



## CET Student Code of Conduct

Gap at CET Programs

*Please read this CET Student Code and sign the accompanying CET Agreement and Release of Liability.*

CET Academic Programs is committed to creating thoughtful, intensive programs that challenge participants academically and experientially, and equip them with new skills, broader perspectives, and an appreciation of difference. CET is also explicitly committed to promoting diversity, equity, and inclusion—within our programs, our organization, and our world. To achieve these goals, CET asks of all its program participants a commitment to creating and sustaining a community characterized by mutual respect, civility, and dedication to learning. This extends to our host contexts, as well—we ask our students to represent themselves, their home schools, and their communities of origin with integrity, to demonstrate respect for those who are hosting them, and to approach their environment with curiosity, humility, and sensitivity.

Please affirm your commitment to these principles by carefully reading and assenting to the statements outlined below.

### CET Community Commitment

By choosing to join the CET community, I agree to actively support our common values and commit myself to the following standards:

- I will contribute to creating and sustaining a student community that is inclusive and respectful to each other, our instructors, CET staff, and the broader host community.
- I will always engage with my greater community with civility and integrity. I agree to never engage in violence, theft, or harassment.
- I agree that discrimination against others on the basis of race, color, national or ethnic origin, ancestry, sex, religion, mental or physical disability, gender identity, or sexual orientation has no place in our community, and agree to refrain from any such behavior or expression.
- I will commit myself to approaching my studies with personal integrity and academic honesty, and will support my cohort in our collective goal of academic excellence.

By agreeing to uphold these standards, I accept the obligation to behave in ways that contribute to a civil program environment that is conducive to learning, and to support this behavior in others.

### Student Conduct

In addition to basic principles of respect, civility, and integrity, CET requires student conduct that ensures the health, safety, and well-being of our program participants and the community at large. We ask students to recognize that their actions while abroad impact not only themselves, but also those associated with them, including classmates, CET staff and faculty, home schools and communities, and local residents.

All CET students are expected to abide by the following Code of Conduct, and violations may result in disciplinary action and/or expulsion from the program. CET staff may be in contact with students' emergency contact for any reason and at any time during the program.

### 1. Academics

- a) I understand that CET programs are primarily academic in nature and agree to respect CET's Academic Policies. CET's Academic Policies are a part of the CET Student Code, and I understand that any violations may be subject to adjudication by CET.
- b) If I enroll in courses at a host institution, I understand that any academic issues or violations will be governed and adjudicated according to that institution's policies.

### 2. Community Standards

- a) *Impropriety*: I understand that any behavior on the part of a student deemed improper by the resident staff or host institution is subject to formal reprimand or disciplinary action and may result in expulsion from the program. Such behavior includes, but is not limited to, violent acts, offensive language, verbal abusiveness, sexual misconduct, disruption of classes or excursions, disorderly conduct, theft, alcohol or drug abuse, self-endangerment, and academic dishonesty.
- b) *Respect for neighbors*: I will treat my residence, host campus, and neighborhood—and those with whom I share these spaces—with respect.
- c) *Respect for roommates*: I recognize that living in shared housing is an important aspect of my program and will treat my roommates with courtesy and respect. I also understand that conflicts are best resolved by civil conversation and compromise.
- d) *Respectful virtual participation*: If I am enrolled in any virtual courses or activities, I will participate with the same courtesy and respect as I would in a physical context.
- e) *Quiet hours*: I understand that I will be living in the context of a broader community and agree to respect any rules related to noise and other forms of disturbance.

### 3. Local Laws and Host Institution Rules

- a) *Local law*: I understand that, as a foreign resident of the host country, I am subject to all local and national laws. I understand that violating the law may result in my expulsion from the program and/or criminal prosecution by local authorities. I further understand that if local authorities are involved, CET will likely have limited control over the situation. Under such circumstances, CET will make every effort to assist me in connecting with legal resources, including but not limited to the US Embassy. If I am the victim of a crime (perpetrated by another CET student or by anyone else), CET will inform me of counseling and legal resources should I wish to report the violation to external authorities. If I commit a crime, CET will report me to local authorities as appropriate and I will be responsible for securing my own legal counsel, both in the host country and/or the United States.
- b) *Host institution rules*: I understand that I will be informed if my host institution has specific rules related to academics, housing, social relationships, or public safety and, if so, I agree to follow those rules.
- c) *Cooperation with investigations*: If an incident occurs, I understand that I am expected to cooperate with investigations of misconduct, whether conducted by CET or external parties. I will be honest

and will act with integrity in any proceedings. I understand that my failure to cooperate with an investigation may be cause for disciplinary action.

#### 4. Property

- a) *Vandalism, theft, and damage to property*: I understand that I must respect the property of the host institution, CET facilities and housing, and the broader community, that I will be charged for any missing items and damage to property, and that I may be reported to local authorities if appropriate.
- b) *Permission to borrow*: I will ask permission before I borrow the belongings of any of my roommates, classmates, or community members. This includes clothing, food, toiletries, and household goods stored in common living spaces, as well as materials used in program-related academic or creative endeavors.
- c) *Entry into private space*: I will obtain permission before I enter another student's bedroom or other private space and will not forcefully or fraudulently enter any building, dormitory, apartment, or room.
- d) *Loss of passport and/or visa*: I agree to immediately report any loss of my passport, visa, or supporting documents to the designated program staff member and begin the process of replacing these crucial documents.

