



Voyager’s Handbook Addendum for Lifelong Learners

The policies and procedures included in this addendum are intended to supplement the policies and procedures found in the main section of the Voyager’s Handbook.

Table of Contents

| | |
|---|-----------|
| Academic Participation | 2 |
| Global Studies— The Program’s Core Course | 2 |
| In-Country Travel | 2 |
| Expectations of Lifelong Learners Related to In-Country Travel: | 2 |
| Semester at Sea Field Programs & Field Classes | 3 |
| Expectations of Parents/Caregivers | 3 |
| Ship Safety | 4 |
| In-Country Travel with Minors | 4 |
| Child Care | 4 |
| Lifelong Learner Alcohol Use Policies and Expectations | 5 |
| The Chappy Bar (Adult Lounge) | 5 |
| Possession and Consumption of Alcohol on the Ship | 5 |
| Additional Lifelong Learner Privileges | 6 |
| No Preferential Treatment | 6 |
| Process for Policy Violations | 7 |
| Review | 7 |
| Notification of Alleged Violation and Meeting | 7 |
| Administrative Meeting | 7 |
| Decisions | 8 |
| Sanctions | 8 |
| Disciplinary Standings | 9 |
| Discretionary Outcomes | 9 |
| Review | 10 |
| Departing the Voyage Early | 11 |
| Medical Withdrawal | 11 |

Academic Participation

Lifelong Learners may attend academic classes, free of charge, on a space-available basis with permission of the faculty member and informal registration through the Semester at Sea Academic Affairs office. Lifelong Learners are not officially registered for the class, have no academic attendance record, and do not earn academic credit. However, Lifelong Learners are expected to regularly attend the class(es) they selected and complete the assigned readings. Lifelong Learners are not expected to take exams or quizzes or to complete papers or projects. Lifelong Learners who are sailing the full voyage may elect to attend one associated field class per voyage, provided space is available. Lifelong Learner involvement in academic courses is ultimately up to the discretion of the Academic Dean, the voyage faculty, and the Semester at Sea Academic Affairs office.

Global Studies— The Program’s Core Course

Global Studies is the core course for Semester at Sea voyages and provides an integrated, interdisciplinary introduction to each of the countries visited on a given itinerary. The course examines the traditional and changing systems and values of a country and its cultures while providing the fundamental knowledge necessary to prepare students for field activities in the host country.

Global Studies is designed to help voyagers deepen their understanding of specific issues of contemporary life and culture. Required of all students, this common course is also designed to take maximum advantage of the opportunity for students to think critically about their own societies and global change. Specifically designed post-port sessions examine patterns of cultural interaction and communication to promote intercultural competency and self-awareness.

All members of the shipboard community are strongly encouraged to attend the Global Studies course.

In-Country Travel

Expectations of Lifelong Learners Related to In-Country Travel:

- ISE does not prohibit independent travel with students. However, it is expected that Lifelong Learners are mindful of and exercise precautions over travel and activities that can be considered risky or potentially violate SAS/ISE policy. This includes hosting students in port for events or extended periods of time at hotels or rentals and drinking alcohol in port.
- Model responsible behavior, especially around SAS students and especially with regard to alcohol consumption.
- Do not endorse or promote organized third-party travel experiences to students.
- Advise students on how to plan their travel with extreme caution.
- Be aware that ISE-provided insurance does not cover Medical Expense Benefits for mountaineering, hang gliding, parachuting/skydiving, parasailing, bungee jumping, or racing by horse or motor vehicle/motorcycle. (These are prohibited activities for students.) ISE strongly advises against participation in these activities.
- ISE policy prohibits students from operating motor vehicles. Unlike students, Lifelong

Learners may operate motor vehicles. Under no circumstances may they transport students in a rented vehicle (unless it is their college student child.).

- ISE policy prohibits students from traveling outside of the country of arrival in all ports of call and requires participation in a SAS Field Program or Field Class to be able to disembark the ship in the one-day refueling ports of call (Trinidad and Tobago, Hawaii, and Mauritius.) Lifelong Learners may seek approval to leave the country of arrival (not guaranteed) and Lifelong Learners are permitted to travel on their own in the one-day refueling stops.
- You are required to do your pre-travel research on necessary visas, COVID-19 testing requirements, and port country exit or entry rules.
- If making a request to leave the port country or skip a sail ahead of the voyage, the request should be made to the Director of Lifelong Learning who can consult with the Vice President for Risk Management and Operations on feasibility. If making the request after embarkation, Lifelong Learners should seek approval from the Chief Purser and Executive Dean.
- Lifelong Learners are expected to be discreet with these privileges.

