued its own travel warnings, or against the direct instruction of Pepperdine staff. Locations to which travel is prohibited may include an entire nation, a specific region within a nation, a city, or a specific area within a city. Such warnings will be given to students on a timely basis and will be reviewed frequently. A student may petition for a specific, one-time exception to a travel ban through their program coordinator, contingent upon consideration and approval by the Executive Vice President and the Provost. Students who fail to receive special approval and travel to locations with a Travel Warning from the U.S. Department of State will receive sanctions, which will likely include dismissal from the university. Students will be responsible for paying all cancelled travel costs. Additionally, it is the student's responsibility to update their emergency contact person(s) on Wavenet.

## **DIGITAL DISBURSEMENTS**

Digital disbursements are an electronic transfer of funds from the university directly to your personal bank account. Students will receive digital disbursements for meals outside the facility, homestay, or group meals while in the program. In order to receive digital disbursements and access the funds, students are required to have the following:

- A U.S. bank account
- Online banking
- A debit card

Students are responsible for ensuring they meet these requirements and are able to accept digital disbursements prior to their program departure. If a student is unable to meet one of the above requirements, student must contact the International Programs office prior to their program departure.

Typically, students will receive a digital disbursement once per month with funds for meals not provided by the program. Students will receive a notification through their Pepperdine e-mail account every time a new digital disbursement is sent. Through the link in the notification e-mail, students will accept the funds. Students have 14 days from the time they receive each email to accept the funds. The funds will then be automatically deposited into your bank account within 24 hours. If a student fails to accept a disbursement within the 14-day time frame, they will need to wait until the end of the semester to request that the funds be resent to them.

If a student's debit card associated with the account chosen to have the funds deposited is stolen, the student will need to contact their personal bank to obtain a new debit card.

## **STUDENT EMPLOYMENT**

Any student enrolled in an international program is eligible to apply for job opportunities at Pepperdine-owned facilities in their respective program. However, the number of positions and hours are limited and are on a first-come, first-serve basis. Please check with the director of each program

regarding the student employment opportunities upon arrival.

Students who accept a job offer abroad at Pepperdine-owned facilities are required to complete the same federal, state, and university paperwork as those students working on-campus in the United States. Students working for the first time with the University will need to complete this paperwork with the program director or designated staff representative prior to beginning the work assignment. The required forms include the Form I-9, Form W-4, Confidentiality Agreement Form, and Mandated Reporter Acknowledgment Form. If you have previously worked as a student employee at Pepperdine, no additional paperwork will be required (unless your Form I-9 status expires, which is 3 years after the date you completed the Form I-9).

Students are encouraged to set-up direct deposit at time of hire, otherwise, bi-weekly pay checks will be sent to the home address on file with the University.

Students are normally not allowed to do paid work outside their program unless otherwise specified by their immigration status. Approved internships and/or student work within the program are permissible.

Students may be eligible to utilize federal work-study or Pepperdine work program funding while abroad with the exception of resident advisor and media coordinator positions. Students must contact Pepperdine's financial aid office to understand if they are eligible to use these funds and how it may impact their financial aid package.

All student workers abroad report to a designated staff member at their respective program location (including RAs).

## **Internships**

Limited internships are normally available to students during the summer term in Shanghai, Buenos Aires, Lausanne, London, and Washington DC. The Washington DC Internship Program allows students to attend class and internships Monday thru Friday during the summer and Academic Year terms. Students are strongly encouraged to be in an internship in the DC program in the fall and spring semesters.

# COMMUNICATIONS

## Telephones

### **United States Calling Cards (subject to change)**

Sprint, AT&T, VERIZON and other long-distance carriers offer options. While these options are not necessarily the least expensive ones for calling home, they offer versatility since they may be used in different countries.

### **Prepaid Calling Cards from Public Telephone Companies**

Many public telephones now only accept their own prepaid calling cards for both local and long-distance calls. Since it is often difficult to find a public phone that accepts coins, it is a good idea to purchase a local phone card and keep it available. Please note that cards bought in the U.S. may not work abroad.

### **Prepaid Commercial Telephone Calling Cards**

Long-distance calling cards are widely available overseas and are sold at convenience stores and tobacconists. These cards are essentially debit cards with a fixed number of units. They have scratch off pin numbers and local access telephone numbers. When you phone the access number and provide your pin, your call is initiated. Many different companies issue these cards and rates vary considerably, so shop around. Such calling cards usually offer the least expensive option for telephoning home.

### **Cellular Phones**

International Programs strongly advises students to have a cellular device that is able to make or receive phone calls at anytime. These devices should not be left on airplane mode while abroad for safety reasons. Students may use their existing phones or rent/purchase cellular telephones while overseas - the IP website for each program location as well the director of each international program will have the most recent information on local companies and the services that they provide.

