



# INTERNATIONAL PROGRAMS

CROSSING BOUNDARIES > CHANGING LIVES

## STUDENT HANDBOOK

*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.*

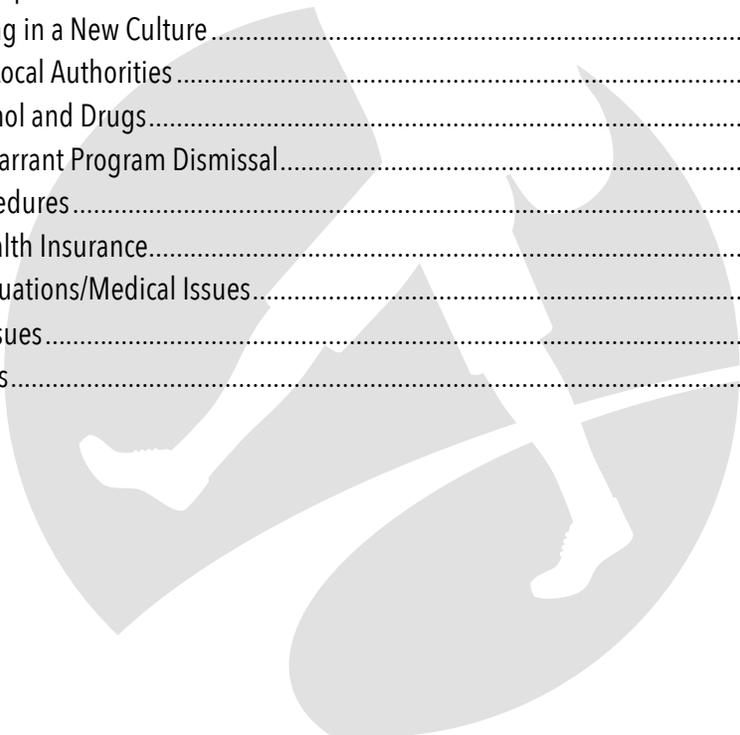
Additional information can be found on our website:  
<http://community.pepperdine.edu/seaver/internationalprograms/>



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## REQUIREMENTS TO APPLY FOR AN INTERNATIONAL PROGRAM

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 an all 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.*



## CRITERIA USED TO DETERMINE ACCEPTANCE TO AN INTERNATIONAL PROGRAM

1. GPA
2. SAT/ACT
3. Essay
4. Interview
5. Campus Citizenship
6. *Field of Interest and Previous Work Experience (for Internship Program Candidates Only)*



## CURRENT CHARGES

There are two charges for International Programs Participants: Tuition and the International Programs Charge. Tuition in the International Program is exactly the same as it is on the Malibu campus.

Tuition for the 2015-2016 Academic Year is \$24,045 per semester for 12-18 units. The second charge, 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 2015-2016 Academic Year is \$11,100 per semester. Students attending an international program for two semesters will receive a \$1,220 discount applied towards the Spring semester – \$500 reduction for Washington DC two-semester participants. Tuition for Summer 2015 is \$1,455 per unit. For program specific fees, please see the Summer-at-a-Glance Course brochure available in the IP Office or online at: <http://community.pepperdine.edu/seaver/internationalprograms/summer-programs/>



## INTERNATIONAL PROGRAMS CONTRACT

Each student accepted for an International Program must attend a Contract Session and then sign a legally-binding contract. Failure to turn in a signed contract by the established deadline (usually within 10 days) will result in the student's acceptance being canceled. Once signed, a copy of this contract will be sent to the student's parents or guardians, as listed in Wavenet as the student's primary emergency contact.

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 on the contract. Students are not guaranteed acceptance for the desired semester after withdrawing from an academic year program.

