

# Voyager’s Handbook Addendum for Students

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.

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# Academic Program Policies and Procedures

## Academic Integrity and Misconduct

The foundation of a university is truth and knowledge, each of which relies, in a fundamental manner, upon academic integrity and is diminished significantly by academic misconduct. Academic integrity is conceptualized as doing and taking credit for one's own work. A pervasive attitude promoting academic integrity enhances the sense of community and adds value to the educational process. The Semester at Sea shipboard community is positively affected by the cooperative commitment to academic integrity.

Faculty shall work to enhance a culture of academic integrity throughout the program. Faculty shall clearly state in their course syllabus that the course will adhere to the Colorado State University General Catalog Academic Integrity Policy and Semester at Sea's Standards of Conduct. In addition, by the end of the second week of classes and/or in the syllabus, faculty shall address academic integrity as it applies to their course by providing guidelines about course elements for students ("Students" are individuals enrolled for credit in the Semester at Sea academic program).

Faculty shall provide the opportunity for students to sign an affirmative honor pledge on any course component of the faculty member's choosing. The honor pledge shall include one of the following statements and may be expanded according to the faculty member's preference:

**HONOR PLEDGE: I have not given, received, or used any unauthorized assistance.**

**HONOR PLEDGE: I will not give, receive, or use any unauthorized assistance.**

Faculty may offer the student the opportunity to write the pledge if deemed practicable. Students may be given the opportunity to include an honor pledge along with electronic submissions of their work. A student's decision to forego signing the honor pledge shall not be used as evidence of academic misconduct and shall not negatively impact a student's grade.

Academic misconduct undermines the educational experience of Semester at Sea and lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and faculty. Faculty are expected to use reasonable and practical means of preventing and detecting academic misconduct. Any student found responsible for having engaged in academic misconduct will be subject to academic penalty and/or Semester at Sea disciplinary action.

Students are encouraged to positively impact the academic integrity culture of Semester at Sea by reporting incidents of academic misconduct to a faculty member, academic support staff, or the Academic Dean.

**Academic misconduct includes but is not limited to the following: The list of behaviors that follows is not exhaustive,** and Semester at Sea maintains the right to amend its rules and policies. The following actions and or behaviors are expressly prohibited:

- Cheating:
  - Cheating by using unauthorized sources of information and/or providing or receiving unauthorized assistance on any form of academic work;
  - Engaging in any behavior specifically prohibited by the instructor in the course syllabus or class presentation.
- Plagiarism:
  - This includes the copying of language, structure, images, ideas, or thoughts of another, and representing them as one's own without proper acknowledgment;
  - Failure to cite sources properly.
  - Sources must always be appropriately referenced, whether the sources is printed, electronic, or spoken;
- Unauthorized possession or disposition of academic materials:
  - This includes the unauthorized selling and purchasing of examinations, term papers, or other academic work;
  - Stealing another student's work;
  - Using information from or possessing exams that an instructor did not authorize for release to students;
- Falsification:
  - Falsification encompasses any untruth or omission, either verbal or written, in one's academic work;
- Facilitation of any act of academic misconduct:
  - This includes knowingly assisting another to commit an act of academic misconduct.

## **Procedures for Dealing with Academic Misconduct**

Faculty are expected to use reasonably practical means of preventing and detecting academic misconduct. If a faculty member has evidence that a student has engaged in an act of academic misconduct in their course, prior to assigning any academic penalty, the faculty member must consult with the Academic Dean and Assistant Dean of Student Life to determine the appropriate academic penalty to assign.

The student shall be given the opportunity to give their position on the matter. After being given the opportunity, if the student admits to engaging in academic misconduct or if the faculty member judges that the preponderance of evidence supports the allegation of academic misconduct, the faculty member may then assign an academic penalty.

Examples of academic penalties include, but are not limited to assigning a reduced grade for the work, a failing grade in the course, or other lesser penalties as the faculty member deems appropriate. The faculty member shall notify the student in writing of the infraction and the academic penalty to be imposed. A copy of this notification shall be sent to the Assistant Dean of Student Life and the Academic Dean.

Faculty members have a responsibility to report to the Assistant Dean of Student Life and notify the Academic Dean for all cases of academic misconduct in which a penalty is imposed. Faculty members must do so by completing a Conduct Referral Form located on Homeport. An incident that the faculty member considers a major infraction (such as those resulting in the reduction of a course grade or failure of a course) should be referred for a hearing to the Assistant Dean of Student Life to determine whether additional disciplinary action should be taken.

If the student disputes the decision of the faculty member regarding alleged academic misconduct, they may request a hearing with the Assistant Dean of Student Life within ten (10) working days of the decision or before the end of the voyage, whichever is sooner.