If you do bring your phone from the U.S., you may be able to switch out the SIM card upon arrival for more cost effective calling. Tri-band GSM phones, though more expensive, may be purchased in the U.S. for international use and students may purchase SIM chips that work on a variety of low-cost calling plans with local numbers. Once you arrive at your IP campus location, the program staff will provide you with specifics on how to attain a SIM card and the approximate associated costs. An average cost for a new SIM card is \$40 and every country has its own unique service options.

Wireless phone providers have different policies and process for unlocking their phones in order to input a different SIM chip. You must consult your own wireless service provider for specifics. For example, AT&T may require the wireless contract and mobile device be fully paid off before they will

allow a phone to be unlocked while another provider will allow for a phone to be unlocked for a season of time without needing to fully pay off the contract and the device. If you have an older smartphone you are no longer using on your current plan, your wireless provider will almost always allow that phone to be unlocked. Please allow several weeks for this process to be finalized. We advise students and visiting faculty members to tell the service provider that they are studying (or teaching) abroad and will be traveling to various countries and need to have the phone unlocked.

IP also recommends these phones having a data plan that will allow students to utilize important applications when traveling like maps, e-mail, and other relevant local information.

There are companies in the United States that rent and/or sell global/international phones and service plans. You can review a google-based solution [here](#) as well as National Geographic offerings [here](#). Consult the IP website for additional information on communications.

## **Calling Method**

Unless you are using a calling card, it is wisest to telephone home with a quick, "It's me. Call back." Then, knowing you are available, family and friends can call back using U.S. phone rates. Many former students also recommend using Skype, Face Time or Google Hangouts with web cameras to provide face-to-face communication as an effective and inexpensive way of communicating via the internet.

## **Time-Zone Differences**

Since time zones differ, it is important to keep the variations in mind when telephoning home. Please be aware of daylight savings time changes which are applied on different dates globally.

# **Mailing and Shipping**

## **Mail Forwarding**

The United States Post Office, including Pepperdine's Mail Services, cannot forward mail to an overseas address. If you wish to have mail forwarded to you from Pepperdine, you will need to give Mail Services a forwarding address in the U.S. Obtain a "Mail Forwarding Request" form from Mail Services or access the form online at <http://community.pepperdine.edu/businessservices/mail/studentmail.htm>. Once you fill it out, return it to the mailroom. If you fail to fill out the paperwork to forward your mail to another U.S. address, all mail will be returned to the sender.

## **Shipping Information**

While rates may vary, the United States Post Office generally has better rates than UPS and express mail services like FedEx for shipping packages from the U.S. to International Programs. Packages should be sent by airmail (surface shipping may take as long as four months). Shipping by air takes approximately two weeks. Shipping addresses are the program addresses and are available on the IP Website.

- Addresses should have the following information: student's name, c/o Pepperdine University at the appropriate program address. Share your new address with those you expect to receive mail from.
- Students must be present to claim packages. Do not send something by mail that will arrive before the program begins. Students must be present to clear packages through customs. Otherwise, the customs agency will charge storage. Then, after a period, they will return the package.
- Please be aware that customs duties may be charged on clothes, shoes, and electronic equipment sent from the U.S., especially if they are new. Furthermore, medications, even prescription medications, may be confiscated by customs officials. Shipping electronics is not recommended. Packages containing clothing should be identified on the customs manifest with the following statement, "Used clothing, not for resale. No commercial value."
- Students are responsible for bringing personal belongings home at the end of the program. Articles that do not fit in suitcases must be shipped, and sending items from overseas to the U.S. is VERY expensive. Articles that are left will be donated to charitable organizations.

## **EMERGENCY ENVELOPE**

As an International Programs participant, you must prepare an envelope containing the materials listed below. When you arrive overseas, place this in a secure place (not with your passport or wallet). Carry the envelope in your carry-on during the flight and when you arrive, transfer it to a safe place you won't forget. In case of an emergency, you will have all the critical information you need readily available in one place.

- Photocopy of the identification page of your passport. In case your passport should be lost or stolen, this will speed up the replacement process considerably.
- Certified copy of your birth certificate. In case your passport should be lost or stolen, this will also speed up the replacement process considerably.
- Extra passport-sized photos. Four photos are required to speed up a replacement, if necessary.
- Medical prescriptions from your doctor and/or optometrist. Ask your doctor to write these out carefully and legibly so that a doctor, optician, or pharmacist abroad can identify it. Include the generic names of any medications.

- A list of credit card numbers, dates of expiration, and non-800 or 888 numbers to report loss or theft. You will need this information to report lost or stolen cards. The overseas access numbers, which usually appear on the back of the cards, differ from 800 or 888 numbers, which are not accessible from overseas. If you do not have a non-800 or 888 number on your card, call your credit card company and ask for an international access number.
- Names, phone numbers and addresses of two emergency contacts. The first number is in case something should happen to you; the second is in case of a natural disaster or other emergency in your hometown. Both you and your parents should be able to contact this person (who should live outside the geographic area of your parents) if there should be an emergency situation where your parents live.