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 the Malibu International Programs Coordinator of Admissions and Preparation to complete a Withdrawal Form. 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 support documentation to the International Programs Appeal Committee as outlined in the Withdrawal/Ineligibility Appeal form, which is available by request from International Programs. Please refer to the section titled Schedule of Cancellation 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 GPA below a 2.000 in any semester after signing your contract. 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, and will additionally be responsible for any costs associated with returning themselves and their belongings from overseas.

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 will have their withdrawal/ineligibility fees reversed, less any direct costs incurred on their 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 their 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 Course Information Sheets).
8. By failing to obtain the passport and visa required to attend a program on a timely basis.
9. By failing to provide evidence to International Programs of having obtained a physical examination from a licensed U.S. physician.
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 disruptive, disrespectful, or antisocial behavior.



## **PENALTIES FOR BREAKING A CONTRACT**

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-

refundable \$500 withdrawal fee. A student who breaks a contract and withdraws from or becomes ineligible to attend a program within the penalty periods printed on the contract will be liable for increased program charges, depending on the date upon which the International Programs Office is notified through the completion of the Withdrawal/Ineligibility Form of a student's intent to break the contract.

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 Appeals Committee. *The \$500 withdrawal fee is not subject to appeal.*

The International Programs Appeals Committee meets on a monthly basis with student appeals required two weeks prior to the committee meeting for consideration. Appeals do not have a submission "deadline" but if an appeal is received after the submission date for a meeting, it will not be considered until the next month's meeting. For a schedule of submission dates, please contact the International Programs Office.

Appeals should be written to the attention of the Seaver Appeals Committee and delivered c/o Director of International Programs. This letter may either be mailed or sent in a word attachment to [jeff.hamilton@pepperdine.edu](mailto:jeff.hamilton@pepperdine.edu).

Students must write the original appeal letter, but may include additional supporting letters or documents from any necessary party. In the following instances a supporting letter is **required**:

1. If the student is claiming medical difficulties, a letter from a doctor must be included.
2. If the student is claiming financial difficulties, a letter from a parent or party responsible for assisting in educational costs must be included.

Please note that appeals take anywhere between 4-6 weeks to be processed and that International Program charges are immediately applied to student accounts.

Appeals will be reviewed by, but are not limited to, the Dean of International Program, the Dean of Admissions, the Associate Vice President and University Registrar, the Associate Dean of Seaver College, and the Dean of Student Affairs.

For a list of requested support documentation for appealable fees, please contact the International Programs office to request a Withdrawal/Ineligibility Appeal Form.

## Schedule of Cancellation Fees

Please see the schedule of cancellation fees listed on your program contract



## ACADEMIC EXPECTATIONS AND 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 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 here are compatible with your degree requirements and your intended deadline for graduation.

### 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, 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 procedures outlined under "Disciplinary Procedures" in the orientation material.

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.

This Code of Academic Integrity will enrich the educational process at Seaver College and encourage the development of a "Seaver spirit." This will lead to a pervasive sense of pride for and loyalty to Seaver's high standards of academic ethics, personal honesty, and spiritual values that imbue Seaver College as part of a Christian university.

The code emphasizes the dignity and development of each individual. The code maintains free competition and independent intellectual effort, not tolerating dishonesty, cheating, or plagiarism in any form. If intentional acts of dishonorable conduct occur, the code outlines infractions and clear-cut procedures as well as sanctions to censure such activity.

But, to be effective, the code must be maintained by the community. This requires a genuine sense of maturity, responsibility, and sensitivity on the part of every member. In particular, 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 IP Orientations on the Malibu campus and overseas at the beginning of each semester. It is mandatory that students attend **ALL** sessions of the Orientation. Failure to attend all sessions of an IP Orientation could result in the student becoming ineligible to participate in a program and thus, subject to cancellation fees. Students may apply for a waiver in the Malibu office if there is a conflicting Pepperdine class, athletic, or prior medical engagement. All waivers must be accompanied by a signed letter two weeks prior to the event and will be reviewed by the Director. Those exempted from attendance will be required to complete a follow-up 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, but individual class periods are longer to ensure the same amount of instruction time. This means that each class period is more concentrated and contains more material than Malibu classes. 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 meet four days a week (Monday - Thursday) and Buenos Aires and Shanghai meet 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.

