



SEMESTER AT SEA[®]

Voyager's Handbook

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This version supersedes all previous versions



Colorado State University
ACADEMIC PARTNER

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ABOUT THE VOYAGER'S HANDBOOK

The Voyager's Handbook is an online resource for voyage participants. "Participants" includes Students ("Students" are individuals enrolled for credit in the Semester at Sea academic program), Lifelong Learners, faculty, staff, their companions and dependent children, interport lecturers, and partial voyagers on the World Odyssey ("Vessel"). It contains the Colorado State University ("CSU") Academic Integrity Policies, Semester at Sea Standards of Conduct, and various other policies and procedures applicable to the Semester at Sea Program ("Program").

Semester at Sea assumes that voyage participants have read and understand the information outlined in the Voyager's Handbook. Prior to the voyage, any questions should be directed to Semester at Sea in Fort Collins, Colorado; during the voyage, questions should be directed to the Voyage Administration.

Semester at Sea reserves the right to modify or supplement its policies and procedures as necessary, either to meet the objectives of achieving the program's mission and core values or to reflect changes required by law or regulation. Investigations, hearings and resolution may be abbreviated or otherwise altered depending on vessel and participant movements and availability.

Complaints and claims arising out of or related to behaviors required or prohibited under various chapters and sections of this Voyager's Handbook, including, but not necessarily limited to, the [Standards of Conduct](#) and the [Harassment and Discrimination Policy](#) will be investigated and resolved pursuant to the procedures set forth in the [Standards of Conduct](#) in the Voyager's Handbook, with the exception of [alternative resolution procedures](#) specifically set forth in the Standards of Conduct, and instances as to which maritime law or the [Captain's jurisdiction](#) and determination may take precedence.

COMMUNICATION

Semester at Sea uses email as the primary means of communication with all participants. All participants are expected to regularly check email for messages from the Program. Prior to embarkation, email communication is sent from the Program to the email address submitted in either application or employment documents. Following embarkation, email communication from the Program is sent to participant's onboard "Seamail" account.

MISSION AND VOYAGE COMMUNITY VALUES

Mission

To educate individuals with the global understanding necessary to address the challenges of our interdependent world. With the world as our classroom, our programs integrate multiple-country study, interdisciplinary coursework, and experiential learning for meaningful engagement in the global community.

Voyage Community Values

The Voyage Community Values are the bedrock of every Semester at Sea voyage. Together they encapsulate the culture we aim to foster and the organizational vision we aim to achieve: to be an internationally recognized leader in forming global citizens who positively impact our interconnected world. This vision being realized is dependent upon every voyager embracing and enacting these values while on the ship *and* in port.

By choosing to participate in Semester at Sea, I understand I have a responsibility to uphold the following values:

1. **Well-Being:** We commit to the health, safety and well-being of ourselves, all members of our voyage community, *and* members of the communities we will visit.
2. **Interconnectedness:** We understand our actions and attitudes have an impact locally and globally. We always seek to positively affect the planet and the people around us near and far.
3. **Respect:** We honor the inherent dignity of *all people* with an abiding commitment to freedom of expression, scholarly discourse and the advancement of knowledge. We have the right to be treated, and the responsibility to treat others, with fairness and equity.
4. **Inclusion:** We ensure inclusive environments that welcome, value, affirm and embrace *all people* within the shipboard community and in each country we visit.
5. **Integrity:** We are honest and ethical in all of our interactions, including our academic work. We hold ourselves accountable for our actions.
6. **Excellence:** We model the highest academic standards of preparation, inquiry and knowledge and consistently seek to understand complex issues and express informed opinions with courage and conviction.

The Responsible Voyager Guidelines

The MV World Odyssey will be your home for the semester. All participants are expected to follow the Responsible Voyager Guidelines.

A Responsible Voyager will:

1) **Demonstrate Care and Respect**

- **For your ship home:** Treat your ship home with respect. Keep the MV Odyssey safe and beautiful. Only eat in designated areas, keep your shoes on at all times, conserve water and protect the furniture.
- **For your community:** You now represent the proud heritage of Semester at Sea. Be thoughtful and compassionate to your cabinmates, your classmates, your faculty, the staff and the crew.
- **For yourself:** Bring your whole self, the stories that make you who you are and what you dream of becoming. Make choices that support your health and wellness. Be kind to yourself.

2) **Challenge yourself**

- **Be okay with being uncomfortable:** To grow, learn and see the world from a new perspective is not always easy. At times, you will be uncomfortable. At times, so will everyone else. Reach out if you need support.
- **Try something new:** Be curious, get involved, attend evening seminars and programs. Take advantage of this amazing opportunity to stretch yourself. Meet new and different people throughout the voyage.
- **Seek to understand:** Genuinely listen to others, learn each other's stories, recognize the multiple identities and perspectives we each hold.

3) **Take Responsibility**

- **Know the rules:** And abide by the rules. The rules are there to ensure the best possible learning-living community for all members of the voyage community.
- **Seek advice and help.** Talk to a counselor, to your RD, to your faculty members, to your fellow students. Ask questions. Seek support. The community is here for you.
- **Hold yourself and others accountable:** if you witness someone doing something that is outside of our voyage values, address it with them directly in a constructive way. Be open to others sharing concerns with you and know we are all here to learn and grow.

The Responsible Traveler Guidelines*

Semester at Sea is committed to responsible and sustainable travel. All voyagers are expected to follow the Responsible Travel Guidelines.

A Responsible Traveler will:

1. Honor your hosts

- **Know before you go.** Educate yourself about each destination before you arrive. Learn about local customs, traditions and social conditions. Be aware of your own biases and expectations.
- **Engage to understand.** Invest in experiences that provide deeper engagement, build understanding and facilitate meaningful two-way-street exchange.

- **Reflect and process.** Be a mindful storyteller – in person and on social media. Share stories about the people you met that provide context, minimize bias and take a holistic perspective

2. Protect our planet

- **Eliminate plastics, Conserve water.** Avoid whenever possible the use of plastic straws, cups, and bottles. Bring a reusable bottle and filter to limit the use of plastic bottles. Recycle whenever possible. Don't waste water.
- **Respect wildlife and their natural habitats.** Be wary of any activity that uses animals as part of the entertainment (e.g. riding elephants, taking photos, etc.). Purchase products that are **not** made using endangered plants or animals.
- **“Leave Only Footprints. Take Only Photos.”** Practice “Leave no Trace” principles. Pack environmentally friendly products (sunscreen, soap, shampoo, laundry detergent, etc.) Stay on designated trails and respect protected areas.

3. Support local economies

- **Shop local.** Buy locally-made handcrafts and products direct from the artisan when possible. Avoid chain restaurants and hotels.
- **Pay a fair price.** Respect livelihoods of local vendors and artisans by paying a fair price and know the cultural norms around haggling and bargaining.
- **Hire local.** Use companies who hire local guides and tip appropriately.

4. Plan ahead and make informed decisions

- **Plan ahead!** Know and weigh the risks of where you choose to go and what you choose to do. Putting thought into what you will be doing in advance allows you to make responsible choices. Seek the expertise of a travel physician. Carry the Green Sheet. Have reliable communication.
- **Share your plan.** Tell someone where you're going and what you're doing. Don't go alone.
- **Think it's too good to be true?** Then it is. When choosing to book a pre-arranged activity, or itinerary through a company, ask questions!

5. Be self-aware & respectful

- **Observe and honor.** Observe local laws and regulations. Honor sacred spaces. Dress respectfully and appropriately. Follow the ethical photography guidelines.
- **Represent with pride.** Be an ambassador. Represent yourself, Semester at Sea, your home institution and your home country with pride and humility. In your actions and exchanges, reaffirm the positive and disprove the negative stereotypes of your home country. Do not overconsume alcohol.
- **Be mindful.** Protect children from exploitation. Be thoughtful about photos you take and the activities you participate in. Refrain from giving money to begging children. Do not give candy or sweets. Give gifts based on what is NEEDED and ask for permission from an adult or administer before giving gifts.

**These guidelines were adapted from the “Tips for a Responsible Traveler” developed by the World Committee on Tourism Ethics (based on the UNWTO Global Code of Ethics for Tourism.)*

ACADEMIC POLICIES

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:

<p>HONOR PLEDGE: I have not given, received, or used any unauthorized assistance. HONOR PLEDGE: I will not give, receive, or use any unauthorized assistance.</p>

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 reasonably 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.

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 his or her course, prior to assigning any academic penalty, the faculty member shall notify the student of the concern and make an appointment with the student to discuss the concern. The student shall be given the opportunity to give his or her 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 assigning a reduced grade for the work, a failing grade in the course, or other lesser penalty 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 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 grade penalty is imposed. An incident which 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 determine whether additional disciplinary action should be taken.

If the student disputes the decision of the faculty member regarding alleged academic misconduct, he or she may request a hearing with the Assistant Dean of Student Life before the end of the voyage.

If, after making reasonable efforts, the faculty member is unable to collect all relevant evidence before final course grades are assigned, he or she 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 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 a case of a serious incident or repeat offense of academic misconduct that is upheld through a hearing, the Assistant Dean of Student Life, 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."

Grades marked on 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 misconduct.

Accommodation

Semester at Sea is committed to providing educational opportunities for all qualified students, including those with disabilities. While the nature of the program and the physical aspects of the Vessel provide unique challenges for students with disabilities, Semester at Sea does its best to provide reasonable accommodations given the unique environment of a Vessel and the challenges of varying international destinations. The Vessel is equipped with a limited number of accessible cabins designed to meet the needs of those with physical disabilities.

Students are expected to contact the Semester at Sea home office soon after acceptance into the program regarding the nature of the disability, functional limitations, and special accommodations being requested. Requests are considered on an individual basis.

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 academic@isevoyages.org.

After students register, they 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 pre-requisites. 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.

Advising

Semester at Sea is a very distinct academic undertaking and students may find themselves challenged in many different ways. Students may find themselves struggling with assigned projects, performing poorly on tests or quizzes, or re-examining or altering career choices and majors during the Voyage. The Deans, Faculty, Academic Advisor/Registrar, and Resident Directors are valuable resources to assist students with academic-related difficulties.

Registration

Courses are posted on the Semester at Sea voyage-specific website as they are approved by Colorado State University (CSU) and syllabi posted roughly 12-9 months prior to the voyage.

Students register for courses, including dropping or adding courses, online through the CSU student portal, RAMweb. The course schedule is available publically through the Semester at Sea website and RAMweb portal approximately one month prior to the start of registration, allowing Students to plan their schedules.

Before registering for courses, students must complete the Registration Ready portion of the process. Once Registration Ready is complete, students may register for courses at the designated time for that voyage's course registration. The initial registration window will continue to stay open until approximately four weeks prior to embarkation. Please note: registration waitlists are not available for courses taken on Semester at Sea.

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 Drop/Add

Students have the opportunity to drop or add courses on the vessel during the first few days of the semester. Courses which might have closed during the early registration period may open during this period. The first day at sea (orientation—a non-class day) includes an academic open house where students have an opportunity to meet faculty and discuss course offerings. Students may add courses between the time course registration starts for the voyage (approximately 3 months prior to embarkation) through the onboard drop/add process. 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 period and closes on the day labeled “B10” on the academic calendar. A “Withdrew X Date” grade notation will be recorded on the academic record if a student withdraws from a course during this time. Only students taking 15 credits may withdraw from a course as a minimum enrollment of 12 credits is required.

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 unless approval has been granted for a specific learning accommodation.

Course Overload

Students who wish to register for more than 12 credits on the Voyage must receive approval by their home university advisor. Approvals should be emailed to the Semester at Sea Academic Affairs office. Inquiries may be directed to academic@isevoyages.org.