If, after making reasonable efforts, the faculty member is unable to collect all relevant evidence before final course grades are assigned, the faculty member shall either:

1. Assign an interim grade of Incomplete and notify the student in writing of the reason for this action; or
2. Refer the case to the Assistant Dean of Student Life for a hearing before deciding on a grade penalty.

The hearing will be conducted with the Assistant Dean of Student Life or designee within three (3) working days to determine whether a preponderance of evidence exists in support of the allegations of academic misconduct.

If the hearing results in a finding of insufficient evidence to support the allegation or clears the student of the charges, the faculty member will determine a grade based on academic performance and without reflection of the academic misconduct charge and change any previously assigned grade accordingly.

If the hearing results in a finding of academic misconduct, the Assistant Dean of Student Life, Academic Dean, and faculty member will confer regarding appropriate sanctions. The faculty member will make the final determination regarding academic penalties, which may include, among other options, assigning a reduced grade for the course, assigning a failing grade in the course, removal of the Repeat/Delete option for that course (Colorado State University students only), or other lesser penalty as the course faculty member deems appropriate. The Assistant Dean of Student Life will make the final determination regarding additional disciplinary sanctions.

In the case of a serious incident or repeat offense of academic misconduct that is upheld through a hearing, the Assistant Dean of Student Life, the Academic Dean, and the faculty member shall decide whether the student's transcript will be marked with a notation of "AM," which will be explained on the student's transcript as a "finding of Academic Misconduct." The student's transcript with the designation "AM" will not be eligible for the Repeat/Delete Policy (Colorado State University students only).

Information about incidents of academic misconduct is kept on file with the Semester at Sea home office. No further action is initiated unless the incident constitutes a major infraction, the student has a prior record of infractions, or there are subsequent reports of

## Course Prerequisites

Students are expected to meet course prerequisites that may be listed for a specific course. Prerequisites are listed on the course syllabus and are available on the Semester at Sea website for each voyage. Students should review their Semester at Sea course selections with their home campus faculty and/or advisors to ensure they understand course prerequisites, transfer equivalencies, and application toward home university degree requirements. Questions about whether prerequisites have been satisfied can be addressed to the Semester at Sea Advisor. After registering, students may receive communication from Semester at Sea and the teaching faculty regarding course prerequisites. Student-submitted transcripts may be used by Semester at Sea to assess prerequisites. Students have opportunities for course schedule adjustments during the open registration period pre-voyage. In addition, students can engage in conversations with faculty during onboard orientation regarding prerequisites and make schedule changes if necessary during the Drop/Add period.

## Course Registration

Students register for courses, including dropping or adding courses, online through the CSU student portal, RAMweb. Students may register for courses at the designated time for that voyage's course registration. The initial registration window will remain open until approximately four weeks prior to embarkation. Registration and payment deadlines must be met in order for students to register for courses. Students must read and if relevant, respond to correspondence from Semester at Sea, including email correspondence, in a timely manner to avoid missing crucial deadlines.

## Course Load

Semester at Sea students must maintain full-time status at all times, which is enrollment in four courses (12 semester credits). Students have an option to take an additional 3 credits, for a total of 15 credits, but they must not drop below 12 credits at any time. Exceptions are granted for specifically approved learning accommodations and Gap Year students. Students who wish to register for more than 12 credits on the voyage must receive approval from their home university advisor.

## Course Drop/Add

Students have the opportunity to drop or add courses on the vessel during the "drop/add" window which takes place the evening of "B1" (the end of the second full day of classes). There will be no course additions or deletions allowed past this time.

## Withdrawing from a Class

The course withdrawal period begins after the drop/add event on the evening labeled "B1" and closes on the day labeled "B10" on the academic calendar for all courses. Only students taking 15 credits may withdraw from a course as a minimum enrollment of 12 credits is required. Students registered in IE 200 Global Studies, the Impact Cohort, or IU 172 New Student Seminar are not eligible to withdraw from these courses. If an eligible student withdraws from a course during the withdrawal period, a "Withdrew X Date" grade notation will be recorded on the Colorado State University transcript.

## Textbooks

Students may purchase textbooks online from the [Colorado State University Bookstore](#) or another source. Students are responsible for transporting any physical textbooks to the ship as textbooks are not available for purchase or in the library onboard. (A limited quantity *will* be available to accommodate drop/add only.) Students are responsible for purchasing and downloading any electronic textbooks prior to embarking on the ship as it will not be possible to do so onboard due to the internet data limits. It is the student's responsibility to read the course syllabus to determine the textbooks needed and then to come prepared with the required materials.