## **Year 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 the appropriate cancellation fee.

Students must enroll in a minimum of 12 units and maximum of 18 units during 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 the course information sheet or 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, one week, intensive language training in all programs except London and Washington DC. 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 notify 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. A total of 14 convocations are due in order to receive an 'A' grade. Convocation options will be discussed in the program by the 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. Each program has a limited number of used books for sale on a first come, first serve basis. Students attending the London program may purchase select books in London at a local bookstore since they print in English. 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 half of a letter grade. Each successive absence will in turn lower the grade by an additional one half of a letter grade. Absences immediately before or after weekends or holidays, or due to travel during the week are considered double absence. The final grade of the class will be lowered by "one step" (i.e., from an A- to a B+) for every absence in a class over the allowed number. 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 inform their Program Director if they plan to return to their home culture during any portion of the semester. 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 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 Trip**

Students are required to participate in all mandatory educational outings and field trips. Students are to arrive on time and are to make a significant contribution to the group experience. Missing a scheduled educational event or indulging in inappropriate behavior will incur a cut in every class the student is taking; thus, the Educational Field Trip is considered as much a part of the curriculum as are classes and other educational outings. Inappropriate behavior during guided tours will count as class absences. 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 for 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 student 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 or Dean of International Programs.

## **Add/Drop/Withdrawal Policy**

Students may add/drop courses while the designated period is still open. 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. On the last day of the add/drop period, all students are required to sign a printout of the classes they are registered for to avoid unexpected misunderstandings.

## 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 of the programs.

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. Studying and living abroad offers Pepperdine students more opportunities for educational and personal growth than they are likely to experience at any other time in their college careers. Make the most of it!

## Laptops and Computer Labs

It is HIGHLY RECOMMENDED that all students bring a laptop to their International Program. 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 should be equipped with virus protective software, and a virus scan should be completed prior to departure. It is VERY important that computers are cleaned before arriving at your International Program.

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.

The Pepperdine facility has limited desktop computers available for student use. Students are encouraged to bring thumb drives. Although access to the Internet is available, traffic across the Atlantic is very busy and, at times, slow. This condition does not result from any problem with the equipment at Pepperdine but from the fact that more people are trying to use the Internet than it can service.

## **WaveNet**

Students overseas have access to WaveNet through the Internet. 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.

 **AIRLINE FLIGHT INFORMATION**

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 round transportation arrangements to/from LAX. Do NOT proceed independently through security before your group arrival time, IP staff will have important documents that YOU WILL NEED in your program. Students will receive their group flight ticket at the airport immediately prior to check-in. A student will be notified well in advance of the dates and times of departing and returning flights.

## Flight Exemptions

Students are REQUIRED to go on the group flight. However, 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 Flight Coordinator.

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-5pm 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 departure.
- 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 \$1040 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 the student does not abide by these conditions, he/she will forfeit any flight discounts.

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 Students Participating for the Full Academic Year

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 discount of \$1040 for international locations, or \$500 for Washington DC, will be applied to the student's account on the first day of the spring term for the cost of the round-trip group airfare (The cost of round-trip ticket is covered in 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 \$1040 less in *both* the fall semester (flight exempt discount) *and* the spring semester (academic year discount). 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 any travel arrangements 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 discuss his/her flight options with International Programs staff.

## Flight Changes and Non-Group Flight Returns

In certain programs, a student may request to return to the U.S. on a different date than the returning group flight. All changes must be made through Corniche Travel by contacting (310) 506-4562 or [pepperdinetravel@corniche.com](mailto:pepperdinetravel@corniche.com).

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. 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.