## **CULTURAL ADJUSTMENT**

As exciting as the prospect of spending a semester or a year living and studying abroad may be, at times it will seem if not more difficult than expected, at least different. Adapting to different cultural mores, hearing unfamiliar words spoken regularly, and even little things like buying a bus ticket or posting a letter can challenge even the most seasoned traveler. People go through these five stages in making a transition to living in another culture:

- Anticipation
- Arrival euphoria
- Irritability and hostility
- Gradual acceptance of difficulty and difference
- Adaptation

“Culture Shock” is the term used to describe the disorientation most people experience when they live for even a short period of time in a culture markedly different from their own. In some cases, culture shock is little more than the recognition that doing the ordinary things of life has just become more difficult. In other more pronounced cases, discomfort and/or distinct physical symptoms of psychosomatic illness occur. For some people, the bout with culture shock is brief and hardly noticeable, for others it may last much longer.

Culture shock does not result from a specific event or series of events. It comes instead from the experience of encountering ways of doing, organizing, perceiving or valuing things which are different and which threaten a person’s basic, unconscious belief that his or her customs, assumptions, values and behaviors are “right.” We all learn cultural cues without being conscious of them. Why do you stand in line at a checkout counter in the supermarket? There are no signs posted to say that you must do so. Standing in line at the supermarket is an unwritten rule. The new culture you are in will also have unwritten rules that may be different. These may surprise us at first and then may make our

ignorance uncomfortable. Being continually faced with situations in which you are expected to function with maximum skill and speed with inadequate knowledge of the "rules" produces culture shock. Culture shock is cumulative; it does not strike suddenly or have a single principal cause, although one particular incident may be the one to spark awareness of these feelings.

### Symptoms:

- Homesickness
- Boredom
- Withdrawal (spending excessive amounts of time reading; only seeing other Americans; avoiding contact with host country nationals; avoiding going out of the house; excessive emailing)
- Need for excessive amounts of sleep
- Compulsive eating and/or drinking
- Irritability
- Exaggerated cleanliness
- Roommate tension and conflict
- Chauvinistic excesses
- Stereotyping of host country nationals
- Hostility toward host country nationals
- Loss of ability to study effectively
- Unexplainable fits of weeping
- Physical ailments (psychosomatic illness)

However uncomfortable culture shock may be, it passes with time. To make the most of the experience of studying overseas, there are things one can do to minimize its impact:

- Prepare ahead of time for the adjustment process. Research as much as possible about the program location before you leave. Learn about customs and history. Once there, look for reasons behind everything that seems strange, difficult, confusing, or threatening. The more one knows about why people do things a certain way, the less one will be frustrated by their customs.
- Cultivate sensitivity. Do not succumb to the temptation to disparage the host culture. This temptation is especially strong when many students all feel the same frustrations. Although jokes about the country may seem like a good way to "vent," they actually heighten frustration. Remember, your feelings about the country, not the country itself, are the source of the problem.
- Be patient. Give yourself permission to relax. Forgive your fellow students. Talk about your feelings with each other. Find a host national who is sympathetic and understanding to talk

with about your feelings. If you have not yet met someone, try talking to the local program staff.

- Remain positive. Be assured that the frustration will pass and focus on the positive elements of your experience!

Should you find yourself to be struggling with the adjustment to your new home, please seek out your program staff who can connect you with valuable resources while you are abroad, including counseling services.

## **STUDENT CONDUCT**

The following conduct expectations and disciplinary procedures for students attending International Programs are intended to help make your experience successful for both you and your community. You are responsible for conforming to the laws of your host country and all countries you visit. In addition to this International Program Student Handbook, you are also responsible for all material contained in the Seaver College Code of Conduct and related policies (e.g., sexual misconduct). These and other policies can be found under the Student Policies section of the Pepperdine Web site: [www.pepperdine.edu/admission/student-life/policies](http://www.pepperdine.edu/admission/student-life/policies).

### **Responsibility for Student Discipline**

All student discipline is coordinated through the Associate Dean of Students for Community Standards (hereafter, "associate dean"). Program directors adjudicate administrative hearings and may recuse themselves and allow the associate dean to adjudicate an administrative hearing. The Department of Public Safety may work in cooperation with the Program Director and local authorities in conducting investigations. If the Associate Dean or Program Director considers the report to indicate a probable violation of the Code of Conduct, the incident will be heard through either an administrative hearing or a hearing with the Student Disciplinary Committee. Appeals to Committee hearings will be reviewed by the University's Dean of Students. When appropriate, some University policy violations may be addressed by other disciplinary bodies including, but not limited to, the Academic Ethics Committee.