Academic Participation

Full participation in the academic program (including class and field class attendance, and completion of assignments and exams) is required. 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.
- Meet with the student and faculty member of the course in question (if multiple courses are at issue, separate meetings with all faculty members could be required). 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 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. Parents or legal guardians and home institution contact are notified as appropriate. 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 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 towards 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, a repeat sailing student may officially audit IE 300 Global Studies on his or her second voyage. Full participation in the class and reflection sessions is still required. Failure to participate may be grounds for dismissal from the voyage. Students who elect to officially audit Global Studies must take an additional 12 credits/4 classes for grades, for a total of five classes.

Classroom Attendance and Behavior

Attendance is required in all Semester at Sea classes and field classes.

- Absences are excused only when a student presents the faculty member with a note from the Medical Clinic. It is at the faculty's discretion whether they will require notes for seasickness. Faculty members are expected to share their expectation at the onset of the semester. (This applies only to classroom attendance; this does not apply to field class attendance.)
- At the discretion of the teaching faculty member, any faculty or staff member (with the permission of their respective supervisor), their adult companions, or Lifelong Learners may attend any class without formal registration provided adequate classroom space is available.
- The Academic Advisor/Registrar, in consultation with the Semester at Sea Academic Affairs office and the voyage Academic Dean, may withdraw a student from a course who fails to attend both of the first two regularly scheduled meetings of the class (unless

the student has an excused absence from the Medical Clinic) and work together with the student to determine an appropriate substitute course.

- Faculty are responsible for all classroom conduct, behavior, and discipline. 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. Semester at Sea policy prohibits all forms of disruptive or obstructive behavior in academic areas during periods of scheduled use or any actions which would disrupt scheduled academic activity. Use of classrooms and other academic areas during nonscheduled periods is permitted only in accordance with Semester at Sea practices.
- Any person or persons in unauthorized attendance or causing a disturbance 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.

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 to the Academic Dean at the beginning of the semester, who will communicate with the faculty member regarding the student's requested absence. "Religious Accommodation Request Forms" are available at the Academic Advisor/Registrar's Office.

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 his or her religious obligations, the student is advised to select another course.

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 Senior Academic Officer. All decisions made by the Senior Academic Officer will be final. The request must set forth the basis for the appeal, identifying one or more of the three criteria set forth above. The request must be submitted no later than 30 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, the Senior 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 in the last segment of the voyage.
- An "I" will not be considered for a student who has already withdrawn from the term.
- 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 Senior 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 Senior Academic Officer and the CSU Vice Provost for Undergraduate Affairs in 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 at the end of the Voyage. Taking a course with the satisfactory/unsatisfactory grading scale is not an option during this semester.

Lifelong Learner Program

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. As visitors, Lifelong Learners are not registered for the class, have no academic record of attending, and earn no academic credit. However, Lifelong Learners are expected to regularly attend the class(es) they selected. Lifelong Learners are not expected to take exams or quizzes or to complete papers or projects. Lifelong Learners may elect to attend the field class of only a select number of courses, provided certain conditions are met.

Final Examinations

Final examinations are given during the last two course days 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 on a voyage, the faculty member may choose to conduct the final exam or assign a paper or take-home exam to be due prior to the final exam day as long as there is substantive academic reflection the final class day. This exception must be approved by the Academic Dean prior to the tenth class day.

- Final examinations shall be held only at the days and times indicated on the class schedule. Exception must be approved by the Academic Dean prior to the tenth class day.
- 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 Class Participation

For each Semester at Sea course, field work is part of the required contact hours and constitutes 20% of the total grade. Field work is comprised of a field class and multiple field assignments. As stated in all course syllabi, 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. Specifically:

- 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 gathering classroom. A student who fails to report to the gathering classroom 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 shall forfeit 20% of the total grade for the course and receive 12 hours of dock time. No student will be released from intoxication observation to attend a field class. Whether the student receives credit for assignments related to the field class shall be at the discretion of the faculty member. Please see [Procedures for Responding to Intoxicated Participants](#) section. Students who miss a field class without written verification of an illness from the medical clinic will receive 12 hours of dock time.
- A student who believes that he/she is too sick to attend a field class must be assessed at the medical clinic before the departure of the field class. If the student is assessed as too sick to attend the field class, the student should ask the treating doctor in the medical clinic for a written verification of illness and present this to the faculty

member. The student shall immediately notify the Academic Advisor/Registrar and faculty member by email. The student may not leave the Vessel for the duration of the field class unless directed by the vessel's doctor to the shore medical facilities for examination and/or treatment and may be required to comply with other health-related restrictions as assigned by the Medical Clinic. The faculty member will work in conjunction with the Academic Dean and Academic Advisor/Registrar, 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 contact the on-call Duty Dean to coordinate the student's safe return to the Vessel.

Textbooks

After a student has registered for courses, he/she may purchase textbooks online from the Colorado State University Bookstore or another source. Students are responsible for transporting the textbooks to the vessel. Textbooks are not available for purchase on the Vessel; a limited quantity will be available onboard to accommodate Drop/Add only. No textbooks will be available in the library reserve. It is the student's responsibility to read the course syllabus to determine the textbooks needed and then to come prepared to the Vessel with those required materials.

Transcript

At the end of each voyage, grades are submitted by faculty members through the Colorado State University ARIESweb system. 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). Students should log-in to "My Voyage" on the Semester at Sea website to verify that this address is correct. If not verified and the address of record is no longer current, ISE cannot be held responsible. An incorrect address will delay the transfer of grades.

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/) (<http://registrar.colostate.edu/student-resources/transcripts/>). Academic records will not be released to students who have an outstanding balance on their account at the completion of a Voyage until paid in full directly to Semester at Sea.

Education Records

A student is entitled to privacy of his/her education record, 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](#), a secure online portal that provides limited access to a student's education records to families and trusted individuals designated by the student. 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](#) for procedures to apply restrictions on directory information

Another exception under FERPA allows 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.

STANDARDS OF CONDUCT

Philosophy

Semester at Sea expects its participants (students, faculty, staff, Lifelong Learners, companions, guests) to engage in responsible social conduct that reflects credit upon the Program and models good citizenship. Specifically, but not limited to the following, Semester at Sea expects its Participants:

- to maintain standards of personal integrity in harmony with educational goals
- to be responsible for their actions
- to observe local laws and Program policies
- to respect the rights, privileges, and property of other people

Participants are responsible for upholding standards reasonably imposed by the program including, but not limited to health and safety, academic integrity, personal honesty, tolerance, respect for diversity, civility, freedom from violence, and lifestyles free of alcohol and drug abuse. Participants are held accountable for behaviors that may impact the welfare, rights, and property of the shipboard community.

By formulating standards of conduct, Semester at Sea affirms participant freedoms coupled with full responsibility for individual actions including consequences of such action. Participants are members of a shipboard community that traverses international waters and visits global societies. Participants are responsible to know and obey the laws of the countries visited.

These Standards of Conduct define program intervention or disciplinary action related to the behavior of participants.

Jurisdiction

The program's Standards of Conduct apply to all conduct that occurs on the program's shipboard campus. The Standards of Conduct also apply to off-ship conduct that adversely affects the shipboard community, poses a threat to persons or property, or may damage the program's reputation or relationship with the greater community. The Executive Dean, or designee, decides whether the Standards of Conduct applies to off ship conduct on a case-by-case basis.

A Participant may face both program disciplinary proceedings and criminal or civil litigation charges, since the same factual situation may allegedly violate both the Standards of Conduct

and criminal or civil law. Program discipline proceedings may happen before, during, or after civil or criminal proceedings. These proceedings are completely separate; legal outcomes do not affect the program discipline process nor will pending criminal or civil litigation stop or delay the student conduct process.

The program holds each participant accountable to the Standards of Conduct from voyage confirmation (deposit) through final disembarkation at the end of the Voyage. The disciplinary process may proceed even if the participant withdraws from the program while a disciplinary matter is pending.

Definitions

- **Academic Dean** refers to the voyage chief academic officer who is responsible for establishing orderly procedures for academic and classroom discipline.
- **Appellate Officer** refers to a faculty or staff member appointed by the Executive Dean to consider case appeals.
- **Assistant Dean of Student Life** reports to the Dean of Student Life and serves as the voyage's primary hearing officer. The responsibility of the hearing officer is to prepare notices of violation, collect information, conduct disciplinary hearings, make decisions related to disciplinary outcomes, and perform other functions as required in the discipline process. The Assistant Dean of Student Life also monitors participant compliance with all disciplinary conditions and sanctions and maintains all official participant disciplinary records.
- **Complainant** refers to the program when a participant is charged with an alleged violation of the Student Conduct Code.
- **Consent** to sexual activity is consent that is informed, knowing and voluntary. Consent is active, not passive, and requires cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. Silence, in and of itself, cannot be interpreted as consent. Sexual activity with someone known, or who should be known, to be mentally or physically incapacitated by alcohol or other drug use, unconscious or in a state of blackout, or otherwise unable to give consent, is not valid consent. A person is considered to be incapable of giving consent when the person lacks the cognitive ability to make an important life decision, and this measure applies even when the same persons have engaged with one another in consensual sex in the past.
- **Dean of Student Life** refers to the chief student life administrator. The Dean of Student Life is the voyage senior discipline officer. In that role, the Dean is responsible for overall coordination of the shipboard discipline system. The Dean of Student Life reports to the Executive Dean and may serve as a hearing officer.

- **Disciplinary Standing** is a sanction that may be applied when a Participant is found responsible for a violation of the Standards of Conduct. A disciplinary standing alone does not require any action from the participant. However, some disciplinary standings may limit certain privileges otherwise afforded to participants. A disciplinary standing will result in a reportable conduct record.
- **Executive Dean** refers to the chief voyage administrator appointed by the program.
- **Hearing Officer** refers to the administrator authorized by the program to facilitate student conduct hearings and determine whether a student has violated Semester at Sea Standards of Conduct and to impose sanctions when a violation has been committed.
- **Honor Code** refers to the following CSU statement adopted by Semester at Sea students, lifelong learners, faculty, staff, and their family members affirming foundational principles of academic integrity:

As a Participant on the Semester at Sea Program, I recognize my active role in building a shipboard campus of character. This includes my commitment to honesty, integrity, and responsibility within the shipboard community. As such, I will refrain from acts of academic misconduct. Furthermore, reflecting upon this commitment, I find it my responsibility to conduct myself in a dignified and inclusive manner, taking the initiative to do justice within my institution, be considerate to my peers, and persevere both academically and personally.

- **Impacted Party** means an individual or individuals directly impacted by alleged violence (including domestic violence and dating violence), sexual misconduct, or stalking. An impacted party will have the right to observe the hearing of the respondent in their case, present information and provide written statements.
- **Instructor** means any person hired by the program to conduct classroom or teaching activities or who is considered by the program to be a member of its faculty.
- **Participant** includes students, lifelong learners, faculty, staff, and family members.
- **Policy** means the written rules and regulations of Semester at Sea as found in, but not limited to, the Voyager's Handbook, the ticket contract, the faculty/staff manual, and Semester at Sea web site.
- **Program** refers to the Semester at Sea program administered by the Institute for Shipboard Education.