## Academic Participation

Semester at Sea is first and foremost an academic program. Full participation in classes and Field Classes, and completion of assignments and exams is fundamental to student learning and therefore mandatory. Academic non-participation is a violation of policy. When a student is not fully participating in a course, faculty shall notify the Academic Dean or Academic Advisor/Registrar, who shall take the following actions:

- Contact faculty of the other courses in which the student is enrolled to determine the student's performance level in the other courses.
- File a Care Report.
- Within two (2) working days, meet with the student. The meeting(s) shall enable the faculty member to articulate the severity of the issue and allow the student to respond regarding mitigating circumstances, etc., if applicable.
- In this meeting, an Academic Action Plan for fulfilling academic expectations (to include a timeline and consequences for failure to uphold the plan) shall be developed. Note that the student may be assigned a grading penalty as determined by the faculty member. The consequences for failing to uphold the plan include but are not limited to a warning, academic probation, daily check-in meetings with the Academic Dean and/or Academic Advisor/Registrar; or other consequences appropriate to the situation as determined by the Academic Dean.
- A document summarizing the discussion, agreed-upon next steps, and timeline for executing the Academic Action Plan shall be provided to the student and the faculty member. If applicable, a referral to the student for appropriate academic and non-academic support services shall be made.
- If the student fails to uphold the Academic Action Plan, the Academic Dean shall meet with the student to assess the situation. Depending on the severity of the issue and the number of courses in question, the student may be placed on Academic Probation. Academic Probation is for a designated period of time during which a student is required to show appropriate changes in attitude or behavior. Specific sanctions or restrictions may be imposed as part of this discipline. Emergency Contacts and the home institution contact will be notified of the Academic Probation. Participants may not request a change in who is listed as Emergency Contact. A violation of the terms of probation, or subsequent misconduct, is grounds for further disciplinary action, up to and including dismissal from the voyage.
- If the student on Academic Probation fails to fulfill the Academic Action Plan, the Academic Dean shall meet with the student to assess the situation. If the Academic Dean determines that the student has failed to make adequate progress toward full participation in the academic program by achieving the articulated goals set in their



initial or subsequent meetings, and all efforts to remedy the situation have been unsuccessful, dismissal will be recommended. The student will then go through the conduct process for Academic Program Non-Participation.

NOTE FOR REPEATING STUDENTS: Upon request, repeat sailing students may officially audit IE 200 Global Studies on their second voyage. Full participation in the class is still required. Failure to participate may be grounds for dismissal from the voyage. Students who elect to audit Global Studies officially must take an additional 12 credits/4 classes for grades, for a total of five classes.

## Class Attendance

### Policy

Daily Attendance is required in all Semester at Sea classes and Field Classes. Absences are a conduct violation that can lead to Academic Probation and be sent through the conduct process for Academic Program Non-Participation. Academic Program Non-Participation is grounds for disciplinary action, up to and including dismissal from the voyage.

### Religious Holidays and Observances

Semester at Sea will make reasonable efforts (accounting for the Voyage's abnormal schedule) to accommodate a course absence due to religious observances. Students should submit a request for religious accommodations form at the beginning of the semester. The "Religious Accommodation Request Form" is available on Homeport. Upon receipt, the Academic Dean will communicate with the faculty member regarding the student's requested absence. The student should also discuss this request with their faculty to develop a plan to make up the work. For religious observances that cannot reasonably be anticipated at the beginning of the semester, students must follow the above procedure as soon as possible after the conflict is identified. If a student knows that a particular course or section of the course will have multiple conflicts with their religious obligations, the student is advised to select another course.

### Excused Absences

- The only excused absence during the voyage is for religious accommodation or for illness, injury or documented disability.
- If a student feels too ill or is unable to attend a class due to a disability, they must notify their instructors prior to missing the class. If a student does not notify their instructor in advance, a report will be filed with the Care Team.
- Students who have missed a class due to illness or disability must take the initiative to reach out to their instructors and make up any work permitted by the instructor in a timely fashion. If they do not do this, it will lead to being placed on an Academic Action Plan. (See Academic Participation on page 8.)
- If a student misses two sessions in a row and/or demonstrates a pattern of absence, the faculty member will file a report with the Care team.
- For high-point –value days such as field classes, exams or presentations, absences will only be excused with a note from the medical clinic prior to the start of that class session. In those cases, instructors must make reasonable efforts to enable students to make up work which must be accomplished under the instructor's supervision (e.g., examinations, presentations).
- If a student fails to attend both of the first two regularly scheduled meetings of the class (unless the student has an excused absence) they may be asked to drop that course and substitute it with another.



## Unexcused Absences

- All absences that do not fall under the Excused Absences listed above are Unexcused Absences and will be referred to the Conduct Process.

## Classroom Behavior

### Policy

Semester at Sea is committed to the Voyage Community Values. The classroom environment is founded on mutual respect, community, and an aim toward equity. The Voyage Community Values support the creation of a collaborative and vibrant community. Our community is the foundation of our learning, critical inquiry, and discovery. Each member of each course has a responsibility to uphold these values when engaging with one another.