### **Jurisdiction of the code of conduct**

The International Program Student Conduct Expectations and the Seaver College Code of Conduct apply to conduct that occurs on University premises, at University-sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student is responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end as well as during the academic year and during periods between terms of actual enrollment (and

even if their conduct is not discovered until after a degree is awarded). The Code applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The adjudicator will decide whether the Code will be applied to conduct occurring off campus, on a case-by-case basis, in his or her sole discretion.

## **Interim Restriction**

In certain circumstances, the University's dean of students or a designee may impose a International Program restriction prior to a meeting with the Student Disciplinary Committee. Interim restriction may be imposed: (1) to ensure the safety and well-being of members of the University community or preservation of University property; or (2) if the student poses a definite threat of disruption of or interference with the normal operations of the University. During the interim restriction, students may be denied access to any International Program facilities (including attending classes) and/or all other activities or privileges for which the student might otherwise be eligible, as the dean or the designee may determine to be appropriate. The interim restriction does not replace the regular disciplinary process, which will proceed on the normal schedule, up to and through a Student Disciplinary Committee hearing and subsequent appeal, if required.

## **Interaction with Local Authorities**

Civil and criminal laws and penalties of foreign countries vary from those of the U.S.. Students are expected to learn and abide by local laws. Except in cases where violating local laws also constitutes a violation of Pepperdine discipline policy, Pepperdine regards alleged infractions of local laws to be a private matter between a student and local authorities to the extent these do not impact the Pepperdine program. Should a student become involved with local authorities, the University staff, both overseas and on the Malibu campus, will attempt to assist a student with communications and other necessities. However, responsibility for compliance with local laws and interactions with authorities rests fully with a student. In the case that a student incurs a penalty fee as a result of law infraction overseas, fails to pay this fee, and then the program continues to be contacted about the fee after a student's departure from the program, the program will pay this fee on behalf of the student and the charge will be posted to the student's Pepperdine Student Account.

## **Parental Notification**

Pepperdine University has long recognized its special relationship with the parents and families of its students. Even after students leave home for college, parents often play a central role in their character development, so Pepperdine works in partnership with parents in helping students make the transition to responsible adulthood.

The University also recognizes that students have specific privacy rights. FERPA, the Family Educational Rights and Privacy Act of 1974, is a Federal law that controls the confidentiality of, and access to,

student education records. The Higher Education Amendments of 1998 permit educational institutions to notify parents if a student, under the age of 21 at the time of notification, commits a disciplinary violation involving alcohol or a controlled substance. See Pepperdine's Student Records Policy for additional information about FERPA and educational records. A full copy may be obtained by contacting the Registrar's Office.

The purpose of Pepperdine's parental notification policy is to promote the holistic development of students and to foster an alcohol- and drug-free campus community. Among several interventions that may be used to further this purpose, parents or guardians of students under the age of 21 may be notified in the case of a violation of University alcohol or other drug policies. Notification begins with:

1. The first time a student is charged with violating the University policy under one of following circumstances:
  - a. Caused harm to oneself or another while under the influence of alcohol or other drugs or was transported to a medical facility and treated because of alcohol or other drug use.
  - b. Was unruly, disruptive, or destructive while under the influence of alcohol or other drugs.
  - c. Operated a vehicle under the influence of alcohol or other drugs.
  - d. Was arrested or taken into custody by law enforcement officers while under the influence of alcohol or other drugs or is charged with violating a federal, state, or local law related to alcohol or other drug use.
  - e. Because of previous violations (not related to alcohol or other drugs), the current alcohol or other drug violation might result in the student being placed on suspension or a more severe sanction.
  - f. Hosted or in any way assisted or promoted a gathering that included underage drinking or drunkenness.
2. The first time a student is charged with violating the University policy regarding the attempt to obtain or the use, possession, sale, or distribution of any narcotic or other controlled substance not lawfully prescribed by a health care provider.
3. The second time a student is charged with violating the University policy regarding:
  - a. The consumption, possession, sale, or distribution of alcoholic beverages.
  - b. Being in the presence of alcohol, alcohol containers, controlled substances, or drug-related paraphernalia on University property.

Normally, a parent or guardian will be notified in writing by the associate dean before the disciplinary hearing. Before notifying the parents or guardians, every effort will be made to inform the student and attempt to have the student make the first contact. This is consistent with the general philosophy that supports students developing independence and personal accountability. However, in some situations consultation with the student or first contact by the student may not be possible or appropriate and in such cases the University is not required to alert the student when it has notified his/her parent or legal

guardian. In other situations, after consulting with the student, the associate dean may determine that notifying the parents/guardians may be harmful to the student and in such cases the University is not obligated to make notification.

This policy does not preclude the University's contacting parents or guardians for other policy violations that may endanger the health and well being of a student or other individuals in the community. Also, the University may release information related to student educational records to parents who claim the student as a dependent for tax purposes.