Semester at Sea Field Programs & Field Classes

Semester at Sea works with in-country partners to organize Field Classes and Field Programs. Field Classes are the in-country learning experiences embedded in the academic courses. Field Classes are required for students and optional for Lifelong Learners who are sailing the full voyage and fully committed to a course. Field Programs are the optional, fee-based in-country experiences. Lifelong Learners (LLLs) are invited and encouraged to register for SAS Field Programs. If choosing to do so, please keep in mind the following:

- Field Program itineraries (content and pacing) are designed with undergraduate students as the primary audience. This is not always a good fit for every Lifelong Learner due to age or physical ability.
- There is a strict no-alcohol policy for all voyagers (including LLLs) on single-day Field Programs. On overnight programs, participants can drink responsibly in the evening free time only.
- On overnight programs, LLLs can choose to pay extra to request a single room. However, the single room is not guaranteed until the roster is finalized (usually around 60 days before arrival in port).
- Lifelong Learners register for Field Programs via the online portal following the same process as students. Registration instructions and other essential documents, such as cancellation policies and registration deadlines, can also be found on the portal and apply to all voyagers.
- All registration and cancellation policies apply to Lifelong Learners.
- Children ages 5-12 are eligible for child pricing (50%). (Eligibility is determined by age on embarkation day.) Contact the Field Office to discuss.

Expectations of Parents/Caregivers

The responsibility for dependent children/teenagers rests with their parents/caregivers. It is important to remember that the Semester at Sea program is designed for undergraduate college students. Many of the Field Programs, ship activities, and programs on the cabin televisions are not appropriate for children. It is the parent's

responsibility to determine what content is appropriate for their children.

Parents and caregivers are expected to adhere to the following:

- Minors (a person under the age of 18 who is not emancipated) must be accompanied by a parent or caregiver at all times. Dependent children should not accompany their faculty/staff parents to class or to their office.
- Minors may not be in student voyagers' cabins without express written permission of a parent or caregiver.
- Minors should never be left alone on the ship without a parent or a designated caregiver while the ship is in port.
- School-aged minors must participate in the Dependent Children & Teenagers Program. Although dependent children/teenager programming is provided, a caregiver must still be present at all times.

Ship Safety

- There is no running on the ship except in the sports court or on a treadmill in the fitness center (when accompanied by a parent or caregiver).
- Shoes must be worn at all times outside of the cabin. Closed toed shoes are strongly recommended.
- Minors may not use any of the fitness equipment, pool or fitness spaces without direct parent or caregiver supervision.
- All minors should stay clear of the ship's railings and may not touch any of the life-saving equipment at any time.
- No participant, including minors, can be in the restricted crew areas.
- Parents/Caregivers are responsible for ensuring minors participate in all ship safety drills and procedures, including but not limited to lifeboat drills.

In-Country Travel with Minors

- Minors must be accompanied by a parent or caregiver at all times while traveling in port.
- Minors may not participate in a Field Program without their parent or caregiver.
 - Field Program itineraries (content and pacing) are designed with undergraduate students as the primary audience. This is not always a good fit for everyone. Young children may not be permitted on some activities, and the SAS website may not indicate each restriction.
- Minors are not eligible to attend any field classes.
- Minors are to sit with their parent or caregiver while traveling on any mode of transportation on a Field Program.

Child Care

- Parents/Caregivers may work with other participants to arrange for limited child care (no more than 1 – 2 hours a day).
- Regardless of a child's age, it should never be assumed that other parents/caregivers or the "community at large" will automatically look after the child in the parents' or caregiver's absence. The Semester at Sea experience does indeed inspire the feeling of community, but the shipboard community cannot serve as a substitute for consistent and responsible parenting.

Lifelong Learner Alcohol Use Policies and Expectations

In addition to the policies and procedures outlined in the main section of the Voyager's Handbook, the following alcohol consumption policies and privileges apply to Lifelong Learners. (Lifelong Learners are held accountable to the same policies as students on in-country Field Programs and subject to the same "Responding to Intoxicated Participants" procedures.) These privileges are provided with the assumption that they will be responsibly honored and not abused. Semester at Sea reserves the right to alter or revoke these privileges if violated or abused.

Lifelong Learners should never, on or off the ship, share alcohol with or provide alcohol to students.