- **Reporting party** refers to the person who submits information through the online reporting system or who reports information to a program or vessel administrator.
- **Reportable Conduct Record** means any record maintained by Semester at Sea when a participant has been sanctioned with a disciplinary standing. Records that include a finding of responsibility are maintained for three years from the end of the voyage; records that include disciplinary dismissals are retained indefinitely.
- **Respondent** means any participant accused of violating these Standards of Conduct.
- **Shipboard Campus** includes the vessel owned, leased, operated, controlled and/or supervised by Semester at Sea.
- **Vessel** refers to the M.V. *World Odyssey*

Prohibited Conduct/Behavior

The list of behaviors which 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:

Academic Misconduct includes but is not limited to:

- Cheating by using unauthorized sources of information and providing or receiving unauthorized assistance on any form of academic work;
- Plagiarism, which includes the copying of language, structure, images, ideas, or thoughts of another, and representing them as one's own without proper acknowledgement; the 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, which 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, which encompasses any untruth, either verbal or written, in one's academic work;
- Facilitation of any act of academic misconduct, which includes knowingly assisting another to commit an act of misconduct.

Academic Non-Participation:

- Full participation in the academic program (which includes class and field class attendance and completion of assignments and exams) is expected.

Abusive Behavior:

- Physical abuse, including but not limited to: inflicting or threatening bodily harm upon any person or animal, or acting in a manner that creates a risk of bodily harm to any person, including oneself.
- Verbal abuse, threats, coercion, or other conduct, through any method of communication, which threatens or endangers the physical or psychological health, safety, or welfare of any person.
- Any form of abusive behavior (as listed above) specific to current or former intimate partners.
- Hazing, which includes any action that endangers the mental, physical, or emotional health or safety of a participant, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or student organization, or participating in, condoning, encouraging, requiring, or allowing an opportunity for hazing. A hazing violation may occur even when the victim expressed or implied consent.
- Conduct which intentionally or recklessly threatens the health or safety of any person, including but not limited to: tampering with life safety equipment, arson or attempted arson.

Damage:

- Any threatened, attempted or actual damage or destruction of Vessel or Program property or the property of others.

Discriminatory Harassment:

- Harassment, in any form, through any means of communication on the basis of sex, gender identity or expression, veteran status, genetic information, race, creed, color, national origin or ancestry, sexual orientation, age, religion, pregnancy, or disability. See [Harassment and Discrimination policy](#)

Disruptive Behavior:

- Engaging in conduct that disrupts or interferes with teaching, classroom, or other educational interactions, field classes, field programs, research, administration, or disciplinary proceedings.
- Leading, inciting, or participating in any on-ship or in-country demonstration, riot, or activity that disrupts the normal operations of the vessel or program, freedom of movement or safe passage and/or infringes on the rights of other members of the shipboard or local community. Failure to disperse at the request of program, vessel or local authorities.
- Conduct that is considered lewd by a reasonable person including, but not limited to: voyeurism, public urination/defecation, and public exposure of intimate body parts.

False Information:

- Knowingly furnishing false information to any program official, vessel official or local authorities.

- Intentionally initiating or causing to be initiated any false report, any warning or threat of fire, explosion or any other emergency.
- Use or possession of false identification.

Misuse of Alcohol:

- Use or possession of alcohol as prohibited by program policy or local law. Onboard the vessel: alcoholic beverages may not be used by, possessed by or distributed to any person under 18 years of age. In-country: refer to local laws regarding possession of alcohol laws and the minimum drinking age.
- Manufacturing or distribution of alcohol as prohibited by local law or program policy.
- Students are prohibited from bringing alcohol onboard the vessel. Also disallowed are empty souvenir bottles.
- Excessive use of alcohol resulting in a state of intoxication that endangers oneself or others.
- Consumption of alcohol during the active program times on field programs, including on all forms of transportation used on the field program (bus, boat, train, plane, etc.).
- Any alcohol consumption on a field class (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).

Misuse of Drugs:

- Use or possession of illegal drugs, including but not limited to: marijuana, methamphetamine, cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB, or other controlled substances or any substance used for an intoxicating effect.
- Use or possession of prescription drugs other than by the person prescribed or for use other than the prescribed purpose and/or dosage.
- Manufacturing or distribution of illegal or prescription drugs.
- Possession or use of drug paraphernalia, including but not limited to: equipment, products, and materials used to cultivate, manufacture, distribute, or use marijuana or other illegal drugs.
- Use of drugs resulting in a state that endangers oneself or others.

Non-Compliance:

- Failure to comply with the verbal or written directions of any program or vessel officials or local authorities acting in the performance of their duties and in the scope of their employment, or resisting or obstructing program of vessel officials or law enforcement officers while acting in the performance of their duties, including failure to identify oneself to these persons when requested to do so.
- Violating the terms of any interim measure, no contact directive, or exclusionary order imposed by the program.

- Failure to return to the vessel by the designated “on ship time”; failure to return passport to vessel reception by “on ship time”.

Retaliation:

- Any form of abuse, threat, intimidation, bullying, coercion, harassment, or attempt to influence or interfere with another individual or group who submits a report, cooperates with any investigation or acts as a witness in relation to an alleged violation of the Standards of Conduct or any program or vessel policy.

Sexual Misconduct:

- Any actual or attempted non-consensual behavior of a sexual nature, including but not limited to:
 - Intentional and unwelcome touching, kissing or coercing, forcing, or attempting to coerce or force another to touch a person’s intimate parts.
 - Sexual intercourse without consent, such as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral sex, without the consent of the victim.
 - Taking, sharing, or posting of videos or photographs/images of a sexual nature without consent.
 - Deliberate observation of others for sexual purposes without their consent.
 - Exposing one’s genitals in non-consensual circumstances.
 - Viewing, placing, or posting pornography in public venues; possessing, distributing or viewing illegal pornography.
 - Sexual harassment that creates an intimidating, offensive, or hostile environment for another.
 - Any act of sexual misconduct in violation of local or maritime laws or Program policy.

Smuggling:

- Smuggling or attempting to smuggle, unauthorized persons or [prohibited items](#) aboard the Vessel

Stalking:

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including but not limited to: acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

Theft:

- Theft, attempted theft, or other unauthorized possession of Program or Vessel property or the property of others.

Unauthorized Travel:

- Soliciting travel; specifically receiving incentives, including but not limited to: payment, discounts, upgraded services, alcohol, food, etc., for actively recruiting

other participants to purchase or participate in a trip or program or selling a trip or program on behalf of a third party outside of Semester at Sea.

- Travel outside of the country in which the Vessel docks to another country unless specifically allowed.
- Students may disembark the Vessel in one-day port calls (e.g. Hawaii and Mauritius) if they are enrolled in a Semester at Sea field class or field program; otherwise, they may not disembark the Vessel.
- Travel to the Balearic Islands (Spain). These islands are an archipelago in the western Mediterranean Sea. The four largest islands are: Majorca, Minorca, Ibiza, and Formentera.
- Renting or driving motor vehicles (including motorcycles, scooters, and E-bikes) or watercraft.

Unauthorized Entry, Possession or Use:

- Unauthorized use, entry, or occupation of another person's property or of program or vessel property or facilities, including, but not limited to: entry into any restricted or crew area on the vessel, use of vessel life safety equipment at any time other than drills or emergency situations.
- Any unauthorized possession, duplication, or use of vessel keys or access devices.
- Unauthorized removal or misuse of any program or vessel document, record, data, nonpublic information, identification, educational material, or property, including forgery or alteration).
- Abuse of computer facilities or technological resources, including but not limited to: unauthorized entry to, or use of computers, access codes, telephones and identifications belonging to the program or other members of the shipboard community; unauthorized entry to a file to use, read, transfer, or change the contents, or for any other purpose; interfering or disrupting the work of any Participant; violating copyright laws.

Violation of Law, Vessel or Program Policy:

- Evidence of a violation of any local law or ordinance, vessel policy or program policy.

Weapons:

- Illegal use or possession of firearms or other [prohibited weapons](#); ammunition or explosives; dangerous chemicals, substances, or materials; bombs or incendiary devices; or simulated weapons. Use of any such item in a manner that harms or threatens others is prohibited.

Interim Measures

When serious charges are filed against a participant, whether criminal, civil, or conduct, the Executive Dean, or designee, may temporarily restrict the participant to the vessel until the

charges are resolved. An interim suspension may be imposed whenever the Executive Dean finds it necessary in order to:

- Ensure the safety and well-being of the shipboard community;
- Ensure a participant's own safety and well-being;
- Preserve program property;
- Prevent disruption or interference.

During interim suspension, the participant may not disembark the vessel (or, in some cases, may not embark the vessel), may be denied access to classes and activities, may have limited access to dining halls and other services, and may be assigned a no-contact order until the charges are resolved. The Participant is notified in writing of the terms of the interim suspension, and reasons for this action. The Executive Dean, or designee, typically reviews interim measures as the investigation and discipline process proceeds to determine if adjustments are appropriate. Interim suspension does not replace the regular conduct process, and may be in effect up to and through a hearing, if required.

Procedures

The conduct process is a learning experience which can yield growth, behavioral change, and personal understanding of one's responsibilities and privileges. This process balances the needs and rights of participants with the needs and expectations of the Program and the shipboard community. It supports Semester at Sea's values and community standards with a continuum of responses from disciplinary standing, sanction or restriction, to education, counseling and restorative justice. Participants are treated with care, fairness, tolerance, and respect. The needs of the complainant, the impacted party, the respondent, and the shipboard community at large are equally important.

Captain's Authority

Because Semester at Sea is conducted largely in international waters and non-U.S. ports of call, the Captain maintains the ultimate authority in determining sanctions for behavioral violations. While the program's Standards of Conduct have been developed in consultation with the Captain, the Captain's authority shall supersede these Standards of Conduct, whenever necessary, in the sole discretion of the Captain during the course of a Voyage.

Reports

Any Participant may file a complaint against another Participant for a violation of these Standards of Conduct. Complaints should be submitted in writing as soon as possible after the incident. Anonymous reports are not sufficient to begin the discipline process; however, in some instances, investigation may be warranted in response to an anonymous report and may lead to

documentation from an identifiable source that warrants charges. Incident reports are found on homeport or at www.semesteratsea.org/incidentreport.

Review

Upon receipt of a complaint, the hearing officer may decide the incident warrants a conduct hearing and charge the respondent with one or more violations of the Standards of Conduct. Prior to charging the Respondent, the Hearing Officer may choose to conduct an investigation to gather additional information.

Notification of Student Conduct Hearing

The respondent is 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 respondent 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 disciplinary process (e.g. no-contact order; restriction from specific shipboard locations; temporary cabin relocation; etc.).

Notification of Alternative Resolution 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 participant 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 individual, and the educational 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, they may request a conduct hearing. Alternative resolution processes are binding and not subject to appeal. If the participant does not complete the alternative resolution process, they may face disciplinary action.

Alternative resolution processes include but are not limited to:

Responsible Action Exemption: The program has adopted a Responsible Action Exemption policy for students seeking medical assistance for themselves or others for emergency situations that result from alcohol and other drug abuse.

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 participant the option to resolve the situation by forgoing a conduct hearing. The option letter will be sent to the participant's Seemail 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 Participant 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 participant 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 participant does not contact the hearing officer within 24 hours after the option letter is sent it will be assumed that the Participant accepts responsibility for the charges and will complete all of the discretionary outcomes by the assigned deadlines.

Conduct Hearing

A conduct hearing is facilitated by a hearing officer. The purpose of the conduct hearing is to discuss alleged violations of behavioral expectations as identified in the prohibited conduct section of the Standards of Conduct. 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 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 respondent 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 respondent 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 hearing. Witnesses may be present only when they are giving information. Witnesses may not serve in the dual role as a support person. Only the hearing officer may ask questions; the respondent or impacted party may suggest questions for each other or witnesses. The hearing officer has the discretion to ensure questions are relevant to the case.