All flight changes are subject to an airline-imposed fee (usually between \$250-\$300), 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 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 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 Residential Halls or Apartments at Seaver College. All Pepperdine students must comply with the University's Guest Policy stated in the Undergraduate Handbook as follows:

Rooms are to be occupied by only the students for whom they are reserved, except in the case of guests. Guests must abide by all University regulations, receive approval from their hosts, and register through the RA. Out of respect for their room/apartment mates, residents are to host guests on a limited basis: Guests may not occupy or use residential facilities for more than two consecutive nights, and no more than six nights per semester.

## **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 able to rent an additional apartment or residence in their host city. Students who do not return every night during the school week to the Pepperdine Facility (or homestay in Buenos Aires) will be subject to discipline, up to and including dismissal from the International Program. Dismissal from the program constitutes a broken contract, with penalty fees applicable.

Students are responsible for communicating with the Malibu Housing Office to secure their room and board once they return to Malibu.

## Visitation Policy

Visitation of members of the opposite sex in the bedrooms or hotel rooms is allowed between the hours of 10 am- 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 approval from the program director. 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

In Heidelberg, Florence, Lausanne, and Shanghai, family members and friends are not allowed to stay in the residence overnight. 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 - restrictions will apply, please review the DC Program Manual. Please note that there will be a nominal fee for the rooms. Contact the Program Director(s) for more information.

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 via fax 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. This is one of the responsibilities of the 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 will receive sanctions and may be fined. 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 semester 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 the group meals.

All students who are requesting special dietary accommodations on the basis of a medical diagnosis must register with the Disability Services Office in Malibu before they depart for the overseas program. International Programs will make reasonable efforts to assist in accommodating a student's special dietary requirements. 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. Vegetarians must register with the overseas Director prior to attending the program.

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 Government and Activity Fee

During the fall and spring term, each program will receive \$55.13 per student for activities throughout the semester. SGA representatives who are voted in each year (1 male and 1 female) will work with the Director and Program Staff to determine allocation of funds for programming and/or service in the community. This fund may not be used for T-shirt, sweatshirts, and other apparel.

### T-Shirts/Sweatshirts

Students may choose to take initiative to create a t-shirt or sweatshirt to represent their program for the year. International Programs will contribute \$10 per student for a group item. If items are to be distributed back in Malibu, the IP Office will keep them for pick up for up to one week. All items must be paid in full before departing the international program.

## TRAVEL REGULATIONS

### Passports

A student must have a passport 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. A student must submit a copy of his/her passport to the International Programs Office on the date outlined in the checklist in the student's acceptance packet in order to attend an International Program.

Application forms 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).

The passport offices or agencies closest to Pepperdine are:

***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 Passport (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 Fees (Subject to change)**

- 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: \$9.99 for 2 photos

***Postal Annex***

30765 Pacific Coast Highway, Malibu

Phone: (310) 589-4800

Approximate Cost: \$17.86 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.

The International Programs Office will provide one mandatory visa workshop for each program (if applicable) and will 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 here in Los Angeles.

All non-U.S. 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.

### 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.

## Educational Field Trip

The Educational Field Trip 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.

## 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 [pepperdinetravel@corniche.com](mailto:pepperdinetravel@corniche.com).

## Travel Log

All students are required to sign out in the Travel Log before leaving the residential facility to travel. Students must log in by clicking on the "Travel Log" tab at our website: <http://community.pepperdine.edu/seaver/internationalprograms/>. Once there, a student must describe their expected travel itinerary as accurately as possible. 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.

## 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. Visiting students are bound by the rules and regulations of the host program. Students on Summer Feature 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, and individual Program Directors will provide students with specific instructions on when and how to request staying in another facility. 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. 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. 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:

[http://travel.state.gov/travel/cis\\_pa\\_tw/cis\\_pa\\_tw\\_1168.html](http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html).

- Avoid traveling 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.

If charged by the local police with a law violation, insist on a translator unless you are a native speaker of the local language. You might inadvertently say something you will later regret. Many countries' laws are far more rigorous than the U.S. on such matters as drug possession and driving while intoxicated. Don't take any chances!