The Chappy Bar (Adult Lounge)

- The lounge is to remain a quiet reading environment from 0600 to 1700.
- After 1700, the lounge serves as a social location (alcoholic and other beverages are served during posted hours).
- Students may not be present in the lounge (except for scheduled "Sea socials").
- Dependent children of Faculty members or Lifelong Learners are never permitted in the Chappy.
- Because the lounge serves the needs of many, no meetings should be scheduled in the Chappy.
- Alcoholic beverages must remain in the lounge; no personal alcohol should be brought into the Chappy Lounge.
- Lifelong Learners do not have ascribed drink limits (during student beverage service nor in the Chappy Lounge), but they must drink responsibly.

Possession and Consumption of Alcohol on the Ship

- Alcohol intended for private consumption in one's cabin may not be transported about the ship and may not be taken to beverage service areas (e.g. Chappy Bar, Main Dining)
- Alcohol intended for private consumption in one's cabin may not be provided to students
- Alcohol for private consumption within one's cabin may be obtained as follows:
 1. Order from the Food & Beverage manager (delivered directly to cabin)
 2. Purchase alcohol in port and bring it back to the ship. Lifelong Learners of legal drinking age may discreetly bring onboard two, 1-liter bottles of alcohol per port.
 - Alcohol must be in original sealed containers and declared and logged with gangway security when boarding as required by maritime law.
 - The alcohol must be brought back to the ship before noon on the last day in port. *(Alcohol brought after this time may be confiscated by ship security as it slows the boarding process for all participants and creates a significant challenge for ship's security.)*

Additional Lifelong Learner Privileges

- Lifelong Learners, along with faculty and staff, get preferential use of the gym at a predesignated morning hour. Students may not use the gym at that time.
- Lifelong Learners receive daily full housekeeping service care of their cabin steward.
- Lifelong Learners may submit laundry to their cabin stewards at any time, with turnaround times usually 1-2 days later at sea (in port, laundry services are not available).
- Students are required to surrender more than a one-month supply of prescription medication to the ship's clinic. Lifelong Learners are not subject to this requirement.

No Preferential Treatment

Other than those exceptions listed above, Lifelong Learners are held accountable to the same rules and expectations of students. A few key reminders:

- On-ship time. All members of the shipboard community are expected to be onboard (including with passport returned) before on-ship time. Those in violation will receive dock-time in the next port.
- Cutting lines. All members of the shipboard community are expected to respect the first-come, first-served of queues, no matter the reason for the queue (including disembarking and embarking the ship).
- Dining hall protocol. All members of the shipboard community are expected to uphold the rules and procedures for dining, including food conservation, not taking food, flatware from the dining hall; and not reserving tables.
- Cabins. Do not flush anything down the head except waste and toilet paper; those with French balcony doors need to keep them closed while moving at sea to preserve air conditioning and whenever requested by the crew; do not prop cabin doors open.
- Public Areas. No feet on furniture; do not sit on tables; do not use tape on wall surfaces for any reason; shoes must be worn at all times (preferably shoes that cover toes for safety); running on the ship is not allowed; and quiet hours must be observed between 2300-0800.
- Gangway searches. Lifelong Learners are subject to bag and body searches by ship's security.
- Prohibited items. Note carefully the prohibited item list. All members of the shipboard community are expected to comply with not bringing aboard these items (exception is alcohol, as noted earlier).
 - With questions, check with the ship's security before attempting to bring it onboard.

Process for Policy Violations

Review

Upon receipt of a report or complaint involving a Lifelong Learner, the Executive Dean or designee may decide if the incident warrants an administrative meeting to review potential policy violations. Prior to scheduling an administrative meeting with the participant, the Executive Dean or designee may choose to conduct an investigation to gather additional information.

Notification of Alleged Violation and Meeting

The participant is notified of the alleged violation and the administrative meeting in writing, along with the date, time, and location of the administrative meeting (usually scheduled within one to three days after notification). If a prompt review is essential, the participant may be required to meet with less than 24 hours' notice. Notification may be initially given in these instances in person or by phone. The letter of notice may contain specific requirements or restrictions until the matter is resolved through the administrative process (e.g. no-contact order; restriction from specific shipboard locations; temporary cabin relocation; etc.).

In some cases, the Executive Dean or designee may offer a resolution option other than an administrative meeting (e.g., educational workshop, conflict coaching, mediation, restorative justice). If the participant chooses to participate in an alternative resolution process, and complies with all requirements of that process and its resolution, that incident will be considered resolved.