## Alcohol & Drugs

The following alcohol and drug regulations apply to all International Programs in both the academic year and the summer.

Students are responsible for conforming to the laws of their host country and all countries they visit and to the University's Policy on Alcohol and Other Drugs. Harm to persons or damage to public, private, or University property arising from the actions of intoxicated individuals on the premises of the University will be the full and sole responsibility of such individuals.

University property is herein defined as any facility that Pepperdine leases, owns, or is temporarily used by students during their international experience. On all educational field trips, the hotel or facility used for lodging is defined as "University property," and thus all regulations regarding alcohol and other drug use apply. If there is a need to redefine what is considered "University property," the Program Director must get the permission of the Dean of International Programs.

1. The consumption or possession of alcoholic beverages or possession of empty containers or drug paraphernalia is prohibited on University property or at any University-sponsored event or activity that is sponsored by International Programs (e.g. group meals, farewell banquets, group transportation), regardless of the student's age. This includes all group flights to and from your program location as well as all transportation during Educational Field Trips.
2. On University property, it is a violation to be in the company of others who are drinking alcohol, using a controlled substance, or displaying alcohol containers or drug-related paraphernalia.
3. Drunkenness, on or off University property, is not consistent with the moral standards of the University and may result, minimally, in University probation on the first offense and program suspension from the University on the second offense. Drunkenness is defined as a blood alcohol content of .08% or more and/or as offensive, disruptive, destructive, hazardous, and/or

vulgar conduct during or following the consumption of alcoholic beverages. Promoting the consumption of drugs or alcoholic beverages may not be undertaken within the confines of University properties or through University-sponsored or approved publications.

On the first violation of any of the above regulations (1-3) relating to alcohol, the student will be placed on University Probation and must complete an alcohol education program and alcohol assessment with a licensed mental health professional who specializes in alcohol and other drugs.

On the second violation of any of the above regulations (1-3), or on the first violation relating to drugs, the student will be dismissed from the program.

## **Violations Warranting Suspension**

If the Committee determines that a student has violated any of the following, the only possible sanction is university suspension:

1. A threat or act of violence.
2. Theft.
3. Possession, sale, distribution and/or use of any amount of a controlled substance or University prohibited drug, in or out of a Pepperdine facility.
4. Repeated drunkenness in or out of a Pepperdine facility.
5. Significant damage to property
6. Substantial disruption to the living community
7. Traveling to a location that is on the State Department's Travel Warning list.

## **Disciplinary Procedures**

The disciplinary process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to protect the rights, freedoms, and safety of all members of the community.

When an infraction of any of the Pepperdine standards of conduct is believed to have occurred, the following steps will be taken:

1. When a violation is of sufficient gravity that it could result in a student's suspension from the University, a hearing will be conducted by a Student Disciplinary Committee. Committee Hearings may either be conducted by a committee in Malibu or it may be conducted on site at the applicable international program. Committee members will include two students, two faculty members, and one staff member. A quorum of one student, one faculty member, and one staff member is necessary to conduct a hearing. The Associate Dean or Program Director will chair the Committee but is not a voting member unless there is a tie vote.
2. In some cases of student misconduct, a Student Disciplinary Committee hearing may not be necessary. This is most often true when the violation is of a less serious nature and the misconduct is unlikely to result in suspension. In such a case, the student must attend an administrative hearing with the Program Director (or designee) to discuss the incident, the student's involvement in it, and any steps that must be taken or sanction imposed to resolve the matter. The meeting will be followed by an official letter summarizing this decision. Sanctions imposed as a result of an administrative hearing cannot be appealed. Sanctions imposed by the Student Disciplinary Committee may be appealed; therefore, students who are summoned to an administrative hearing may request instead to meet with the Student Disciplinary Committee if they want an appeal option.
3. Before the Administrative or Committee hearing, the student will be provided in writing with a notification letter briefly summarizing the behavior that allegedly violates particular provisions of the Code of Conduct. The notification letter will also include the date and time of the hearing. The date and time of the hearing will be set by the Program Director or Associate Dean to allow the student enough time to write a written response to the charges and a reasonable amount of time to prepare for the hearing.
4. Student Disciplinary Committee Procedures:
  - a. The accused student will be informed clearly of the alleged violations and will be given an adequate opportunity to respond at the hearing.
  - b. Students are responsible for presenting their own case; therefore, advisors are not permitted to represent the student or to participate directly in the hearing.
  - c. The Committee may call witnesses in an effort to establish the facts of the matter. The accused student may also present information and may ask witnesses to appear

before the Committee. Each witness will appear before the Committee individually and the accused may be present when witnesses appear before the Committee.