Missed Hearings: If the respondent misses the scheduled hearing, the hearing officer 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.

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 respondent 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 participant's previous conduct record. A hearing officer has three (3) days from the date of the hearing to provide a decision to the respondent(s). 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.

Sanctions

Consistent with the educational nature of the conduct process, the hearing officer considers the totality of information provided in determining the appropriate outcomes and sanctions following hearings. This includes the participant's prior behavior, demonstrated understanding of the impact of their behavior, and the role that alcohol or other drugs played in an incident. 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 discretion of the hearing officer.

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 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 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.

Parent/Guardian/Home School 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.

Appeals

A participant may appeal a hearing officer's decision of probation, deferred voyage dismissal or voyage dismissal. In cases where an impacted party has been identified by a hearing officer, that individual also has a right to appeal the decision. The appeal must be submitted in writing within 24 hours of the decision and hand-delivered to the Executive Dean. The Executive Dean shall appoint an appellate officer from among the faculty or staff. Except as necessary to explain the basis of new information not available at the time of the original hearing, an appeal shall be limited to a review of the record of the hearing and supporting documents for one or more of the following determinations:

- Whether the hearing was conducted fairly, giving both the respondent and/or Impacted Party the opportunity to present relevant information. Minor deviations from designated procedures will not be a basis for sustaining an appeal unless there is an adverse effect on the outcome of the hearing;

- Whether the decision was based on substantial and sufficient information. That is, whether there was information presented in the case that, if believed by the hearing officer, was sufficient to establish that a violation of the Standards of Conduct occurred;
- Whether the sanctions imposed were appropriate for the violation; or
- Whether there is information not available at the time of the original hearing that may be relevant to the original decision.

The appellate officer will review the written request for appeal to determine if an appeal should be granted. 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 appellate officer shall take one of the following actions:

- Deny the appeal;
- Return the case to the hearing officer for further consideration. The respondent must abide by the original conditions while the case is under review; or
- Grant a hearing to consider information not available at the time of the hearing.

When an appeal is granted, the respondent must comply with all restrictions from the hearing officer's original decision until the appeal is decided. Unless otherwise specified, the respondent may continue to attend class and/or travel in-country while appealing.

Upon conclusion of the review, the appellate officer shall do one of the following:

- Affirm the decision. Decisions made by the appellate officer are final;
- Return the case to the hearing officer for further consideration, which may include recommendations for increasing or decreasing the penalty or addressing additional issues. While the case is being considered, the respondent must continue to abide by any stated conditions; or
- Recommend reversal of the decision, if the appellate officer disagrees with the hearing officer's evaluation of evidence and does not believe that sufficient evidence exists to support a violation of the Standards of Conduct.

In all cases, the appellate officer shall make a recommendation in writing to the Executive Dean for final review. The Executive Dean, after review of the recommendations of the appellate officer and consultation with others as deemed appropriate or necessary, shall do one of the following:

- Affirm the recommendation of the appellate officer;
- Affirm the decision of the original hearing officer; 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.

Victims

Semester at Sea is committed to providing appropriate support and referrals to victims of crimes or violations of the Standards of Conduct. A victim of another person's unlawful or prohibited actions may seek personal support, explore options, and report the incident. While on land campuses it may be that confidential reporting processes are provided, Semester at Sea cannot ensure confidentiality in the maritime setting. Counseling, medical, and other program personnel may be required to take appropriate action when notified. Victims may receive assistance from other appropriate program resources, such as: cabin relocation; academic support services; notification of appropriate persons/agencies; and at the victim's request, program procedures to deter harassment or retribution.

Participants are encouraged to report crimes and complaints to the Executive Dean, the Staff Captain, the Counseling Center, the Medical Clinic, or any other program administrator.

Interpretation and Revision

Under the authority of Semester at Sea's President, any question of interpretation or application of the Standards of Conduct shall be referred to Semester at Sea's home office Assistant Vice President for Student Affairs, or designee, for final determination. The Standards of Conduct shall be reviewed a minimum of every three years under the direction of the Assistant Vice President for Student Affairs in consultation with Semester at Sea's legal counsel.

ALCOHOL, DRUG, & TOBACCO USE

Semester at Sea is committed to providing a safe, healthy learning community for all its Participants. Semester at Sea recognizes that the improper use of alcohol and drugs may interfere with its mission by negatively affecting the health and safety of its participants. The misuse of alcohol and drugs has associated obvious risks (e.g. hangover, DUI, causing or sustaining injury) and less obvious risks (e.g. poor academic performance, poor job performance, unwanted sexual activity, sexually transmitted disease, and jeopardizing future career prospects). In addition, alcohol and drug abuse puts the user at considerable health risk which can include nausea, vomiting, cancer, liver damage, elevated blood pressure, psychotic episodes, hallucinations and, in some cases, death. It is for this reason that Semester at Sea has established these policies which prohibit members of the shipboard community from behaving inconsistently with Semester at Sea's core values.

Alcohol

Alcohol & Field Programs/ Classes

Unless alcohol consumption is a component of a faculty-planned field class (e.g., as part of a visit to a winery or a sake distillery), it may not be possessed or consumed during the "active program time" of a field class or program (e.g. the scheduled component of the class or program), to include on forms of transportation that may have alcohol for sale (e.g. commercial airlines, trains, ferries). On overnight field programs, legal-aged participants may choose to responsibly consume alcohol in moderation during "inactive program times" (e.g. the unscheduled leisure or free time of the program).

Intoxication and/or irresponsible alcohol use is never allowed and will not be tolerated (regardless of independent travel or field program status.)

Alcohol use on the Vessel

- Because Semester at Sea is conducted largely in international waters and non-U.S. ports of call, the Captain maintains the ultimate authority in determining the specific conditions under which alcohol is consumed and possessed onboard the vessel. While the program's alcohol policy has been developed in consultation with the Captain, the Captain's authority shall supersede this policy, whenever necessary, in the sole discretion of the Captain during the course of a voyage.
- Students are prohibited from bringing alcohol onboard the vessel. Also disallowed are empty souvenir bottles.
- Lifelong Learners, faculty, staff, and their legal-aged dependents may bring onboard a total of two liters of alcohol per port. This alcohol is intended for personal use in the

privacy of their cabin and under no circumstances may be provided to students or underage participants. This alcohol must be declared to gangway security officers and may not be brought onboard on the final day in port within two hours of on-ship time.

- Alcohol beverages are available for purchase onboard the vessel on most sea days. The availability of alcohol onboard is a privilege afforded to participants 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.
 - Beer and wine are the only types of alcohol available for purchase by students over the age of 18. This service for students is available on designated sea days in the dining hall at dinner and at the pool bar in the evening. Service schedule is posted in the Dean's Memo.
 - The number of drinks available to students is governed by a voucher system. Students may purchase and consume up to two drinks per day.
 - Students may purchase one alcoholic beverage at a time—a second beverage will not be made available until the first is responsibly consumed.
 - Lifelong Learners, faculty, staff, and their legal-aged companions do not have ascribed drink limits, but they must drink responsibly. They have access to beer and wine in the dining hall and pool bar during student beverage service and full bar service in the Fritz Bar (faculty, staff, & Lifelong Learner lounge).
 - 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.
 - Alcohol may not be taken from the designated beverage service areas (dining hall and pool bar).

Procedures for responding to intoxicated participants

- Intoxication is not an appropriate condition and is prohibited on board and in country. Intoxication is identified by generally reliable signs. These signs may include, but are not limited to, difficulty standing/walking, the strong odor of alcohol on an individual's breath, slurred speech, glassy eyes, or exaggerated emotions and behaviors. A participant who is demonstrating behaviors that are consistent with intoxication onboard the Vessel shall be administered a field sobriety test and/or a breathalyzer test by a trained crew member or member of the Voyage medical staff.
- Based on the participant's level of intoxication, the participant may be assigned a **safety hold**. The safety hold time is determined by the vessel's medical staff. During a safety hold, participants are not permitted off the vessel for any reason, including field classes, field programs, independent travel or other plans in country.

- Participants not in need of immediate medical attention are monitored by non-medical personnel in a pre-designated location until vessel medical staff determines that the participant is safe to return to their cabin. A fee may be applied for any medical services, supplies, cleaning or damage incurred. Following involvement of the participant in any of the above mentioned, an incident report will be filed and the involved party referred to the conduct process.

Drugs

Prescription Drugs

- Use or possession of prescription drugs other than for the person prescribed, or for use other than the prescribed purpose or amount, on shore or at sea, are prohibited. Prescription drugs must be prescribed for the participant in possession of the medication, and the prescription must be for current use and prescribed within the past 12 months. Prescription drugs are limited to a supply not to exceed the length of the voyage. Prescription drugs and diagnosis must be included by the participant's home provider on the medical history form submitted before voyage departure. Prescription drugs may not be obtained in any country visited unless the medication is needed in an emergency, and, in that case, the participant must notify the medical team immediately upon embarkation. Prescription drugs must be kept in their original containers and must be taken in accordance with dosage recommendations and usage cautions. A participant taking prescription drugs is personally responsible for ensuring that taking such drugs does not pose a safety risk to oneself or to others. The program reserves the right to consult with medical advisors to determine if a drug or medication, whether prescribed or not, produces hazardous or non-safe effects, and may restrict the use of any such drug or medication accordingly during the Participant's tenure in the Program.

Prohibited Drug Use, Screening, and Searches

- Participants are prohibited from participating in the program, on shore or at sea, while impaired by a drug or controlled substance, or with an illegal or abused drug present in one's system. The program reserves the right to require a participant to submit to a urine drug screen if authorized officials believe that a participant is using or under the influence of prohibited drugs or controlled substances, whether by exhibiting abnormal behavior or telltale markings as observed by authorized officials or others or through information made available to officials that—upon review and investigation—is considered a reasonable basis to require a drug screen test.
- A participant found in possession of suspected prohibited drugs, or controlled substances, or when any of these drugs or controlled substances are found in any area controlled or used by the Participant, is subject to a urine drug screen and cabin search.

- The program reserves the right to have authorized officials conduct searches of participants and their personal property for the purpose of determining if any such participant is in violation of this policy.
- The program reserves the right to identify a randomly selected group for periodic cabin search and drug screening by authorized officials for the purpose of determining if any such participant is in violation of this policy. These searches may occur at any time at a frequency decided by the Captain.
- Drug screen tests and cabin searches will be performed with concern for the personal privacy of each Participant under the direction of the Captain. Cabin searches will be conducted by vessel security officers accompanied by a program staff witness, with or without the presence of the participant. Confiscated items will be logged and photographed, with written notification left in the participant's cabin that a search occurred. Drug screen tests will be conducted by vessel medical staff accompanied by a program staff witness, in the privacy of the vessel's medical clinic. A participant will be considered in violation of this policy for any of following :
 - fails to submit a urine specimen after a thirty-minute period
 - alters, tampers with, or substitutes a urine specimen
 - provides misleading or false information
- Any participant who, as a result of urine drug testing, is found to have detectable levels or identifiable trace quantities of a prohibited drug or substance in his/her system, regardless of when or where the drug or substance entered the participant's system, without satisfactory explanation to authorized officials, may be considered in violation of the standards of conduct.

Smoking & Tobacco

Smoking (including the use of vapor, or e-cigarettes) is prohibited on the vessel except on the designated smoking area on the open section of deck seven. Chewing tobacco is also expressly prohibited.

Smoking on the vessel is prohibited completely during periods of fuel bunkering or similar activities. Announcements always made on such an occasions and designated for smoking during regular operation area cordoned off with warning sign.