### Expectations

- Faculty members should share their expectations for classroom behavior at the onset of the semester.
- Students are expected to engage in the creation of a respectful learning environment.
- Faculty are responsible for monitoring and managing all classroom conduct and reporting any inappropriate behavior to the Care Team.
- Semester at Sea policy prohibits all forms of disruptive or obstructive behavior in academic settings during periods of scheduled use or any actions that would disrupt scheduled academic activity/normal operations. Use of classrooms and other academic areas during nonscheduled periods is permitted only in accordance with Semester at Sea practices.
- Semester at Sea policy permits only enrolled students, persons authorized by the faculty, and administrative personnel to be admitted to instructional areas during scheduled periods.
- Any person or persons in unauthorized attendance or causing a disruption during scheduled academic activity shall be identified by the faculty member and asked to leave. Persons refusing such a request may be removed by the shipboard security staff and may be subject to disciplinary action.

## Grade Appeals

Faculty are responsible for clearly stating the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with these objectives. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Faculty are responsible for determining and assigning final course grades. Graded examinations, papers, and other materials used as a basis for evaluating a student's achievement will be available to the student for inspection and discussion. Students may appeal faculty grading decisions. The burden of proof, however, rests with the student to demonstrate that the grading decision was made on the basis of any of the following conditions:

- A grading decision was made on some basis other than performance and other than as a penalty for academic misconduct.

- A grading decision was based on standards unreasonably different from those which were applied to other students.
- A grading decision was based on a substantial, unreasonable, or unannounced departure from previously articulated standards.

Before making an appeal, the student should discuss the situation with the faculty member involved in the decision. To appeal a grading decision, the student may submit a written request first to the faculty and then, if not successful, to the voyage Academic Dean. If the appeal is denied, the student may submit the appeal to the ISE Chief Academic Officer. All decisions made by the Chief Academic Officer will be final. The request must set forth the basis for the appeal, identifying one or more of the three criteria listed above. The request must be submitted no later than 30 working days after the last day of the voyage. If no appeal is filed within this time period, the grade shall be considered final.

## Incomplete Grades

With the approval of the faculty member, the Academic Dean, and the ISE Chief Academic Officer, in unusual and rare circumstances, a temporary grade of “I” (Incomplete) may be given to a student who demonstrates that it is not possible to complete the requirements of a course due to circumstances beyond the student’s control and not reasonably foreseeable. For an “I” to be considered, the following conditions must be met:

- Because class attendance and Field Classes are vital to the academic experience, an “I” will only be considered for the final leg of the voyage (last port of call to the point of disembarkation.) An “I” will not be considered for a student who has already withdrawn from the term through the Voluntary Program Withdrawal, as noted on page 20.
- A student must be passing a course at the time that an “I” is requested unless the faculty member determines that there are extenuating circumstances to assign an incomplete to a student who is not passing the course.
- When a faculty member assigns an “I”, the faculty member shall specify in writing the specific requirements that the student shall fulfill to complete the course, the reasons for granting the “I” and an agreed-upon timeline for completion of requirements.
- The faculty member shall retain a copy of this statement in the grade records and provide copies to the student, the Academic Dean, and the Chief Academic Officer.
- After successful completion of the makeup requirements, the “I” will be changed by the faculty member (or the Academic Dean, in consultation with the Chief Academic Officer and the CSU Vice Provost for Undergraduate Affairs in the absence of the faculty member).
- After one year following the end of the voyage, an “I” will be automatically changed to an “F” (failure) unless the course has been previously completed and a grade change submitted by the faculty member.
- For Colorado State University students, the temporary grade of “I” must be changed to a grade (e.g., A, B, C, D, F) prior to the student being awarded a diploma from CSU.

## Satisfactory/Unsatisfactory Grades (Pass/Fail)

All Semester at Sea students will receive a traditional letter grade for each course at the end of the voyage. Exceptions include repeat voyagers auditing Global Studies.

## Final Examinations

Final examinations are given during the last week of each voyage. Exams occur during the regularly scheduled 80-minute time periods for each class. The following procedures apply to all courses during final examinations:

- Final examinations are part of the regular semester. Student attendance shall be consistent with Semester at Sea policy.
- The final in-class examination period is intended for the end-of-semester examination. However, because of the compressed schedule of a voyage, the faculty member may choose to conduct the final exam, assign a paper, or take-home exam to be due prior to the final exam day as long as there is substantive academic reflection on the final class day.
- Final examinations shall be held only on the dates and times indicated on the class schedule.
- If a student has three or more final examinations (not classes) scheduled for the same day, the student may negotiate a time change with the faculty members involved with a week's notice. If the parties involved cannot find a mutually agreeable time, the Academic Advisor/Registrar indicates which exams must be changed.