- d. If, during the course of the hearing, additional alleged violation(s) are discovered, the accused student will be notified of the new charges and may be granted additional time, if needed, to prepare a defense of the new alleged violation(s). The accused student may waive the additional time and the hearing can proceed with the new charges taken under consideration by the committee. A record should be made in the hearing notes of additional alleged violation(s) and whether or not the student desires additional preparation time.
  - e. Information about the misconduct of other students shared at the hearing may be used as the basis for disciplinary action.
  - f. The Committee's hearings and deliberations will be in private and no member of the program other than members of the Committee has the right to be present.
  - g. There will be a single written record of the hearing, which normally consists of the statement of alleged misconduct, a summary of the information presented in the hearing, a summary of the statement of the accused, statement of the decision, and the sanctions issued, if any. The hearing will not be transcribed or otherwise recorded.
5. Disciplinary decisions are made on the basis of whether it is more likely than not that the student violated the Code of Conduct or a University Policy.
  6. Sanctions imposed at the discretion of the Associate Dean or the Program Director may include the following:
    - a. Warning: Oral or written notice to the student that the student is violating or has violated the Code of Conduct and that continuation or repetition of misconduct may result in a more severe sanction.
    - b. University Probation: A status which indicates that a student's relationship with Pepperdine University is tenuous and includes the probability of more severe disciplinary sanctions if the student is found in violation of any University regulations. Probation is for a designated period of time. Specific limitations to and restrictions of the student's privileges may accompany probation. The length of University Probation is determined by the Associate Dean or Program Director.
    - c. Loss of Privileges: Such loss may include, but is not limited to, financial assistance, eligibility to represent the University officially on athletic teams or performing groups;

seeking or holding an elected student office; or use of specific University facilities, computer systems, equipment, or services.

- d. Fines: Payment of charges for violation of regulations. These charges will be added to a student's account.
  - e. Restitution: Requirement to pay for the repair to and/or replacement of damaged property. Failure to pay such charges may result in additional sanctions (including, but not limited to, denial of re-enrollment or refusal to release official transcripts and records)
  - f. Educational Sanctions: Mandatory work hours, reading/writing assignment, drug or alcohol assessment/treatment, seminar attendance, or other discretionary sanctions as deemed appropriate. Students found responsible for alcohol or other drug violations are required to complete an online education program and must pay the program fee. The program must be completed within two months from the time the student receives the decision letter. Depending on the circumstances, a student may also be required to complete an alcohol or other drug assessment with a mental health professional and must pay for the cost of the assessment and any required treatment.
  - g. Suspension: Separation of the student from the University for a specified length of time. Conditions for readmission may be specified.
  - h. Expulsion: Temporary separation of the student from Pepperdine University for a definite period of time, but not less than two semesters, after which the student must reapply through the Office of Admission and be granted acceptance before becoming eligible for re-enrollment at the University. Conditions for readmission may be specified, but the student is not guaranteed readmission.
  - i. Dismissal: Permanent separation of the student from Pepperdine University. The student is dismissed from the University and is permanently ineligible to re-enroll at the University at any time in the future.
8. After an Administrative or Committee Hearing has been conducted, the student will be sent a letter that states whether he or she is responsible for the violations and, if so, what sanctions are imposed.
- a. If the student is found responsible and the Committee recommends suspension, the Director must immediately dismiss the student from the program. Violations for

offenses other than those listed in this Handbook also may result in suspension from the program, upon the determination of the Committee.

- b. If an RA, or similar student leader, is found responsible of a charge and is put on probation, he/she must be removed from his/her position.
  - c. Suspension from an International Program does constitute suspension from the University.
  - d. A student who has been suspended from one of the International Program campuses has no right to housing, meals or other campus privileges at any of the other International Programs facilities or on the Malibu campus during the remainder of the semester in which that student has been suspended.
  - e. Any student who has been suspended while at an International Programs location is not entitled to any financial refund or academic credit, regardless of the date on which the suspension occurred. In some instances, a student who has been suspended may be allowed to take final exams for an international program after he/she has returned to Malibu, but in no case may an exam be given in Malibu before that examination has been administered in the overseas program.
7. The University has implemented procedures for student appeals with the intent of assuring fundamental fairness. Students who believe they were not treated fairly in the disciplinary process can submit a written appeal to the University dean of students (hereafter, "dean"). The appeal letter must be submitted within seven calendar days of the issuance of the initial sanction.
- a. Sending an appeal "stops the clock" on the suspension, probation or other sanctions and the "clock" shall not be restarted until a response has been received.
  - b. If the student is suspended from a program and declines to appeal, the student must leave the Pepperdine facility within 24 hours of the time of notification. A student who seeks to appeal a suspension decision may continue to reside in the Pepperdine facility until the appeal has been adjudicated.
  - c. The written appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal. The written appeal must specifically address at least one of the following criteria:
    - i. Insufficient information to support the decision.