For safety reasons and to prevent overcrowding, only those actively smoking may be in the smoking area. Participants who are not smoking are not permitted to stand or sit in this area.

LIST OF PROHIBITED ITEMS

In accordance with the U.S. Transportation Security Administration (TSA) and International Ship and Port Facility Security Code, the following items are prohibited aboard the Vessel. Confiscated items cannot be returned and will be destroyed. This list is not intended to be all-inclusive and is updated as necessary.

- Alcohol, to include empty bottles/cans, souvenirs, or gifts, except as expressly permitted by this handbook;
- Illegal drugs & drug paraphernalia, to include but not limited to: pipes, water pipes, hookahs, souvenirs or replicas; any products containing cannabidiol (CBD);
- Firearms and ammunition, to include but not limited to: guns of any kind (i.e. air, bb, pellet, flare, paint ball, starter, blow, and replicas);
- Sharp items and weapons, to include but not limited to: ice pick/axe, box cutter, knives, saber, swords, or replicas;
- Martial arts and self-defense items, to include but not limited to: billy clubs, black jacks, brass knuckles, kubatons, night sticks, nunchakus, throwing stars, stun guns, and shocking devices;
- Select tools, to include but not limited to: hammer, crow bar, axe, saw, and hatchet;
- Disabling chemicals, to include but not limited to: pepper spray, mace, and tear gas;
- Dangerous materials, to include but not limited to: fire extinguishers, bleach, paint, paint thinner, fireworks, flares, and fuel of any kind;
- Drones or kites of any kind;
- Open flames, to include but not limited to: candles, incense and oil lamps;
- Items with heating elements, to include but not limited to: hot or coffee pots, halogen lamps, and clothes irons;
- Small kitchen appliances, to include but not limited to: any form of blender, food processors and juicers;
- Personal hair appliances are not allowed unless they meet the following conditions:
 - Curling irons and hair straighteners must be UL approved and have auto shut-off devices;

- A portable hair dryer may be brought to be used in-country only (note: a hard wired hair dryer is provided in every cabin);
- Flip-flops should not be worn on the vessel
- Electrical extension devices, to include but not limited to: extension cords, octopus plugs, and power strips;
- Walkie-talkies and 2-way radios;
- Select adhesive tape, to include but not limited to: duct tape, electrical tape, and double-sided tape;
- Select sporting goods, to include but limited to: darts, bats, bows & arrows, and spear gun; no modes of transportation (i.e. bikes, unicycles, scooters, skateboards, rollerblades, etc).
- Oversized items, to include but not limited to: surfboards, bikes, scuba gear, steamer trunks, large suitcases (collapsible duffle bags are recommended), extra-large musical instruments, large sized exercise equipment, large souvenirs obtained in-country, and oversized fossils/stones;
- Live animals;
- Live plants;
- Any wooden parts or products not mechanically, chemically treated and/or with signs of infestation
- Taxidermy of any kind;
- Chewing tobacco;
- Select food & beverage items, to include but not limited to:
 - Unsealed fresh or dry food (individually factory sealed portions not exceeding 1 kg /2.2 lbs) OK; they must be able to be consumed at one time);
 - Fresh produce of any kind;
 - Beverages with twist-off caps; ** No beverages may be brought to the Vessel at the initial embarkation
 - Ready-to-eat meals;

***Food items related to particular allergies may be allowed with the approval of the voyage physician;*

CRIMINAL ACTIVITY PREVENTION & SECURITY GUIDE

The Cruise Vessel Security Act of 2010

Semester at Sea places the highest priority on the safety and security of all program participants and crew aboard the MV World Odyssey.

In compliance with the United States Cruise Vessel Security Act of 2010, this document outlines specific information to help Participants prevent and/or respond to criminal activity. Additional information related to Health and Safety can be found in the binder located inside your cabin.

In the case of medical emergencies, requests for medical assistance, a missing person, injuries, unsafe or illegal behavior; please contact the Reception Desk on Deck 5 (staffed 24/7).

The vessel's personnel are responsible for responding to and investigating alleged crimes and missing persons. Your cooperation in reporting unsafe or illegal behavior to the Staff Captain or Executive Dean will be of great assistance to the vessel security and/or medical personnel in responding to the situation in an efficient manner.

Semester at Sea has a zero tolerance policy for crime onboard the vessel. Criminal allegations are reported to law enforcement officials in the next port of call, as well as the country where the vessel is flagged.

The following is also required by the Cruise Vessel Security act of 2010:

- On international voyages that embark or disembark in the United States, or on those voyages where an incident takes place on high seas or in foreign waters, if the assailant of the victim is a United States national, Semester at Sea is required to report as soon as possible (to the Federal Bureau of Investigation by telephone, the Department of Homeland Security by electronic transmission, and the Coast Guard in writing) onboard serious felonies, including homicide, suspicious death, kidnapping, missing U.S. nationals, assault with serious body injury, sexual assault as defined by federal laws, arson or tampering with the Vessel, or theft of money or property in excess of \$10,000. The Federal Bureau of Investigation can assert criminal jurisdiction in all of these circumstances. Each of the nations visited, as well as the Vessel's nation of registry, may also assert jurisdiction and/or impose additional reporting requirements.
- If a participant or other person onboard the Vessel is reported as missing, the Captain will order an investigation to determine the validity of the report. Such investigation may include, but is not limited to: contacting the missing person's parents, parents/guardians, shipmates, and faculty/staff; contacting local authorities in the port-of-call; checking the

person's social media sites; and any other investigative measures deemed appropriate by shipboard authorities. In advance of the voyage, participants are required to designate an emergency contact person to be contacted in the event that the participant is reported missing; that person will be contacted within 24 hours after the determination is made that the participant is missing.

- For either missing persons or serious felonies arising at any time during a voyage, a participant may independently contact the Federal Bureau of Investigation, the Coast Guard, or other local law enforcement authorities. Other non-governmental resource information is listed below as well. Non-United States citizens may contact their embassy.
 - Federal Bureau of Investigation: 1-800-CALLFBI (225-5324)
 - U.S. Coast Guard: 1-202-372-4411
 - U.S. State Department: 1-202-501-4444
 - National Sexual Assault Hotline: 1-800-656-HOPE (4673)

HARASSMENT AND DISCRIMINATION POLICY

It is the policy of Semester at Sea to maintain a living and learning environment free from harassment or discrimination on the basis of race, color, gender, gender identity or expression, religion, creed, national origin, ancestry, age, sexual orientation, disability, veteran status, genetic information, or other forms of legally impermissible harassment or discrimination. Such harassment or discrimination in any manner or form by anyone in the shipboard community is expressly prohibited. Harassment and discrimination are not only intolerable and threatening to the vitality of the program, but are contrary to the program's mission. Semester at Sea, therefore, advises all members of the shipboard community to assist in preventing such harassment or discrimination and to respond promptly to complaints concerning any such alleged acts.

Harassment Defined

Harassment can take many forms. It can take place in person or by any form of communication and can include slurs, comments, rumors, jokes, insults, innuendoes, unwelcome compliments or touching, cartoons, pranks, bullying, and other verbal or physical conduct. Harassment also includes "stalking" as defined below. Generally, physical and verbal conduct is considered harassment when it meets one or more of the following criteria:

- Submission to the undesirable conduct or communication is made, either explicitly or implicitly, a term or condition of one's employment or academic status;

- Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting the individual's employment or education;
- The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creates an intimidating, hostile, or offensive employment or academic environment;
- The conduct or communication would not have occurred but for the protected category of the individual or group to whom it is directed and who are affected by it.

Sexual Harassment Defined

Sexual harassment is objectionable verbal and/or physical conduct that is sexual in nature or gender based. Unwelcome sexual advances, requests for sexual favors, sexually motivated physical or verbal conduct may be sexual harassment. Other behavior that is not sexual in nature but is motivated by a person's gender may also be sexual harassment. Generally, conduct is considered sexual harassment when:

- Submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions or assessments affecting that individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or otherwise creating an intimidating, hostile, or offensive living and learning environment.

Examples of behaviors which might be considered sexual harassment include but are not limited to:

- Demeaning sexist statements, off-color jokes, crude sexual remarks, offensive stories, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity or experiences;
- Display or circulation of written materials or pictures degrading to individuals or gender groups;
- Inappropriate, unnecessary, or unwelcome physical contact, such as touching, patting, pinching, hugging, kissing, or brushing against an individual's body (see chapter VI);
- Undue and unwanted attention, such as repeated flirting, compliments about clothing or physical attributes, staring, or making sexually oriented gestures;

- Pressuring an individual to become involved in sexual activity;
- Making a individual's work or job more difficult because of that person's sex or sexual orientation;
- Using a position of power and authority to:
 - Threaten or punish, either directly or by implication, for refusing to tolerate harassment, submit to sexual activity, or for reporting harassment;
 - Promise rewards for sexual favors;
 - Physically assaulting an individual, such as rape, sexual battery, sexual molestation, or attempts to commit such assaults. Such actions may also constitute a criminal and conduct code violation (see chapter VI);
 - Engage in demeaning verbal and other expressive behavior of a sexual or gendered nature in instructional settings.

To be considered sexual harassment, the conduct must meet one or more of the criteria outlined in "Harassment Defined".

Discrimination Defined

Discrimination is conduct that is based upon an individual's race, age, creed, color, religion, national origin, ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy, and that (a) excludes an individual from participation in, (b) denies the individual the benefits of, (c) treats the individual differently from others in, or (d) otherwise adversely affects a term or condition of an individual's employment, education, living environment or program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

Harassment based on discriminatory factors of race, color, gender, gender identity or expression, religion, national origin, ancestry, age, sexual orientation, disability is prohibited and will not be tolerated. Semester at Sea seeks to provide equal educational opportunities for all Participants consistent with our mission and core values. To do so, Semester at Sea must maintain an environment free from discrimination, bullying, intimidation, and humiliation as expressed by communication, threats, acts of violence, hatred, abuse of authority, or ill-will that demean an individual. Discrimination interferes with or limits an individual's or group's' ability to participate in or benefit from Semester at Sea programs, services, activities, or amenities. Discrimination dishonors Semester at Sea and its participants and diminishes the stature of the academic community. Semester at Sea unequivocally condemns racist behavior in any form.

The following are examples of behaviors, which, if based on discriminatory factors, may constitute discrimination:

- Making demeaning remarks to an individual or group or in the presence of an individual or group. This includes name calling, racial or other slurs, epithets, jokes, and racial put downs if the intention or result is to demean a person or group, treat individuals or groups differently because of race, ethnicity, national origin, or color, or create a hostile environment;
- Displaying, circulating, or placing visual or written material demeaning a person based on discriminatory factors in Vessel living or working areas, when the intention or result is to make the education, working, or living environment hostile or demeaning;
- Damaging, defacing, or destroying Semester at Sea property or the property of any Participants because of discriminatory factors;
- Using “fighting words” and/or expressing in words, pictures, gestures or symbols commonly understood to convey hatred or contempt, based on discriminatory factors, with the intent to inflict emotional distress;
- Engaging in intentional acts based on discriminatory factors that obstruct or attempt to obstruct or seriously impair program activities on the shipboard campus or in other locations where Semester at Sea-sponsored activities occur;
- Physically threatening or assaulting, intentionally engaging in physically violent acts, malicious injury to person which intentionally or recklessly imperils the safety of others and/or engaging in malicious harassment in violation of law;
- Engaging in demeaning verbal and other expressive behavior of a discriminatory nature in instructional settings. Semester at Sea will make every effort to address discriminatory incidents even if the perpetrator has not been identified.