## Travel Policy

In the interest of preserving their safety and security, students in the International Programs are not permitted to travel to locations for which the U.S. Department of State has issued Travel Warnings. The current list of Travel Warnings may be viewed at [http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html). Students are also not permitted to travel to locations which Pepperdine University, based on information received from private security sources, 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. Students who travel to proscribed locations will receive sanctions, which can include dismissal from an International Program. Students are not permitted to travel if they do not have immediate access to their passport booklet (as opposed to a passport card)

## Avian Flu

Media reports of Avian Flu, commonly known as "bird flu," have been noticed more often in the last ten years. To date, the cases of Avian Flu in humans are cases where the infected subjects were in close proximity to and/or physically handling live birds for multiple hours per day.

We highly recommend that you follow the following guidelines:

- Avoid all species of birds in open areas, ponds and markets.
- Avoid travel to remote villages. But if you do, avoid the birds.
- Do not wear sandals or go barefoot in markets or villages.
- Wash your hands multiple times per day.

## **STORED VALUE CARD**

A Stored Value Card (SVC) will either be issued to you in your flight departure packet at the airport or upon your arrival in the program. This card is to be used for meals outside of the house.

Academic year students will keep the same SVC throughout the entire year and will be responsible for the safekeeping of the card over Christmas break, though it will not be reloaded with money until the spring semester begins. If you are in two different programs for fall and spring, you will be issued a new SVC card in the spring.

If your SVC is lost or stolen, please contact Rinn Dow in the Malibu IP office immediately via phone or email to report your card's status to Bank of America and order a replacement card. If a replacement card is requested, there are two shipping options available:

**Option #1:** express shipping 2-3 day from BofA to Malibu then express shipping 2-3 day from Malibu to your program = \$75 fee withdrawn from account balance

**Option #2:** standard mail 7-10 day from BofA to Malibu then mailed in bimonthly mailings to program offices overseas (timing depends on when last mailing went out) = \$15 replacement card fee withdrawn from account balance (no shipping fees)

It is not possible to charge the fees to a student's Pepperdine account. These fees will be deducted from the balance on the card. SVCs should be treated as credit cards. Please do your best not to lose the card to avoid these fees and the inconvenience of being without funds for meals for a couple of weeks.

Typically SVCs will be loaded once per month with funds for meals and a small stipend to compensate for the international ATM fees incurred when withdrawing money overseas.

Students will have at least two weeks upon returning to the U.S. from his/her program to withdraw or use any remaining funds on the SVC. Any money left on the cards after this time will be forfeited and the card will be cancelled.



## STUDENT EMPLOYMENT

Students are eligible to work abroad as student employees in Pepperdine-owned facilities. Any student who plans to work must obtain an I-9 card or renew the card in their program location after being offered a position. This document is available only from the Student Employment Office, and your program staff will work with you to secure this card. Without a processed I-9 card, students are not allowed to work in the house. Students are responsible to make sure that they have direct deposit set up with Malibu student employment before they leave; otherwise a check will be mailed to his/her campus mailbox.

Any student enrolled in an international program is eligible to earn student employment hours, however, the hours are limited and are on a first-come, first-served basis. Please check with the Director of the program regarding the limited student employment opportunities upon arrival.

Students are not allowed to do paid work outside their program. Approved internships and/or student work within the program are permissible.

### Internships

Limited internships will be available to students during the summer term in Shanghai, Buenos Aires, Lausanne, London, and Washington DC, and during the academic year in Washington DC. Intern students attend class and/or their internship Monday thru Friday.