## Field Classes

Each Semester at Sea course, except for IE 200 Global Studies and SOC 462 Applied Social Change, has one required, uniquely designed, 8-hour field class that takes place usually on the first, second, or last day in one of the ports. Field Classes are developed by the professors to apply concepts learned in the classroom to the field through meetings and activities with local experts and organizations.

- Students register for their courses and their Field Classes at the same time.
- Field Class attendance and participation is mandatory. Participation means sustained academic engagement throughout the entirety of the Field Class and submission of completed field assignments by their due date.
- Participation in a Field Class is limited to those students enrolled in the companion course.
- The cost of required Field Classes is included in voyage program fees
- Participation in other Field Programs or travel must be planned around required Field Classes.
- Field Class On-Ship Time: A student participating in a Field Class that is not scheduled on the day of arrival to port shall return to the vessel by midnight the night before the Field Class and remain on the vessel through the gathering time for the Field Class. A student who is tardy for the midnight on ship time or who is tardy at any point during the Field Class shall be penalized with dock time in the next port (formula: one hour of dock time for each 15-minute increment).
- At the appointed date/time of the Field Class (as listed in the Green Sheet), students shall report to the designated meeting location. A student who fails to report to the meeting location may be disallowed from participating in the Field Class. It is not acceptable to report directly to the bus or directly to the Field Class destination.
- Students may not sign out of Field Classes. They must return to the vessel with their class to conclude the Field Class session.
- A student who misses a Field Class without written verification of an illness from the medical clinic shall forfeit 20% of the total grade for the course and receive 12 hours of dock time.

- No student will be released from an on-ship safety hold to attend a Field Class. Please see the “Procedures for Responding to Intoxicated Participants” in the main section of the Voyager’s Handbook.
- Students who are too sick to attend a Field Class must be assessed at the medical clinic before the departure of the Field Class. Written verification of illness and inability to participate must be signed by the medical clinic staff and presented to the faculty member. The student shall immediately notify the Academic Advisor/Registrar and faculty member by email.
- Students not attending a Field Class due to health reasons may not leave the vessel for the duration of the Field Class (unless directed by the vessel’s doctor to shore medical facilities for examination and/or treatment) and may be required to comply with restrictions as assigned by the medical clinic.
- Students not attending a Field Class due to illness, will work in conjunction with the Academic Team, as well as the student, to select an appropriate replacement Field Class and assignment in one of the upcoming ports. Excused Field Classes missed for medical reasons must be made up with alternate Field Classes and cannot be replaced by independent assignments. Should a student be too ill to attend the last appropriate and relevant field class for the voyage, the faculty member will develop additional assignments for the student to make up the missing 20% of coursework.
- A student is expected to behave in accordance with the Semester at Sea Standards of Conduct while participating in a Field Class. Consumption of alcohol while on a Field Class is prohibited (unless alcohol consumption is a component of the program planned by the faculty member, e.g., as part of a visit to a winery or sake distillery). A student who behaves inappropriately during the Field Class may be issued a warning by the faculty member. A student who either demonstrates egregious behavior or persists in inappropriate behavior after being warned may be asked by the faculty member to leave the Field Class. The faculty member shall document such violations, and the standard conduct process shall apply. The faculty member may contact the on-call Duty Dean to coordinate the student’s safe return to the vessel.

## Transcripts & Final Grades

Students can view their final course grades in CSU’s RAMWeb portal (the same system used for course registration) on the evening of convocation day (or by requesting the information from the faculty member directly.) Approximately two business weeks from the completion of the voyage, Colorado State University sends via USPS first-class mail an official paper transcript directly to the student’s home institution (using the address on record with Semester at Sea). In the event of an outstanding balance, transcripts will be held until the balance is paid. Students are responsible for confirming this transcript address is listed correctly. They may be in touch with the Academic Advisor/Registrar with questions about this. An incorrect address will delay the transfer of grades and Semester at Sea cannot be held responsible for this inaccuracy. Questions regarding the transcript or the grades posted on the transcript should be directed to Semester at Sea’s Academic Affairs department (not to Colorado State University). Additional and expedited copies of an official academic transcript may be ordered through the student’s RAMweb account. Additional details can be located online by visiting the CSU Registrar’s website

(<http://registrar.colostate.edu/student-resources/transcripts/>.)

## Education Records

Students are entitled to the privacy of their education records, as defined below, in accordance with the Federal Educational Record Privacy Act (FERPA). FERPA provides that, subject to certain exceptions, a student's education record will not be disclosed to third parties without the student's consent. However, some elements of information are considered "directory information" that may be disclosed without consent, as explained below. Students can control the release of their private information through CSU's RAMweb portal. In RAMweb, the secure online student portal, the student sets permissions to allow others to access certain categories of education records that are frequently requested for release. Unofficial transcripts and class schedules for the semester in session can be viewed in RAMweb.