Unacceptable Relationships

Romantic or sexual relationships between students and non-students (other than their spouse or domestic partner), or between supervisors and their subordinates, are unacceptable to Semester at Sea. Such relationships have the potential for adverse consequences and are considered an unacceptable violation of Semester at Sea policy. All students and minors are prohibited from fraternizing with the crew. Fraternization includes, but is not limited to, socializing on the Vessel or in port, having a crew member in your cabin for anything beyond the scope of their duties, making special requests from crew members, giving presents or gifts to crew members.

Confidentiality

Due to the sensitivity of harassment issues, each case will be investigated in a manner which is as confidential as practical, sharing information on a need-to-know basis only. Investigations will be designed to protect the privacy of, and minimize suspicion toward, all parties concerned. Semester at Sea has an obligation to address forbidden harassment; however, Semester at Sea cannot guarantee complete confidentiality where it would conflict with the ISE's obligation to investigate meaningfully or, where warranted, take corrective action.

False Reports

Submission of a good faith complaint, concern, or report of harassment will not affect the complainant's or reporter's employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or report or to have knowingly and willingly given false information during an investigation, will be subject to disciplinary action.

Consequence for Violation

Any person found to have violated Semester at Sea's policy against harassment is subject to appropriate corrective and/or disciplinary action. By enforcing this policy, Semester at Sea will preserve the rights of every participant to enjoy an environment free of all forms of harassment.

Retaliation

Retaliation will not be tolerated against anyone who has in good faith reported perceived harassment or discrimination or a concern about harassing or discriminatory conduct or has participated in an investigation, complaint process or hearing, or filed a complaint alleging harassment or discrimination. Retaliation includes but is not limited to any form of intimidation, reprisal, discrimination or harassment. Anyone found to have acted in a retaliatory manner will be subject to appropriate disciplinary action.

Investigation, Hearing & Resolution Process

These processes are detailed in the [Standards of Conduct](#). Please also note that such processes may, depending on Vessel and Participant movements and availability, have to be abbreviated or otherwise altered.

TECHNOLOGY USE POLICY

Network and computing resources are provided primarily to support the mission of Semester at Sea. Participants may use the provided computing and network resources for personal needs

as long as such use is consonant with established policy and does not inhibit academic or administrative use of the computing resources or network, to include but not limited to:

- Semester at Sea cannot provide, and will not be responsible for, software kept on personally-owned computers, nor is the Institute responsible for the installation, repair, maintenance or upgrade of personally owned hardware.
- Participants should not leave a computer logged on if the user will be away from the computer for an extended period of time. Data on local hard drives should be secured either through password protection or physical security (e.g. locked in a cabin) when user is not present.
- Semester at Sea may restrict the use of computing and network resources. This includes blocking spam messages and deleting user files and mail to conserve disk space on Institute owned computers.
- The use of shipboard computing resources for political gain or exclusive personal gain shall not be permitted.
- Personal accounts and passwords are private and should not be shared with others.
- Participants may post electronic documents and images for public access provided that those documents conform to Institute policies and U.S. and international copyright law.

Unacceptable Uses

- Using shipboard computing resources for an unlawful activity
- Sending spam or creating or retransmitting chain e-mail messages
- Sending e-mail from another Participant's account
- Altering the header of an e-mail to prevent the recipient from determining the actual sender of the e-mail
- Logging into or using any computer account or accessing, modifying, or creating any files without permission
- Introducing new services or resources (e.g. personal web server) or altering existing resources (e.g. registering personal domain name) on the shipboard network without the approval of the onboard IT coordinator

- Transmitting, without authorization, information proprietary to Semester at Sea or information that could be construed as a statement of official Semester at Sea policy, position, or attitude
- Distributing information encouraging the patronage of network sites containing material prohibited by Semester at Sea
- Wasting resources such as print services, disk space, and network bandwidth
- Intercepting network traffic without authorization
- Using shipboard computing resources for any activity that results in the degradation of provided services, denies services to other users, or jeopardizes the security and capabilities of the network
- Downloading or uploading copyrighted material except when these materials are fairly used in the presentation of academic research
- Creating a peer-to-peer network for the purpose of file-sharing without the approval of the onboard IT coordinator
- Deleting files owned by others from network public folders without the approval of the IT coordinator
- Using shipboard computing resources and/or bandwidth to download or stream movies, music or other media without the express permission of the IT coordinator
- Using shipboard computing resources and/or bandwidth to make voice over IP (VOIP) phone calls using services such as Skype, Google Voice, Vonage or other application

SOLICITATION/TRADEMARK POLICY/USE OF PARTICIPANT IMAGES

Onboard Solicitation

This policy provides guidelines for participants wishing to distribute information to other shipboard community members, or to recruit student participation in organizations. No person or organization may establish a table, booth, or presence on the Vessel unless specifically approved by the Dean of Student Life or designee. Door-to-door solicitation is categorically prohibited. Participants may not use their cabins, data connections, Semester at Sea email, or mailboxes for solicitation, commerce, or accounts receivable. Posting requirements include:

- Participants must submit materials to the student life office prior to posting materials to any bulletin board. Items determined to be inconsistent with the mission of Semester at Sea will be disallowed
- Approved materials will receive an authorization stamp or signature; Unstamped items will be removed

Trademarks

Registered service marks and trademarks of Semester at Sea include: “Semester at Sea”, “SAS”, “Institute for Shipboard Education”, “ISE”, “Vicarious Voyage”, “M/V Explorer” and the Institute for Shipboard Education and Semester at Sea logos, as well as Colorado State University’s protected logos and other trade and service marks. Use of the aforementioned names or logos without prior written authorization is prohibited. Copying, broadcasting, or any other publication of any video, film, or photograph referencing, in any manner, is prohibited. Any items which directly or indirectly reference Semester at Sea, the Institute for Shipboard Education, or the MV World Odyssey may not be produced, sold, bartered, or given as gifts without the expressed written approval of the Institute for Shipboard Education. The Institute for Shipboard Education reserves the right to confiscate all items in violation of the aforementioned conditions.

Use of Participant Images

Semester at Sea has the exclusive right to include photographs, video and other visual portrayals of Participant in any pictorial medium of any nature whatsoever for the purpose of trade, advertising, sales, publicity or otherwise, without compensation to participant, and all rights, title and interest therein (including all worldwide copyrights therein) shall be Semester at Sea’s sole property, free from any claims by participant or any person deriving rights or interest from participant.

IN-COUNTRY FIELD CLASSES, INDEPENDENT TRAVEL AND FIELD PROGRAMS

Field Classes

Each Semester at Sea course, except for Global Studies, has one required, uniquely designed, 8-hour field class that takes place usually on the first, second, or last day in one of the destinations. 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
- Participation in a field class is required and limited to those students enrolled in the companion course
- The cost of required field classes and one Global Studies Credit Eligible Program IS included in voyage tuition
- Participation in other field programs or independent travel must be planned around required field classes
- For more information about field classes, visit the “courses” section within each voyage page of our website
- Reference field class policies in section [“ACADEMIC POLICIES.”](#) of the Voyager’s Handbook

Global Studies Credit Eligible (GSCE) Field Program

Global Studies does not have a traditional field class, but it does have a required field component. Students are required to select one of the many “Global Studies Credit Eligible” field programs listed in the field program catalog. These eligible programs are focused on meaningful interaction with local people and cultures, and the cost of participation is included in voyage tuition.

- Participation is required in one eligible program and counts as 5% of the Global Studies course grade (not 20% like other Field Classes).
- GSCE field programs were not designed by, and may not be led by, Global Studies Faculty and are not restricted to just students enrolled in the course.
- Students register for their “Global Studies Credit Eligible” field program via the SAS web portal (different than courses) after course registration opens.

Meaningful Travel: Independent Planning & SAS Field Programs

In each port, when not participating in required field classes, students have the option of participating in Semester at Sea-designed Field Programs or to independently arrange their own

experiences. Semester at Sea supports independent travel and believes, when designed responsibly and with health and safety in mind, these experiences play an important part of achieving our mission and desired learning outcomes. We value the learning and growth that happens while voyagers have their own personal journeys of exploration and discovery. We recommend an intentional and thoughtful mix of SAS Field Programs and independent travel. By the end of the voyage, we hope each voyager is a smart, responsible and respectful TRAVELER (not tourist) who is inspired and equipped to spend a lifetime traveling as an informed and engaged global citizen.

Independent Travel

ISE wants voyagers to have safe and have meaningful experiences in each port, whether on field programs or during independently-arranged experiences. Expectations for independent travel:

- Follow the [Responsible Traveler Guidelines](#)
- Read and utilize the [Independent Travel Planning Guide](#)
- Abide by all SAS policies and the Standards of Conduct.
- SAS strongly advises against the participation in experiences (especially those promising free alcohol) where voyagers are being aggressively recruited (usually via social media.) Regardless of whether it is an organized company, a fellow voyager, an SAS Alum or other, these types of experiences are not safe and have harmed previous voyagers.
- Faculty and staff are not permitted to take part, attend or watch any student organized in-country experience or activity.

Field Programs

With your spirit of discovery and safety in mind, Semester at Sea Field Programs maximize participant resources while providing unique insights, grand adventures and a lifetime of memories! Outside of required field classes, voyagers have the option of participating in Semester at Sea-designed experiences (Field Programs) or to independently arrange their own travel experiences. Learn more about field programs [here](#).

Participation & Signing-out of Field Programs

Participants must meet at the time and location designated on the Green Sheet distributed prior to arrival in each port. The Green Sheet serves as a guide to important port information, and it contains official information regarding all field program trip departures. Participants are responsible for the information contained on the Green Sheet and should keep it with them at all times while in port.

Semester at Sea is not responsible for late participants who miss a field program departure (or the return meeting time.) Refunds will not be processed due to tardiness.

Although discouraged, if a participant elects to separate from a field program before its conclusion, they must first consult with the Trip Liaison(s) (who consults with the local guide) and sign the official “Field Program Separation from Group Form.” Trip Liaison(s) and/or Local Guide(s) reserve the right to discourage separation based on health/ safety concerns. Participants are NOT allowed to sign in and out of a program; participation is “all or nothing.” If a participant chooses to separate, they are not allowed to rejoin the program (including for transportation back to the Vessel). By signing the Field Program Separation from Group form, participants are accepting any risks that may arise out of this decision to travel independently. In the event of an extenuating circumstance (e.g. illness), a participant may be allowed to miss a portion of the program, with permission from the trip liaison.

Note that participants are NOT allowed to sign out of required field classes; they must return to the vessel with the group.

Global Studies Credit Eligible Addendum: If a participant chooses to sign out of their identified “Global Studies Credit Eligible” program before the completion of the program, he/she will not receive credit.

Roles and Expectations

Each field program organized by Semester at Sea will have at least one faculty or staff member taking part in the program to serve as a “liaison” or “Faculty Leader” between Semester at Sea and the in-country provider. These Trip Liaison(s)/Faculty Leaders work with the providers so that field program expectations are carried out by the providers as planned, serve as a point of contact for field program participants, and evaluate and respond to any health or safety issues.

Health and safety issues are Semester at Sea’s top concern and field programs may be adjusted in order to rectify any concerns that may compromise health or safety. When traveling with a group, a participant’s individual wishes may not represent those of the majority of participants. Please do not ask the guide or driver for special stops or changes in the itinerary.

Questions, concerns, requests and feedback should all be routed through the trip liaison/faculty leader (rather than to the guides directly.) All participants are expected to respect the schedule and show up at meeting locations on-time. Tardiness can ruin everyone else’s experience; dock-time penalties will be enforced. The same SAS Standards of Conduct and all Voyager’s Handbook policies apply on SAS Field Programs & independent travel.