- ii. New information and/or facts that were not known to the person appealing at the time of the original hearing that is relevant and sufficient to alter the initial decision and/or sanction.
  - iii. Procedural irregularity from the Disciplinary Procedures that significantly and substantively undermined the student's ability to present a defense. The appealing party must specifically reference the relevant provisions of the "Disciplinary Procedures" section above that he or she believes the Committee and/or Chair should have followed.
  - iv. Bias or conflict of interest by a committee member or investigator. The appealing party must state the basis for this belief and provide any supporting evidence.
  - v. Inappropriateness of the sanction for the violation of the Code of Conduct.
- d. Generally, the appellate process does not require a hearing, nor does it require the University dean of students to make personal contact with the student or the Student Disciplinary Committee. The dean may, but is not required to, convene an ad hoc appeal committee to assist in making a recommendation to the dean regarding the appeal. The dean shall not be bound by the committee's recommendation.
- e. The dean may affirm, reverse, or modify the sanction. The dean may also return the case to the associate dean or Student Disciplinary Committee for further consideration. The dean's decision shall be final and effective immediately (or as otherwise designated by the dean).
- f. A student whose appeal has been denied must leave the Pepperdine facility within the remainder of the 24-hour period of notice after receiving the appeal decision. The final judgment on an appeal will be given to the student as quickly as possible. Local authorities will be notified that the student is no longer part of a University program. Since this will have consequences for the legitimacy of the student's visa, the student may be asked to leave the country.

Prior to a student's leaving a Pepperdine facility upon suspension, the Program Director will make every reasonable effort to place a telephone call to the student's responsible parent, in the student's presence, and expect the student to tell that parent about being dismissed from the program.

## **Good Samaritan Policy**

Because Pepperdine places a high priority on student health and safety, the Good Samaritan policy was created to encourage students to take immediate action in any crisis or medical emergency. Pepperdine students are expected to care for others by getting help from appropriate officials even

when violations of the Code of Conduct have occurred. In crisis situations involving alcohol, drugs, physical violence, and/or sexual misconduct (e.g., sexual assault, domestic violence, dating violence, and stalking), the University strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations related to the incident. This means that no University disciplinary sanctions will be issued to either the reporting student(s) or to the student(s) in need of assistance related to the violations that occurred at or near the time of the incident.

This policy applies to students who report sexual misconduct or participate as key witnesses in sexual misconduct investigations, or who seek medical assistance for themselves or another by contacting an appropriate official (e.g., resident advisor, IP staff or faculty person, International SOS). The incident will still be documented, and educational and/or health interventions may be required as a condition of replacing disciplinary sanctions. This policy does not apply if a University or law enforcement official confronts the student first. This policy may not apply to the hosts of a party if they do not seek immediate medical assistance for the student in need.

In any situation involving imminent danger to the health and safety of any individual(s), or where sexual misconduct has been alleged to have occurred, students are expected to: 1) immediately contact a program staff or faculty person, Public Safety or other emergency officials to report the incident; 2) remain with the individual(s) needing support and cooperate with emergency personnel as long as it is safe to do so; and 3) meet with appropriate University officials after the incident and cooperate with any University investigation. You may refer to this page for more information about the Good Samaritan Policy: [http://www.pepperdine.edu/admission/student-life/policies/policies\\_procedures\\_overlay/seaver\\_disciplinary\\_overlays/overlay\\_seaver\\_good\\_samaritan.htm](http://www.pepperdine.edu/admission/student-life/policies/policies_procedures_overlay/seaver_disciplinary_overlays/overlay_seaver_good_samaritan.htm)

## **HEALTH & HEALTH INSURANCE**

International Programs requires that all students participating in a program maintain personal health coverage when they go overseas. Lausanne students are exempt from this requirement because all Lausanne students are required to hold a local Swiss policy as mandated by the Swiss government.

If Pepperdine students are using insurance other than Pepperdine's SHIP Student Health Insurance Plan, they will be required to complete the university's annual health insurance waiver each summer (Lausanne students are exempt from the health insurance waiver process for the term they are studying in Lausanne). The University health plan offered through Anthem (SHIP) does cover students abroad and that is an option, but those who choose to purchase it will be enrolled for the annual plan regardless of how long they are abroad. If students don't submit a waiver by the specified date in August via the student health center, they will be automatically enrolled in SHIP and their student accounts will be charged for the premium. If they wish to enroll with a credit card, they may do so

online at <https://wfis.wellsfargo.com/pepperdine>. The contact information for Wells Fargo by phone is 800-853-5899.

All students are strongly encouraged to verify coverage with their personal health insurance policy. Check the IP website for questions to ask an insurer prior to program departure. Ensure that enough medications and prescriptions are brought to the program location for the duration of the program and check that these medicines are legal in the country or countries where travel is planned. Students are required to pay for their own health needs abroad entirely.