When offering a resolution outside of an administrative meeting, the Executive Dean or designee will consider the severity of the case, any previous violations of policy by the individual, and the outcomes available. The participant will receive in writing the resolution opportunity available to them. If the participant does not wish to participate in the alternative resolution opportunity, he or she may request an administrative meeting. Alternative resolution processes are binding and not subject to appeal. If the participant does not complete the alternative resolution process, they may face additional administrative action including dismissal.

Administrative Meeting

An administrative meeting is facilitated by the Executive Dean or designee. The purpose of the administrative meeting is to discuss alleged policy violations. As part of this process, participants will be asked to share their perspective of the alleged violations and discuss personal responsibility as well as community impact. Those charged with engaging in prohibited conduct will have the opportunity to be heard. The formal rules of process, procedure and evidence used by the justice system do not apply to this administrative process.

Standard of Proof: In order to find that a participant has engaged in prohibited conduct, the standard of proof required is a preponderance of the information contained in the record. The information must demonstrate that it is more likely than not that the violation occurred.

Support Persons/Advisors: The participant and any impacted party may bring a support person/advisor from the shipboard community to the administrative meeting. The support

person/advisor may not speak on the participant's behalf or participate directly in the meeting. The support person/advisor may not serve in a dual role as a witness in the hearing. In cases involving alleged violence (including domestic violence and dating violence), sexual misconduct, or stalking, a support person/advisor may not be a student except in extraordinary circumstances with advance approval.

Witnesses: The participant and any impacted party may bring or request relevant witnesses. A request for witnesses must be made at least one (1) day prior to a scheduled meeting. In the case of an expedited meeting where one-day notice is not possible, the request must be made as soon as possible prior to the meeting. Witnesses may be present only when they are giving information. Witnesses may not serve in the dual role as a support person. Only the Executive Dean or designee may ask questions; the participant or impacted party may suggest questions for each other or witnesses. The Executive Dean or designee has the discretion to ensure questions are relevant to the case.

Missed Administrative Meeting: If the participant misses the scheduled administrative meeting, the Executive Dean or designee may proceed in the participant's absence and will make a decision with the information available on record.

Accommodations: Semester at Sea is committed to providing necessary accommodations to ensure a fair and safe process for participants. Accommodations will take into consideration disabilities, personal safety and language differences. Accommodation requests should be made at least one day prior to the administrative meeting. In the case of an expedited meeting where one-day notice is not possible, the request should be made as soon as possible prior to the meeting.

Decisions

The Executive Dean or designee decides the finding of responsibility for each charge based on the preponderance of information standard—whether it is more likely than not that the respondent violated the Standards of Conduct. If found responsible for engaging in prohibited conduct as outlined in the Standards of Conduct, the Executive Dean or designee will determine appropriate outcomes based on the incident's severity, impact on others, and the participant's previous conduct record. The Executive Dean or designee has three (3) days from the date of the administrative meeting to provide a decision to the respondent(s). The number of days may be extended at the discretion of the Executive Dean or designee who will notify all parties of any delay. The outcome will include the findings, rationale, sanctions, and information on the appeals process. In cases involving an impacted party, they will also be notified of the Executive Dean or designee's decision. A copy of the decision may be shared with appropriate Semester at Sea administrators or offices.

Sanctions

The Executive Dean or designee considers the totality of information provided in determining the appropriate outcomes and sanctions following an administrative meeting. This includes the participant's prior behavior, demonstrated understanding of the impact of their behavior, and the role that alcohol or drugs played in an incident. The Executive Dean or designee may impose one or more of the following sanctions as appropriate for the participant's personal development and the well-being of the shipboard community. A participant could face additional disciplinary action for failure to comply with sanctions.

Disciplinary Standings

A hearing officer may apply a disciplinary standing as a sanction for violating the Standards of Conduct.

- No Action: No disciplinary action is taken.
- Warning or Written Reprimand: The participant is formally warned or reprimanded for minor infractions.
- Disciplinary Probation: Disciplinary probation is for a designated period of time during which a participant is expected to show appropriate changes in behavior. A violation of the Standards of Conduct while on disciplinary probation or any subsequent misconduct, may result in further disciplinary action, up to and including expulsion.
- Deferred Voyage Dismissal: Deferred Voyage Dismissal allows the participant a final opportunity to behave responsibly while remaining in the program under strict probationary status. Specific sanctions or restrictions may be imposed as part of this sanction. Any violation of the terms of this sanction, or subsequent misconduct, is grounds for dismissal from the program.
- Voyage Dismissal: The participant is permanently separated from the program. Participant receives no refund of the program fee and is responsible for remitting any outstanding balances to the program. The participant is ineligible for readmission to the program and is considered persona non grata at program alumni functions. The participant must disembark the vessel at a time and location determined by the Executive Dean and pay for all costs associated with returning home.