Ticket Contract and Consent of Agency/Non liability of Semester at Sea for Shore Excursions

In making arrangements for shore excursions, including field classes, field programs and/or transportation arrangements, the Carrier (Semester at Sea) acts only as an agent for others

who provide such services as independent contractors, and all participants accepting or using arrangements for such services provided by independent contractors shall be deemed to agree and consent that the Carrier shall not be liable or responsible in any way for any loss, death, injury or damage to person or property, delay, cancellation or disappointment, arising from or in connection with such services.

Field Program Price Adjustments and Refunds

Occasionally, prices will change during the voyage due to fluctuations in the exchange rates, changes in airfares, taxes, and/or other factors beyond Semester at Sea's control. Accordingly, Semester at Sea reserves the right to adjust the field program charge from the originally published rates and apply a surcharge. In such rare instances, participants will be given the option to withdraw from the program without penalty or accept the surcharge.

In certain instances, Semester at Sea may need to modify field programs or cancel them entirely due to circumstances outside of our control including but not limited to weather, security, or health factors. Semester at Sea is a mission-driven nonprofit organization dedicated to providing a world-class educational experience for our students and will provide refunds whenever possible. However, there are many instances where Semester at Sea pays for nonrefundable services well in advance and is not able to, in turn, issue refunds to participants. If a field program is modified or canceled (before or during the program) because of conditions beyond our control, Semester at Sea is not required to issue a full or partial refund. If Semester at Sea *elects* to cancel a field program due to low enrollment (or other logistical factors), participants will receive full refund (credit on their account).

Field Program Cancellation Policy

After the initial two-week grace period ends (reference the voyage-specific *Deadlines and Cancellation Policies* document for dates) cancellation penalties apply (regardless of whether or not payment has been processed.) This is applicable to all day and overnight programs.

Cancellation Penalties:

- Cancel request received 45 days or more prior to arrival in port, a 50% penalty against the purchase price applies
- Cancel request received within 44 days of arrival in port, a 100% penalty applies (no refund)

All refunds are issued as credits on SAS accounts (i.e. "store credit") not refunds to credit cards. Any credit balances on accounts at the point of embarkation will be transferred to shipboard accounts (and can be used towards any purchases on-board.) Any credit balances remaining at the end of the voyage will be returned to the voyager by check mailed to the address on file. Shipboard credits are NOT "use-it-or-lose-it" (with the exception of unused deferred funds awarded to Davis Scholars).

Date Conflict “Switch & Replace”:

Voyagers wishing to cancel a program in order to register in a NEW field program that has a date conflict with the existing program can request a *switch & replace*, as long as the registration deadline has not passed. No cancellation penalty applies and a credit for 100% of the original purchase price is applied towards the new field program registration. If the registration deadline has passed, this indicates that some nonrefundable funds have been spent and therefore the cancellation is subject to penalties.

During the Voyage: DAY PROGRAMS ONLY:

If a voyager decides to no longer participate in a day program and it is within the 44-day window of arrival where no refund is possible, the participant can choose to:

- Donate the ticket to someone else: Forfeit the cost of the ticket but ensure someone else will get to benefit from the program. Simply drop the ticket in the “giveaway box” at Reception.
- Buy / Sell / Trade with another participant: Buy-Sell-Trade a day program ticket via the designated binder located at the field office desk on deck 5 (functioning as a manual paper version of Craigslist) where voyagers can post wanted and unwanted day programs and arrange a deal with other voyagers. The field office does not manage this and is not responsible for managing the buy /sell /trade process.)

Overnight programs require accurate manifests that are confirmed well in advance and are therefore non transferable and cannot be purchased at the last minute. The buying, selling or trading of overnight programs is STRICTLY PROHIBITED.

Extenuating circumstances: For any approved medical cancellations (doctor's note required indicating inability to participate) and/or emergency situation (e.g. flying home for a funeral), the standard cancellation penalties *may* be waived.

How do I cancel or modify an existing Field Program registration?

Before embarkation, call 970-491-8333 or email Field@isevoyages.org. (Participants cannot modify registrations themselves within the online portal.) To cancel or modify once on the vessel, speak with the Field Office staff next to Reception on Deck 5.

Payments & Closed Shipboard Accounts

At the end of each accounting segment (usually around the end of each month during the voyage), shipboard accounts are automatically reconciled and the full amount owed (combination of field programs and other shipboard expenses) is charged to the card on file. There are four segments per voyage. If the card on file is declined for any reason (e.g. insufficient funds, flag from the bank, expired card, etc.) the participant's shipboard account will

be closed until the balance is paid. The Purser's Desk on the vessel will notify participants if a card is declined. The moment a shipboard account is closed, participants cannot register for any additional field programs (or purchase anything else on the Vessel). If the balance owed reflects unpaid field programs, participants are given a 14-day grace period to pay the balance before they will be cancelled from unpaid program(s). On day 15, participants WILL be cancelled from all registered (but unpaid) field programs and not allowed to participate. Standard cancellation fees still apply (*this means a participant could still be responsible for paying for some or all of a program in which they are not allowed to participate*).

Important Reservation Details

Rooming: On overnight programs, field program fees reflect double or triple occupancy in basic accommodations. Certain venues for field programs may also have more "unconventional" rooming accommodations (i.e., homestays, hostels, etc.). Students are not permitted to request singles. For those faculty and staff members traveling with spouses, partners and/or family members, every effort is made to place families in family rooms, adjoining rooms, etc. For all other participants, roommates are assigned at random by the Field Office. In some instances, roommate requests can be accommodated by speaking with the Field Office on the vessel. Due to the large volume of field programs and participants, not all requests can be accommodated. By default, roommates are assigned based on passenger type (e.g. student, staff, Lifelong Learner) and gender (as it appears on the passport). Modifications to this are handled on a case-by-case basis. Participants should not charge anything to their hotel room (e.g. calls, room service, etc.). These charges delay check-out procedures and often create confusion as to who is responsible for payment.

Meals & Extra Expenses: The number of meals included on field programs varies from none to all-inclusive. The program description lists what is included and the participant is required to bring money to pay for any meals or other items listed as not included. All tips are pre-paid in advance according to industry and destination standards; participants do not need to tip, but are welcomed to for exceptional service.

Allergies / Dietary Restrictions: Information disclosed in the required voyage medical form is confidential and therefore not shared with members of our Field Office. If participants would like to disclose any allergies or dietary restrictions, they must complete the optional forms located under the Health and Medical section of the MyVoyage web portal. After embarkation, speak with the Field Office next to Reception on deck 5.

Passport Numbers: The passport number entered into the passport details section of the web portal (under travel requirements) is the number that is used to book field programs. If this number is incorrect, voyagers may not be able to participate in field program(s). If a voyager has multiple passports they must travel with the passport listed in the portal. The Field Office is not responsible for incorrect reservations due to incorrect passport numbers.

TRAVEL GUIDELINES

Participants are encouraged to engage in a mixture of Semester at Sea sponsored field programs and independent travel while in port. Please use the In-Country Planning Resources outlined by Semester at Sea to develop independent travel. Semester at Sea has developed this travel policy in the interest of participant health and safety.

Caution about “third-party” travel organizers:

Experiences organized by outside entities (businesses, individuals, alumni of the SAS program or other SAS participants), usually promoted via social media, are not endorsed by Semester at Sea and we strongly advise against them. Many of the people and/or organizations coordinating these experiences are not fully insured, do not have safety protocols in place and do not have participant’s best interests in mind. Participants should not purchase or choose to participate in any program or experience where a person or organization is aggressively recruiting SAS participants, promising a “party experience” or offering activities that are in violation of the Voyager’s Handbook. There have been many occasions where students have been harmed due to unsafe conditions or have become victims of bribes, threats and exorbitant additional fees and fines on these types of programs. We ask that participants follow the guidelines in the [Independent Travel Planning Resources](#).

- Participants are expected to abide by in-country warnings issued by the U.S. State Department and/or Semester at Sea
- Due to the short port calls in Hawaii and Mauritius (these are essentially fuel stops rather than Semester at Sea style port calls of 4-6 days), all students are required to be in a field program or required field class to disembark the vessel. Lifelong Learners and faculty and staff (and their traveling companions) are exempt from this policy as long as there are enough trip liaisons to cover all the field program needs. The Executive Dean reserves the right to modify this policy as needed.
- While Lifelong Learners are exempt from the requirement to stay in the port country, they should notify the lifelong learning coordinator and the Chief Purser of their travel plans. Faculty and staff need the permission of their respective Dean and need to notify the chief purser of their travel plans. Lifelong Learners may seek permission for an exception to this policy by emailing lll@isevoyages.org. Lifelong Learner request must be submitted prior to voyage embarkation
- Even within country, all participants should not travel to destinations from which their timely return to the vessel might be delayed. In fact, Semester at Sea recommends that participants return to the vessel the day before the vessel’s departure.

- Missing the vessel, and missing even one class day, may be grounds for academic disqualification
- Students are prohibited from renting or driving motor vehicles (including motorcycles, scooters, and E-bikes) or watercraft. Lifelong learners, faculty, staff, and their dependents are exempt from this policy.
- Students must be aware that there are certain sports (including but not limited to: hang gliding; parachuting; bungee jumping; parasailing. mountaineering where ropes or guides are normally used; racing by horse, and other activities in which they become involved) for which their travel insurance would not provide coverage in the event of an injury or illness arising out of or related to such sports or other activities. Students should examine their insurance coverage to determine what may or may not be covered. Semester at Sea does not offer insurance that covers students for such sports or other activities.
- If traveling independently, all participants are urged to travel with at least one other person and have access to an international cell phone or country calling card, and be reachable by Semester at Sea staff.
- If traveling overnight (and not part of a Semester at Sea sponsored trip), participants are expected to complete an online overnight travel form so they can be located in an emergency.
- Semester at Sea uses Seemail and the SAFEY communication app to communicate with participants in port. If there is a natural disaster, terror attack, civil unrest or other hazardous event or condition has taken place in-country, Semester at Sea will notify participants of the action they should take via SAFEY and Seemail. Participants should contact their family as soon as possible. In an emergency situation, participants should return to the vessel if that can be done safely.
- During an overland port stay, the vessel sails from one port to the next port and participants have the option of sailing with the vessel or traveling overland to meet the vessel in the next port. Note: no classes are scheduled in between ports for an overland port stay. For immigration purposes, all participants must indicate in advance whether they are sailing with the vessel or meeting the vessel in the next port. Further, all participants must actually carry through with the choice that they indicated; those who do not carry through with their indicated choice may face disciplinary follow-up.

Alcohol Use on Field Programs

Please see the [Standards of Conduct](#) and the [Alcohol, Drug and Tobacco](#) section of the handbook for policies and more detailed expectations regarding use of alcohol as a participant on Semester at Sea.

- **Day Programs:** On single day programs (including field classes), no one may purchase or consume alcohol. The entire duration of the program/ class is considered *active program times*. This means there is a strict zero alcohol policy in Hawaii and Mauritius since all voyagers are required to be in programs or classes.

After completion of the day-program/ class, or upon signing-out of a field program, participants are then considered on independent travel and can choose to consume alcohol responsibly if they choose (not applicable in Hawaii and Mauritius.)

- **Overnight Programs:** On overnight field programs, the trip liaison will determine the *active program* start and end times. During these active program times, and on all forms of transportation, there is no alcohol consumption. During evening inactive program times (also referred to as “at-leisure” or free time), voyagers of local legal drinking age may choose to consume alcohol responsibly.