In addition to students' personal health coverage, Pepperdine uses International SOS which can be contacted for a consult for various health needs. International SOS can arrange for a student to be seen by a health professional. If a student sees a medical professional in person, it will trigger our emergency services insurance policy. If a student uses this service, the student will be charged at minimum a \$100 copay. All charges incurred by the student will be put on the student's account and must be paid back to the university. Our emergency services policy, while does not replace student's personal healthcare plan, will help ensure that our Seaver students can access health services and travel assistance they need in the event that they suffer a medical emergency while abroad. Students are not charged for this emergency services policy if it is not used. Please check on IP's website for Travel Assistance Program and health insurance specifics and contact the IP Office for a summary of emergency services benefits.

Any questions regarding the Travel Insurance Program should be directed to the International Programs Office and any questions about SHIP should be directed towards Well Fargo.

In addition, certain programs may require the purchase of a local health care plan for visa purposes. Most of the time, these fees are charged to the student's account as part of the mandatory "Local Country Fees" and are paid directly on a student's behalf prior to arrival, but this is not always the case, and may be subject to change based on shifting international policies. Please reference the IP "Extra Costs" informational sheet for additional information.

All students are required to complete a medical exam by a certified medical professional and return a form to the International Programs Office signed by the medical professional within 45 to 90 days prior to program departure. The health clearance form is due 45 days prior to program departure to the IP Office. Students are responsible for asking their health care professional about required vaccinations and medications as well as obtaining them prior to program departure.

Please visit the International Programs website for more information on health abroad.

# **STUDENT CRISIS/MEDICAL SITUATIONS**

Occasionally, a student may need to leave a program early because of personal or medical reasons (death or illness of a family member, student illness or injury). These situations will be handled on a case-by-case basis including decisions regarding course credit, drops, or exams. When a student becomes aware of such a situation please notify the Program Director to fill out the withdrawal form. If an unscheduled trip home is necessary, the student is responsible for the cost of changing the ticket or obtaining a new ticket. If student is on a group flight, contact Corniche at [pepperdinetravel@corniche.com](mailto:pepperdinetravel@corniche.com) or (310) 506-4562 to arrange travel.

# **MENTAL HEALTH ISSUES**

International Programs does not discriminate against students with a history of mental health issues. Students are urged to be thoughtful about the likely stressors involved in travel and their own current mental health status and functioning as they consider (perhaps in consultations with their families and/or mental health providers) whether they are ready to travel, especially to locations that may have limited mental health resources. Further, students should understand that if they exhibit behaviors (which may include, but are not limited to eating disorder behaviors, self-injury, or substance abuse) which cause a safety concern for them or for others or a disruption to the academic, residential, or travel experience of the program, this may be cause for an immediate return home at their own expense. At times, the university may require that the family provide an escort for the return trip at the expense of the student. The Medical and Mental Health Withdrawals and Emergencies Policies outlined in the Pepperdine Student Handbook, including procedures regarding interim medical suspensions, voluntary and involuntary withdrawals, and clearance to return, apply to International Program students. The costs of mental health or psychiatric evaluations, hospitalizations and counseling are the responsibility of the student. Mental health needs and pre-existing conditions should be carefully considered when selecting the best international health insurance plan before you attend. As stated in the IP contract, students who are receiving counseling, or who are diagnosed with a mental health issue are strongly encouraged to consult with their mental health professional about their plans to study abroad. Students are encouraged to discuss any mental health issues that may affect their educational experience with the Malibu Counseling Center or Office of Student Accessibility prior to leaving for the program.

Pepperdine has counselors on retainer in each of our seven International Program locations that are fluent in English and are able to see a select number of students for a limited number of sessions at no charge to the student. Please contact your program director for more information about these local counselors.

# **ACCESSIBILITY ACCOMMODATIONS**

Accommodations approved through the Office of Student Accessibility (OSA) are applicable to academic programs and events hosted by International Programs. Students who are already registered with the OSA should follow usual processes for activating accommodations each semester (i.e. complete a Semester Request). Students with dietary restrictions based on medical need must have verification from the OSA in order to be best managed. Requests for housing accommodations and other types of accommodations should be made to OSA at least 90 days prior to the beginning of the program (please note that we are unable to accommodate emotional support animals at our international locations). Students with concerns about mental health care abroad should contact the OSA and the Counseling Center prior to applying for an international program. Please refer to the website <http://www.pepperdine.edu/student-accessibility> or contact the OSA (310-506-6500) with further questions.

# **SAFETY INFORMATION**

International Programs prioritizes student safety as number one priority. Please consult the Travel Policy section of this handbook and the IP website for the most up to date information on how Pepperdine safeguards communities abroad. The IP website outlines what Pepperdine does to safeguard students and what students are responsible for doing to safeguard themselves.

*\*International Programs policies are subject to change without notice.*

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