Discretionary Outcomes

The Executive Dean or designee may require the participant to complete or comply with discretionary sanctions. Discretionary sanctions include but are not limited to:

- Admissions
 - The program may revoke a participant's admission to the program for fraud, misrepresentation, or for other serious violations committed by the participant prior to embarkation.
- Alcohol and Other Drugs
 - Participants may be required to complete an assessment with the program Counseling Center.
- Conflict Resolution
 - Conflict coaching: Participants have the opportunity to talk about conflict and gain skills to handle conflict in a supportive and confidential environment.
 - Mediation: Mediation is a voluntary and confidential process where a neutral third-party facilitator helps two or more people in conflict have a constructive conversation about important issues. The mediator does not take sides, give advice, or tell parties what to do.
 - Restorative justice: A restorative justice conference brings together those who were impacted by an offense, including those who were harmed, those who were responsible for causing the harm, and impacted community

members. Through a facilitated dialogue, they discuss what happened and determine the best ways to repair harm and improve relationships.

- Impact Circles: Impact circles are a form of restorative justice that brings together small groups of participants, who have been found responsible for similar types of offenses with relevant community stakeholders. Through answering questions about their specific incidents and hearing others' stories and perspectives, students gain a better understanding of the impact of their behavior on the larger community.
- Dock Time
 - The participant is restricted to the vessel in port for a designated period of time while in-country. For tardiness incidents, the formula is one hour of dock time for each 15 minute increment.
- Educational Workshops
 - Participants may be required to participate in one or more of a variety of workshops designed to address specific knowledge or skill areas. These workshops are intended to help a participant learn more about themselves and our shared communities.
- Cabin Assignment Modifications
 - Cabin reassignment: A participant may be reassigned to another cabin for disrupting the shipboard community or to appropriately separate persons.
- Interpersonal Violence
 - A participant may be required to complete an evaluation and recommended treatment.
 - A participant may be issued a no contact directive. Prohibition of direct or indirect contact, including but not limited to: physical, verbal and/or written contact, including, but not limited to, social media interaction with another individual or group.
- Loss of Privileges
 - Denial of specific onboard privileges for a designated period of time.
- Restitution
 - Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.

Review

Any concerns regarding the final decision or sanctions assigned at the level of Deferred Dismissal or Dismissal from the Voyage must be submitted in writing and include the reason for the request to the Executive Dean (or designee) via email within two (2) business days from the date the written decision was issued. The Executive Dean (or designee) may review the concerns submitted and take action within three (3) business days. The Executive Dean (or designee) will determine if any of the following grounds for review are warranted:

- New evidence exists that was unavailable prior to the time a decision was made. Evidence provided after failing to participate in the investigation or to provide evidence during the investigation does not constitute new evidence;
- The outcome is unsupported by the evidence, based on the preponderance of the evidence standard;
- The written procedures outlined in the student conduct process were not followed, which impacted the outcome of the conduct process.

After reviewing the request, which may include a review of the record and/or meeting with

the parties involved and/or the hearing officer, the Executive Dean (or designee) shall take one of the following actions:

- Determine a review of the decision is not warranted
- Affirm the decision of the original hearing officer and notify the student or
- Return the case to the Dean of Student Life for additional review or to impose alternate sanctions.

Departing the Voyage Early

Medical Withdrawal

Medical withdrawal is the process by which a participant is administratively withdrawn for a medical condition that makes it unlikely that the participant will be able to successfully complete the voyage (or scheduled length of sail) and/or behavior that involves a serious concern of physical harm to the participant or other shipboard community members. This policy is designed to help participants return home to receive the appropriate treatment and to regain function in a structured and supervised environment that cannot be provided on the ship. The physician, in consultation with the counselors as applicable, will conduct an individualized assessment of the participant, following which the Executive Dean may require a participant to withdraw for medical reasons when the participant's behavior or condition poses a serious concern for health and safety, or an appropriate and necessary treatment is not available on the vessel. Before requiring medical withdrawal, the Executive Dean must determine that the participant cannot safely continue, with or without reasonable accommodation.

While the Semester at Sea-provided medical travel insurance may reimburse some of the medical and/or travel expenses, Lifelong Learners are encouraged to research additional personal trip interruption insurance coverage to protect their ISE *program fee* investment.