## COMMUNICATIONS

### Telephones

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

AT&T offers a service called AT&T International AnyWhere II Plan. There is no monthly plan fee if you spend just \$9.95 per month on International calls made from your home phone or your AnyWhere calling card. This plan offers convenience, mobility, and great low international rates to over 220 countries. And the AT&T International AnyWhere II Plan comes with a unique calling card that you can share with your family and friends so they can call you for the same rate you pay to call them. All the calls placed are included on one bill. For more information on this service, call 1-800-235-0900 or visit the website: <http://www.consumer.att.com/global/english/index.html>. Sprint, MCI, and other long-distance carriers offer similar 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 Telephones**

Many students rent or purchase cellular telephones while overseas - the Director of each international program will have the most recent information on local companies and the services that they provide. Purchasing or renting a cell phone while abroad is usually cheaper than bringing a cell phone from the U.S., especially since most plans and/or phones do not work internationally and it is very expensive to use your local U.S. telephone number. If you do bring your phone, 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.

## **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 or Google-talk 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.

Argentina:	5 hours ahead of Pacific Standard Time
United Kingdom:	8 hours ahead of Pacific Standard Time
Germany:	9 hours ahead of Pacific Standard Time
Italy:	9 hours ahead of Pacific Standard Time
Switzerland:	9 hours ahead of Pacific Standard Time
Shanghai:	16 hours ahead of Pacific Standard Time

# 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.

- 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. It is best not to list medication in the content of a package, as it will not make it through customs. In the past, students have paid sizable duties and custom charges on packages mailed from home if the sender puts a large value on the items being shipped. 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.



## ADJUSTING TO LIVING IN A NEW CULTURE

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, 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!



## 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.



## IP POLICY ON ALCOHOL AND DRUGS

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.

The following regulations apply to all International Programs in both the academic year and the summer:

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 (group meals, farewell banquets, group transportation), regardless of the student's age.
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. Any student who exhibits disruptive behavior while under the influence of alcohol or narcotics, wherever those substances were ingested, at a minimum will be placed on University probation for either the remainder of the semester or the rest of the academic year. Drunkenness is defined as offensive, disruptive, destructive, hazardous, and/or vulgar conduct during or following the consumption of alcoholic beverages.
4. 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 (1-4) relating to alcohol, the student will be placed on University Probation and must complete an alcohol education program.

On the second violation of any of the above regulations (1-4), or on the first violation relating to drugs or narcotics, the student will be dismissed from the program.



## **VIOLATIONS THAT WARRANT PROGRAM DISMISSAL**

If the Committee determines that a student has violated any of the following, the only possible sanction is dismissal from the program:

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



# DISCIPLINARY PROCEDURES

The judicial 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.

Sanctions take into account the intent of the accused, the effect of the conduct on the victim and/or community, the student's disciplinary history, whether sanctions such as education and community service are likely to change the student's conduct, and the student's needs and prospects for improvement.

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

1. The Program Director or RA will conduct a fact-finding investigation to determine whether there is probable cause to believe that a violation of an International Programs rule, regulation, policy or procedure has occurred.
2. The Program Director or RA will write-up an Incident Report that simply states the facts of an incident (when, what, where, who). The decision whether to write an Incident Report should be made **on the basis of whether it is more likely than not that a violation was committed**. If the evidence does not rise to that level, then the Director should file away a written note and do nothing further or file away a written note and talk to the student about his/her concerns.
3. The Program Director then determines whether the violation warrants an Administrative Hearing or a Committee Hearing. When a violation is of sufficient gravity that it could result in a student's dismissal from the program or the loss of an important position (i.e. International Program RA), the hearing should be conducted by the Committee. In addition, if a student is accused of a "non-dismissal" type violation, where the circumstances of the case are unclear, the Program Director can decide to call the Committee to hear the case.
  - a. Administrative Hearings involve the Program Director and the student.
  - b. Committee Hearings involve the student and a Committee that may consist of the following individuals:
    - i. Program Director, Chair (only votes in case of a tie)