## Directory Information

CSU defines "directory information" as the following: a) Student name; b) Current mailing address; c) E-Mail address; d) Telephone number; e) Major field of study; f) Class level (freshman, sophomore, junior, senior, graduate); g) Dates of attendance; h) Current enrollment status; and i) Video and photographic images of students with the exception of the official CSU identification photograph. Directory information is published in program directories and may be released to third parties without consent. FERPA allows a student to limit the release of directory information; see the CSU Registrar's website (<https://registrar.colostate.edu/student-resources/ferpa-student-privacy/>) for procedures to apply restrictions on directory information.

Another exception under FERPA allows the disclosure of information about the student to Semester at Sea and Colorado State University school officials with legitimate educational interests. A school official is a person employed by either entity in an administrative, supervisory, academic or research, or support staff position (including law enforcement and health personnel serving in an educational role); a person or company with whom Semester at Sea or Colorado State University has contracted (such as an attorney, auditor, or collection agent); a person serving on the governing board; or a student serving on an official committee, or in a volunteer capacity, such as a peer mentor or member of a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Such officials have legitimate educational interests when they need to review a student's education records to fulfill their responsibilities to Semester at Sea and Colorado State University.

## Alcohol Onboard the Ship

- Students are prohibited from bringing alcohol onboard the vessel. Also disallowed are empty souvenir bottles.
- Alcohol beverages are available for purchase onboard the vessel on designated sea days. The availability of alcohol onboard is a privilege afforded to students with the expectation that those who choose to drink will do so responsibly. The following guidelines govern onboard alcohol beverage service:
  - In accordance with international maritime law, all participants must be at least 18

- years old in order to consume alcohol onboard the vessel.
- o Beer and wine are the only types of alcohol available for purchase by students over the age of 18 at designated service times. The times and locations of this service will be posted in the Dean's Memo.
- o The number of drinks available to students is governed by a voucher system. Students may purchase and consume up to two drinks per day.
- o Students may purchase one alcoholic beverage at a time—a second beverage will not be made available until the first is responsibly consumed.
- o Alcohol beverages are for personal consumption only. A student may not use his/her beverage voucher to buy a drink for another person nor receive a beverage from another person. Beverage vouchers cannot be transferred.
- o Alcohol may not be taken from the designated beverage service areas.

## In-Country Travel Policies

In addition to the travel policies outlined in the main section of the Voyager's Handbook, the Standards of Conduct also include the following:

- Students are prohibited from participating in activities for which the Semester at Sea-provided insurance does not cover Medical Expense Benefits: mountaineering, hang gliding, parachuting/skydiving, parasailing, bungee jumping, or racing by horse or motor vehicle/motorcycle. (This policy is enforced regardless of any supplemental personal insurance coverage.)
- Students are not permitted to rent or drive any type of motor vehicle (including motorcycles and scooters) or watercraft.
- To be able to disembark the ship, students are required to participate in a Semester at Sea Field Program or Field Class in the one-day stops (Trinidad and Tobago, Hawaii, and Mauritius).
- Missing the Vessel, and missing even one class day, may be grounds for academic disqualification.
- Students may not cross international borders (travel outside the country of arrival.) Exceptions include participation in Semester at Sea Field Programs. Any additional itinerary-specific exemptions will be communicated in voyage-specific emails.

## Conduct Process for Policy Violations

*Students should be aware that the conduct process and/or an on-ship safety hold could affect participation in Field Classes or Field Programs, resulting in possible financial and/or course credit loss.*

### Initial Review of Complaint

Upon receipt of a report/complaint, the Hearing Officer will review the incident report and determine whether the student may have engaged in prohibited conduct as identified in the Student Conduct Code. If it is determined that the alleged behavior does not constitute a violation, no further conduct action will be taken.



If a Hearing Officer determines that the reported allegations may constitute a violation of the Student Conduct Code, the Hearing Office may assign charges to the Student and schedule a student conduct hearing and/or pursue an alternative resolution process.

## **Notification of Conduct Hearing and/or Alternative Resolution Process**

The student will be notified of the charges in writing, along with the date, time, and location of the hearing (usually scheduled within one to three days after notification). If a prompt review is essential, the student may be required to meet with less than 24 hours' notice.

Notification may be initially given in these instances in person, by phone, or by email. The letter of notice may contain interim measures, including specific requirements or restrictions until the matter is resolved through the disciplinary process (e.g. no-contact directive, restriction from specific shipboard locations, temporary cabin relocation; etc.).

The purpose of the student conduct hearing is to discuss alleged violations of behavioral expectations as identified in the Prohibited Conduct section of the Student Conduct Code. As part of this process, students or organizations will be asked to share their perspectives related to the alleged violations and discuss personal responsibility as well as community impact.