Intoxication and irresponsible use of alcohol during inactive program times (such as chugging drinks in an airport, at a shopping stop or at the port, or excessive drinking at night, etc.) is not acceptable and will be documented. Additionally, alcohol consumption that results in disruptive behavior (such as being late to agreed-upon meeting times, rude or disrespectful behavior, etc.) is also unacceptable and will be documented. These are policy violations that are reported and handled via the [conduct process](#).

ETHICAL PHOTOGRAPHY

Ethical Photography Expectations

In taking photographs or videos in-country or sharing this material on social media, Semester at Sea expects its participants to:

- Prioritize the safety, dignity, and well-being of the people being photographed
 - Ask for consent wherever possible
- Follow local laws and heed the advice of local tour guides, Trip Liaisons, or Faculty facilitators regarding appropriateness of taking photos, videos, etc. (Unless said advice goes against any of the prohibited actions listed below.)
- Be a mindful storyteller, and present realistic and holistic perspectives of local cultures, people, and places

Semester at Sea does not tolerate the following:

- The taking of photos or videos after expressly being asked not to (from a member of the group, guide or member of the community)

- The intentional and blatant objectification of locals or members of a vulnerable group in a photo, video, or any other form of media
- Visual (photographs or videos) or written material (captions) demeaning a person or culture based on discriminatory factors (may include but is not limited to name calling, racial or other slurs, epithets, jokes, put-downs, etc.)

Ethical Photography and the Semester at Sea Voyager

For many of you, this may be the first time you will experience daily life in a country different from the one in which you were born or raised. The people you meet may dress differently, act differently, greet one another differently, and relate to their surroundings in a way you may have no context to understand. Despite the initial shock of these new experiences, you will soon see that those you meet may have much more in common with you than you originally supposed based on photos you have seen or preconceptions you may have held. We understand you will be excited, uncomfortable, inspired, in awe, and will want to save these experiences to share with your families and friends, and to look back upon and remember what it was like. Take the time to ask yourself a few questions before drawing out your phone and snapping a photo or posting an image to social media:

- **Where am I?**

This may seem like an obvious question, but in the excitement of the moment, sometimes we can forget. Does someone live here? Did someone die here? Would this be the type of place that someone would reasonably expect privacy or a heightened showing of respect? What is the history of this place and is it appropriate for me to take a photo here? What kind of photo is appropriate?

- **Who am I and why does it matter?**

Who benefits from this photo? Who is potentially harmed by this photo? What are the consequences, to myself and others, to posting this photo online? As a traveler, do I have a position of power here? (Do community members rely on travelers like me to make a living?)

- **With whom do I want to share this photo?**

Some photos may be appropriate to share with your family and friends on social media, while others should probably just be for you to keep. Ask yourself, "Would I feel comfortable with the story others would take from my photo without having experienced it?" If a photo cannot provide a realistic and un-biased portrayal of the experience, it may be better shared in a way that allows you to explain the context. (e.g, some photos may be better shared via a blog vs. a twitter post.)

- **What story am I trying to tell? Whose story am I trying to tell?**

Imagine if a stranger was to look at the photos of your life on your phone. Knowing nothing about you, what pictures would they choose to represent *your* story? What captions would they write? How much of their own preconceived notions about who you are, based on any of your identities (race, nationality, gender, etc.), would show up in the way they chose to frame the photo? The background? If you didn't fit their idea of what a 'person like you' was supposed to be, would they even care about your story?

- **What happens if I don't take this photo?**

Seriously, what is the worst that could happen? Will this experience be any less meaningful? Will you forget it tomorrow? Will members of your family not believe you? If this question brings you anxiety or you don't feel good about your answers here, it may be time to thoughtfully examine why.

We understand that some people spend years studying the ethics of travel, tourism, and ethical photography. We don't expect you to be experts overnight! A little awareness and effort can go a long way. To start your journey, remember the 'Dos' and 'Don'ts'.

Ethical Photography Dos and Don'ts

DO:

- **Take stock of the situation:**
 - Where, what, who, when, and *why*
- **Prioritize the safety, dignity, and well-being of the people you photograph**
 - Think of the consequences, both positive and negative, to the individuals involved
 - Ask yourself “Would I feel comfortable if the same photo was taken of myself, of people in my community, people I love or look up to?”
- **Ask for consent:**
 - If including a person’s identifiable features (could they be recognized from this photo?)
 - If taking a photo inside a service facility, school, or home
 - Make sure the individual is old enough to give consent (look to a parent or guardian) and that they fully understand what you are asking (even with a language barrier)
 - ‘No’ means ‘no’
- **Follow the law:**
 - Landmarks, natural scenery, or of crowds in public spaces such as markets or streets are generally fair game. However, always check local laws (For example, in Myanmar, it is illegal to take photos of military buildings.)
- **Be a mindful story teller:**
 - Avoid [The Danger of a Single Story](#)
 - Be true to the situation. Don’t exaggerate.
- **Advocate for others when you feel their rights or privacy are being violated:**
 - If you see someone else taking or posting photographs unethically, say something!
- **Acknowledge when you have messed up and use it as an opportunity for growth:**
 - If you’re uncomfortable about a photo you have taken or posted, delete it or take it down.
 - If someone else questions your choice and has a legitimate reason to believe your photo is unethical, engage with the situation, be respectful, and try to learn from it. It’s hard, but avoid being defensive and attaching your self-worth to one poor or thoughtless decision. We all make mistakes.

DON'T:

- **Perpetuate prejudice, discrimination, or stereotypes:**
 - Not only a terrible thing to do, but also falls against Semester at Sea Voyage Community Values and code of conduct.
- **Position yourself as having made a greater impact than you have:**
 - Does your photo make it look like you have cured malaria when in actuality your group simply donated malaria medications to the village you were visiting? Don’t be a Barbie Savior.
- **Betray the trust of the people you photograph:**
 - Don’t say one thing and do another. Have honorable intentions.
- **Take a photograph as a means to ease your discomfort with a new situation**
 - If you find yourself hiding behind your phone or camera, using it to protect you from feeling vulnerable or uncomfortable, pause and rethink your motives!

VISITOR PROCEDURES

For security, safety and health reasons, permission to board the vessel while in port is tightly controlled. It is strictly forbidden to attempt to bring an unauthorized visitor onboard the vessel. There are two categories of visitors: personal and program.

A **personal visitor** is limited to a participant's personal guests, with a maximum of **5** guests per participant, per day, per port. (Priority will be given to first time visitors)

- Each day in port there is a limit of 25 personal visitors per day. If the limit has been reached participants are encouraged to have guests visit the vessel on an alternate day in port, based on availability.
- Personal visitors may visit the vessel between the hours of 0800 to 2000 only and may not stay overnight.
- Written requests for personal visitors must be **initiated by the voyager on board** and received by the Assistant Executive Dean at least **two weeks** in advance of arrival in the port of the requested visit. Exact deadlines vary by port and will be communicated on board.
- Request forms, which are available at the reception desk, require detailed information about the personal visitor (e.g., relationship to the participant, full name, date of birth, gender, passport number/expiration, nationality), and signed acknowledgement of host responsibilities. Certain ports require a copy of visitor's passport or equivalent photo ID.
- Personal visitors are asked by the vessel's gangway security to surrender their proper identification, receive a visitor ID Badge and sign a liability waiver. This badge must be worn while on the vessel and will be surrendered to the vessel's gangway security upon disembarkation when visitors receive back their identification. Proper identification must match listed identification on the visitor request form.
- Valid identification includes a passport or other government issued photo ID.
- Upon the vessel's arrival to port, personal visitors may board once the vessel has been cleared by customs and immigration and the critical mass of Participants have disembarked.
- A personal visitor approval by the Deans and the Captain is not a guarantee that local immigration and customs officials will allow the personal visitor to board the vessel.

- Vessel's security may deny a pre-approved visitor permit if there are clear grounds that the visitor does not fulfill/comply with vessel's security and safety rules which apply for all participants. (Clear grounds may include but not limited to: alcohol intoxication, refusal to submit proper ID, refusal to submit any accompanied hand carry for security screening)
- On the day of departure from a port, personal visitors must disembark prior to on-ship time (generally two hours prior to sailing) or whenever determined by the vessel's security.
- Personal visitors are excluded from boarding the vessel on the first and last day of the voyage.
- Personal visitors must be accompanied by their host at all times while aboard the vessel. If the host of the personal visitor is not present at the gangway upon embarkation, the personal visitor will be detained by vessel's security at the gangway until their host can be located. If the host is not on board at the time of the visit then visitor will need to leave and return when host is back on board.
- The host of the personal visitor is accountable for the behavior of his/her visitor.
- The Captain reserves the right to remove a personal visitor who does not adhere to policies and procedures.

A program visitor is an official visitor of the program or vessel's management and includes but is not limited to:

- Immigration and customs, public health and port state control officials of the countries the vessel visits
- The vessel's agents and representatives, service personnel, technicians who deal directly with the Captain and his officers in arranging such things as dock space, provisions, bunker fuel, water, etc.
- Vessel's Flag & Classification Society representative and surveyors
- Semester at Sea's tour operator and academic contacts who support the field programs
- Local media representatives officially invited by Semester at Sea (ISE) with prior agreement with vessel management.
- Local civil servants such as postal and banking personnel who often come onboard to offer assistance to participants when permanent facilities for such services are not established dockside

- Welcoming committees comprised of officials from national tourist associations or the municipal government of a port city
- Faculty and staff pre-arranged groups of local students
- Officials representing Semester at Sea's various partnerships (e.g. U.S. State Department representatives)
- Host country educators or specialists who are invited to lecture to participants
- Faculty and Staff pre-arranged music and dance artists who may provide performances

PROGRAM WITHDRAWAL

Voluntary Program Withdrawal

A participant may withdraw from all classes at any time prior to the conclusion of the semester, starting the first day of student orientation, with the exception of instances in which there is a disciplinary matter pending. A request for withdrawal must be made in writing to the Executive Dean, who will work closely with the participant to assure that safe travel logistics and proper notifications are in place. A grade of W (withdrawal) will be entered for each course in which a student was registered. The Executive Dean will notify parents or legal guardians, as appropriate, of the intention of a participant to withdraw. Participants who voluntarily withdraw from the program shall receive the notation "Withdrew X Date." recorded on their permanent academic record and shall receive grades of "W". Participants who voluntarily withdraw do so without refund

Medical Program 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 semester and/or behavior that involves a serious concern of physical harm to the participant or other shipboard community members. Such behaviors might include: serious self-injury, impaired judgment, and/or threats or violence. 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 simply cannot be provided on a shipboard campus. 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 the participant's home institution contact of the decision.

Academically enrolled students who withdraw from the program for medical reasons do not receive a program fee refund unless they have enrolled in the Program Fee Refund Plan. The Plan, which costs \$254, is a private insurance plan administered by A.W.G. Dewar, Inc. that provides coverage for a portion of Semester at Sea's Program Fee if medical problems, including mental health issues, require a student's withdrawal from the Program before the end of the semester. Participation in the Plan represents a contract between the student and A.W.G. Dewar. Students who must withdraw due to medical and/or mental health problems are assured, in most cases, a 75% refund of Semester at Sea's Program Fee. To learn more, Dewar has provided the Plan's specific [terms and conditions](#) and a brochure entitled [The Program Fee Refund Plan](#).

Regardless of medical condition, a participant whose conduct is inconsistent with the standards of conduct may be withdrawn from the program in accordance with the provisions of this handbook. In such an event, the Executive Dean or designee will notify parents (or legal guardians), as appropriate, and the participant's home institution contact of the decision.