- ii. Visiting Seaver faculty member
  - iii. Full-time local Pepperdine University faculty (if there are any)
  - iv. Two student government representatives (one male, one female), elected at the beginning of the term
  - v. Others as deemed appropriate by the Program Director
  - vi. Summer Special programs that may have the Director and the Faculty member as the same person should choose two students to be included on the Committee. The Faculty/Director should make all reasonable attempts to contact the Malibu IP Director or the IP Dean to assist in this decision.
  - vii. Committee members should be free of bias, and if they cannot be, they are encouraged to recuse themselves from this committee
4. As soon as possible, the Program Director must complete either an Administrative Notification letter or Committee Notification letter (whichever is appropriate) and give it to the student. These letters provide information about the violation and charge against the student, the date and time of the hearing, instructions to provide the Director with a written response to the charges which includes a statement from the student acknowledging that he/she is aware that the decision cannot be appealed (if an Administrative Hearing is held).
- a. The date and time of the hearings (either Administrative or Committee hearings) should be set by the Director 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.
  - b. During the period between the discovery of an alleged violation and the judgment, the Director may seek advice on appropriate sanctions or information about a student's record from the Dean of Students or the IP Dean, but seeking and receiving such advice and information is insufficient cause to delay the hearing or a decision.
  - c. If the violation occurs at the end of the semester (not allowing enough time for either an Administrative or Committee hearing) and the student plans to return to Malibu the following semester, the Notification should be sent to Judicial Affairs in Malibu and they will conduct the hearing.
  - d. Violations that involve students from more than one international program location may be sent to Judicial Affairs in Malibu at the discretion and approval of the two (or more) international program directors.
  - e. If the violation occurs at the end of the semester (not allowing enough time for either an Administrative or Committee hearing) and the student plans to return to the program or go to another program, the Notification letter should specify that the hearing will be conducted by a conference call during the break.

- f. If a “dismissal type” violation occurs right before an Educational Field Trip (not allowing enough time for a Committee hearing) the hearing should be conducted immediately. If the student is found guilty and dismissed, the student cannot participate in the Educational Field Trip. If the student decides to appeal the decision, he/she is still not allowed to participate in the Educational Field Trip and must remain behind until the Dean of International Programs decides on the appeal. The student will not be allowed to stay in the Pepperdine facility during this time (BA students must leave their homestay during this time). He/She must secure lodging outside the facility at his/her expense.
5. Once an Administrative Hearing has been conducted, the Director must complete the Administrative Decision letter. The letter states clearly whether the student is innocent or guilty of the charges and what sanctions are imposed.
    - a. Sanctions imposed at the discretion of the Director may include the following:
      - i. Verbal reprimand or letter of concern
      - ii. Mandatory community service
      - iii. Replacement cost for damaged property
      - iv. Letter of warning
      - v. Individual or group curfew
      - vi. University Probation (University Probation indicates that the student’s relationship with Seaver College is tenuous.)
    - b. Students found in violation of any of the seven policies outlined under Violations that Warrant Program Dismissal (Student Handbook) **must** receive University Probation.
    - c. Judicial decisions are made **on the basis of whether it is more likely than not that a student violated the Code of Conduct or a University Policy.**
    - d. The length of University Probation is determined by the Director. The Director can put a student on University Probation for one semester or for the entire academic year (even if the student is planning to return to the Malibu campus or go to another program the next semester).
    - e. Alcohol violations require the student to complete an alcohol education program. The student is responsible for paying the fee for this program and it must be completed within two months from the time the student receives the Administrative Decision letter.
    - f. Administrative Hearing decisions are not appealable. The decision of the Program Director is final.