Those charged with engaging in prohibited conduct will have the opportunity to receive a fair hearing. The formal rules of process, procedure, and evidence used by the criminal justice system do not apply to the student conduct process.

In some cases, a hearing officer may offer a resolution option other than a hearing (e.g., educational workshop, conflict coaching, mediation, restorative justice). If the student chooses to participate in an alternative resolution process and complies with all requirements of that process and its resolution, that incident will not be maintained as part of a reportable conduct record.

When offering a resolution outside of a hearing, the hearing officer will consider the severity of the case, the conduct record of the student, and the outcomes available. The student will receive in writing the resolution opportunity available to them. If the student does not wish to participate in the alternative resolution opportunity, they may request a conduct hearing. Alternative resolution processes are binding and not subject to appeal. If the student does not complete the alternative resolution process, they may face disciplinary action.

## **Conduct Hearing**

A conduct hearing is facilitated by a hearing officer. The purpose of the conduct hearing is to discuss alleged policy violations. As part of this process, student(s) 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 receive a fair hearing. The formal rules of process, procedure, and evidence used by the justice system do not apply to the conduct 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 responding party and any impacted party may bring a support person/advisor from the shipboard community to the hearing. The support person/advisor may not speak on the participant's behalf or participate directly in the hearing. 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 the approval of the hearing officer.

Witnesses: The responding party and any impacted party must bring or request relevant witnesses. A request for witnesses must be made at least one (1) day prior to a scheduled hearing. Witnesses may be present only when they are giving information. Witnesses may not serve in the dual role of a support person. Only the hearing officer may ask questions; the responding party and impacted party may suggest questions for each other and witnesses. The hearing officer has the discretion on whether these questions are relevant or rephrased to ensure questions are appropriate.

Missed Hearings: If the responding party or impacted party misses the scheduled hearing, the hearing officer may proceed in the absence of either party 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 all participants. Accommodations will take into consideration needs around disabilities, personal safety, and language differences.

## Decisions

The hearing officer decides the finding of responsibility for each charge based on the preponderance of information standard—whether it is more likely than not that the student violated the Standards of Conduct. If found responsible for engaging in prohibited conduct as outlined in the Standards of Conduct, the hearing officer will determine appropriate outcomes based on the incident's severity, impact on others, and the student's previous conduct record. A hearing officer has three (3) business days from the date of the hearing to provide a decision to the responding party. The number of days may be extended at the discretion of the hearing officer, 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 hearing officer's decision. A copy of the decision may be shared with appropriate program administrators or offices.

## Alternative resolution processes

Responsible Action Exemption: The program has adopted a Responsible Action Exemption policy for students seeking medical assistance for themselves or others in emergency situations that result from alcohol and other drugs. Students who seek medical attention for themselves or on behalf of another student related to the use of drugs or alcohol will not be charged with violations of the Standards of Conduct related to that incident, provided that the student completes an assessment and any recommended treatment by the hearing officer. Parents may be notified. The program reserves the right to adjudicate any case in which the violations are egregious. Students in need of medical assistance can only receive one (1) exemption, regardless of who calls for assistance. If a student believes they

qualify for a Responsible Action Exemption, the following steps must be completed:

- The student must make initial contact with the appropriate resource (i.e. vessel security, medical personnel or program staff) as a result of their actively seeking out medical assistance for themselves or on behalf of another individual.
- The student seeking assistance for an intoxicated student must give their name to Vessel security or staff, remain on scene, and cooperate with medical personnel, security, or program staff.
- The student seeking an exemption must meet with the hearing officer and complete an assessment, educational program, or any additional treatment requirements of the hearing officer. Verification of completion must be provided to the hearing officer.
- The disciplinary exemption does not apply to students experiencing an alcohol or drug-related medical emergency who are found by Semester at Sea personnel or vessel's crew. The help must be sought by, or on behalf of, the student.

Option Letter: When a report of an alleged violation of the Student Conduct Code is received, a hearing officer may assign charges and offer a student the option to resolve the situation by forgoing a conduct hearing. The option letter will be sent to the student's Sea email account and will include the applicable Standards of Conduct charges along with a finding of responsibility. Additionally, the hearing officer will impose one (1) or more discretionary outcomes but will not apply a disciplinary standing. Documentation of the alleged violations may be included with the option letter. If the Student agrees with the finding(s) and sanction(s) and chooses to complete all discretionary outcomes assigned by the hearing officer, the incident will not be maintained as part of the individual reportable conduct record. If the student disagrees with the finding(s) and sanction(s) they can choose to schedule a conduct hearing and all of the procedures in the conduct hearing section of this code will apply. If the student does not contact the hearing officer within 24 hours after the option letter is sent it will be assumed that the student accepts responsibility for the charges and will complete all of the discretionary outcomes by the assigned deadlines.