- b. If an RA or similar student leader, is found guilty of a charge and is put on probation, he/she must be removed from his/her position.
  - c. Dismissal from an International Program does not constitute dismissal from the University; however, the student is ineligible to enroll in Seaver College during the term in which he/she has been dismissed from the International Program.
  - d. A student who has been dismissed 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 dismissed.
  - e. Any student who has been dismissed from an International Program is not entitled to any financial refund or academic credit, regardless of the date on which the dismissal occurred. In some instances, a student who has been dismissed 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.
  - f. International Programs reports program dismissals to the Dean of Students, who will then determine if any additional penalty will apply. Furthermore, the dismissed student may be required to meet with the Dean of Students, or the Dean's designated representative, before re-enrolling on the Malibu campus. The dismissed student may be required to complete additional evaluations or educational tasks prior to readmission to the University.
  - g. As soon as possible, the Program Director completes the Committee Decision letter and gives it to the student.
  - h. The Program Director sends a copy of the Incident Report, the Committee Notification letter, the student's written response and the Committee Decision letter to the following individuals:
    - Dean of International Programs
    - Dean of Students
    - Assistant Dean of Students, Judicial Affairs
    - IP Director of Student Affairs
8. Administrative decisions cannot be appealed but all Committee decisions are appealable.
- a. The Program Director must inform the student that the decision of the Committee can be appealed to the Dean of International Programs in Malibu.

- b. All appeals must be in writing. The student must send a letter to the Dean of International Programs within 24 hours of being notified of the Committee's decision. The letter should be sent via email or fax.
- c. Sending an appeal "stops the clock" on the dismissal or probation and the "clock" shall not be restarted until a response has been received.
- d. If the student is dismissed 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 dismissal decision may continue to reside in the Pepperdine facility until the appeal has been adjudicated.
- e. After receiving an appeal, the Dean may contact the student and others to ask questions, gather information, and to attempt to resolve any matters that are not clearly indicated in the appeal letter. However, this contact is at the Dean's initiative and a student who appeals does not automatically have an opportunity to discuss the appeal by telephone or in person with the Dean.
- f. The Dean's decision may be given to the student by telephone or in writing, transmitted by either email or fax. The Dean shall not unreasonably delay ruling on an appeal, but there is no set deadline for the adjudication of an appeal.
- g. The Dean of International Programs' decision on an appeal is final.
- h. 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 shall 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 will be asked to leave the country.
- i. Note: The student's absence from a Pepperdine facility after the final judgment on an appeal has been received does not extend either the deadline for filing an appeal or the deadline for the student vacating the facility.
- j. Prior to a student's leaving a Pepperdine facility upon dismissal, the Director shall 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.

If necessary, at the discretion of the program director, a student may be temporarily relocated from the program facility housing, classes, community, or homestay, and placed in appropriate accommodations. This process is called an interim suspension.



## INTERNATIONAL HEALTH INSURANCE

International Programs requires that all students participating in a program maintain their U.S.-based standard coverage when they go overseas. In addition, Pepperdine has secured a global accident and sickness plan on behalf of all International Program participants. While this policy does not replace regular U.S.-based healthcare plans, it will help ensure that our Seaver students can access the health services and travel assistance they need in the event that they suffer a medical emergency while abroad. The cost of this coverage has been paid by Pepperdine University, and is thus free of charge to students.

Students must maintain their domestic health insurance policy, as this coverage does not and cannot replace a student's primary policy. 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 August.

Any questions regarding this policy should be directed to the International Programs office

In addition, certain programs may require the purchase of a local policy 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.



## STUDENT CRISIS SITUATIONS/MEDICAL ISSUES

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.



## 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 which 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 required 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 prior to leaving for the program and with the Program Director during the program.



## DISABILITY SERVICES

International Programs does not discriminate against students with learning disabilities or other disabilities (including chronic medical conditions or mental health disorders) that may affect your educational experience. If you currently receive accommodations through the Disability Services Office you are advised to consult with the Director of the Disability Services Office to create reasonable and appropriate accommodations overseas. Any requests to receive special accommodations for room and/or board overseas will need to be routed through the Pepperdine Disability Services Office, the website is <http://www.pepperdine.edu/disabilityservices/>. A student with a mental health diagnosis who is concerned about the effect of studying abroad on their academics should contact the DSO office as well as their Program Director.