## Sanctions

The hearing officer 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. Parent/Guardian and home institutions may be notified at the discretion of the hearing officer.

### 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 Student Conduct

Code while a student is on disciplinary probation or any subsequent misconduct may result in further disciplinary action, up to and including expulsion. Parent/Guardian and home institutions may be notified at the hearing officer's discretion.

### 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. Parents or legal guardians and home institution contact are notified. A 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 and is withdrawn from the CSU courses for which they enrolled, with the dismissal permanently noted on the CSU transcript with the notation "Voyage Dismissal (conduct)". Parents or legal guardians and home institution contact are notified. The 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

A hearing officer may require the participant to complete or comply with discretionary sanctions. Discretionary sanctions include but are not limited to:

### Academic

- Grading penalty: instructors may impose a "grading penalty" upon a finding that a participant has, either intentionally or unintentionally, committed academic misconduct. The minimum is reduced credit on the assignment, and the maximum is course failure, regardless of academic performance. The instructor may also remove the repeat/delete option for a student.
- Academic misconduct transcript notation: The "AM" notation by a course grade as a result of academic misconduct may only be added to the official transcript with the agreement of both the course instructor and a hearing officer. That negative notation is generally permanent

### Admissions

- The program may revoke a participant's admission to the program for fraud, misrepresentation, or for other serious violations committed by the student 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. Student life staff may assist students in identifying goals, developing clarity, and managing conflict in the future.
- 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. The student life staff may mediate small group disputes (i.e. roommate conflicts) and may also facilitate large-scale discussions involving multiple parties.
- 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 community values.

## 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.

## Parent/Guardian/Homeschool Notification

- The program may notify parents/guardians and/or the student's home school when a student is found responsible for violations of the Standards of Conduct.

## 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. Failure to participate in the investigation or to provide evidence during the investigation does not constitute as 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.

## Records

Participant disciplinary records are maintained for three years from the end of the voyage. After three years, all disciplinary records except those pertaining to dismissal are purged. Semester at Sea may disclose a participant's disciplinary record with the participant's home institution on a "need to know" basis. The disclosure of a participant's disciplinary records to others generally requires a written release from the participant. A permanent notation on

the participant's academic transcript is made (and cannot be removed) if a participant is dismissed from the program and/or a finding of academic misconduct is made. Should a participant wish a copy of the record, a request must be submitted in writing to program officials.

## Program Withdrawal

### Voluntary Program Withdrawal

#### Policy

A participant may voluntarily separate from the voyage at any time, starting the first day of student orientation, with the exception of instances in which there is a pending disciplinary matter, including Academic Non-Participation.

#### Request Process

- A request for withdrawal must be made in writing, via the separation form, to the Executive Dean who will coordinate with the Academic Dean and Student Life Dean to review the participant's standing on the voyage. The separation form can be requested through the Academic Advisor/Registrar.
- The Executive Dean will notify the emergency contacts on file upon receiving the withdrawal request.

#### Request Timing

- To withdraw from the program and receive "W" on the Colorado State University transcript, the request must be made by the first port day following the final class withdrawal deadline date, which generally falls on B10.
- This date is subject to change depending on each voyage's academic calendar. Please refer to your voyage-specific calendar.
- A Voluntary Program Withdrawal after this date will result in F grades on the CSU transcript.

#### Academic Implications

- IF the student is in good academic standing and does not have a pending disciplinary matter, the student shall receive a CSU transcript with the notation "Semester at Sea Withdrew Month Date, Year."
- IF the Voluntary Program Withdrawal is not approved by the Deans, and the student still leaves, the participant shall receive a CSU transcript with F grades for all courses.
- The Institute for Shipboard Education will notify the student's home institution of the intention of a participant to withdraw.

#### Return Logistics

- With a Voluntary Withdrawal, the Executive Dean will work closely with the student to ensure that safe travel logistics and proper notifications are in place.
- The Executive Dean will notify the emergency contacts about the return logistics.

#### Financial Implications

- Participants who voluntarily withdraw do so without refund.

# Medical Program Withdrawal

## Policy

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 semester 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 a shipboard campus.

## Withdrawal Process

- The physician, in consultation with the counselors, 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 in the program, with or without reasonable accommodation.
- If such a determination is made, the Executive Dean will notify parents (or legal guardians) and will work closely with the student and the at-home support team to ensure that safe travel logistics and proper notifications are in place.

## Academic Implications

- Participants who withdraw from the program for approved medical reasons shall receive "W" in place of grades and a notation of "Semester at Sea Withdrew Month, Date, Year" on their CSU transcript.
- The Institute for Shipboard Education will notify the student's home institution of the medical withdrawal decision.

## Financial Implications

- Participants who medically withdraw do so without refund.