#### 5. Personal Safety

- a) *Dangerous activities*: I understand that potentially dangerous activities (including but not limited to hang-gliding, skydiving, bungee-jumping, or riding motorcycles or motorized bicycles) are prohibited while on the program, and that injuries sustained while pursuing dangerous activities may not be covered by the health insurance provided by CET. Students who choose to engage in dangerous activities do so at their own risk.
- b) *Driving*: I understand that I am not permitted to rent and/or drive a car, truck, bus, or motorized boat during the program, as I will not have the necessary licensure, knowledge of local laws and conditions, or insurance. I also understand that injuries sustained while driving are not covered by the health insurance provided by CET and that I could be held legally responsible for any injuries to passengers or other cars and their passengers.

#### 6. Guests and Visitors

- a) *Guests*: I understand that CET arranges housing, courses, and excursions for CET students only. Friends, family members, or other guests are not permitted to stay in student housing or with host families, and may not attend any program-related activities without the explicit permission of on-site staff.
- b) *Visitors*: I understand that my priority while abroad is to fulfill my role as student in my program. Therefore, I agree to manage visits from family or friends in a way that does not to disrupt my participation in classes and other required program components.

#### 7. Threats to Safety

- a) *Dangerous weapons*: I understand that CET prohibits the possession of any firearm, imitation firearm, pellet gun, knife, Taser, or other dangerous weapon, as well as ammunition or fireworks on any program-affiliated property or excursion.
- b) *Fire*: I understand that the threat and potential danger of fire is higher in densely-populated buildings, especially apartments and dormitories, and will exercise caution when cooking and/or using open flames, following any local regulations relating to their use.
- c) *Securing doors and entryways*: I understand that leaving doors unlocked or open, or granting building access to unknown people, can endanger the personal property and physical safety of my roommates, neighbors, and myself. I will be issued the necessary keys or cards to access my housing and will keep them secure at all times. I will report any lost or stolen keys or cards to CET staff as soon as possible. I agree to keep doors closed and locked at all times.
- d) *Compliance with health and safety-related policies*: I understand that CET may have specific policies that relate to my health and safety, including those designed to mitigate risks posed by known or suspected communicable disease, political unrest, or environmental hazards. I agree to follow these policies closely to protect both my own safety and the safety of others.

#### 8. Alcohol and Substance Use/Abuse

- a) *Alcohol use and abuse*: I understand that alcohol use can contribute to behavior and decision-making that can pose a direct threat to the health and safety of my roommates, my fellow students, my community, and myself. Thus, I will use alcohol responsibly and in a manner appropriate to the host country's culture and mores. Further, I understand that alcohol abuse will not be tolerated, and that CET has the right to define what constitutes alcohol abuse in the program context.
- b) *Prescription medications and other legal substances*: I understand that I may not share, dispense, sell, or distribute any medication specifically prescribed to me, use medication prescribed to others, or use medication in any manner other than as prescribed by the physician or intended by the manufacturer. Given that local drug laws may be more restrictive than at home, preventing me from replacing lost or stolen prescription medication, I will store my medication carefully. Certain protected categories of medications may carry extremely harsh sentences for unauthorized use or transfer, and I agree to seek the advice of on-site staff and/or medical professionals regarding any questions I may have about prescription medication. Lastly, CET may have policies governing the use of substances that are legal, such as indigenous medicines or mood-altering over-the-counter products, and if so, I agree to respect those policies.
- c) *Illegal drugs*: I understand that I may not buy, sell, possess, or use unauthorized or illegal drugs or substances, and/or any paraphernalia associated with the use of illegal drugs, and that I may not intentionally misuse products that can act as inhalants while enrolled in the program.

#### 9. Independent Travel

- a) *Registering independent travel*: Though CET does not arrange or oversee independent travel for program participants, I understand that I am required to register any independent travel with on-site staff so that I may be located and contacted in the event of an emergency.
- b) *Restricting independent travel*: I recognize that there may be travel restrictions to certain locations or during certain time periods due to potential threats to health and/or safety, political unrest, natural disaster, or changing inter- or intra-country travel regulations. I agree to respect and abide

by these restrictions, whether set by CET, the host institution, or other authority, regardless of any previous arrangements I may have made or losses I might incur.

#### 10. Harassment, Intimidation, Violence, and Sexual Misconduct

- a) *Harassment*: I understand that CET supports an atmosphere of respect and does not tolerate any form of harassment, sexual or otherwise, based on race, color, national or ethnic origin, ancestry, sex, religion, mental or physical disability, gender identity, or sexual orientation. The use of any ethnic, racial, or religious slur, or offensive epithets, is prohibited by CET.
- b) *Consent*: I understand that CET defines consent as an active agreement to engage in sexual activity that is freely and clearly given by all participants. Consent cannot be given when a person is incapacitated by alcohol and/or drugs, or when under threat of violence or physical force. I also understand that consent may be revoked at any time for any reason.
- c) *Sexual misconduct*: Sexual misconduct comprises both sexual harassment and assault, as well as a range of intimidating or offensive behaviors of a sexual nature, and is strictly prohibited. CET defines sexual harassment as any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, that creates a hostile environment for individuals or the whole community. Sexual assault includes the above, with the added element of physical force. I agree to refrain from any of the above behaviors.
- d) *Other physical violence, hate speech, and intimidation*: I understand that CET does not tolerate any acts of physical violence, hate speech, or intimidation towards any member of the CET or broader host community. I understand that what constitutes acceptable speech and actions may differ between my home and host contexts, and agree to consult CET staff for context and guidance if I have any questions about what is appropriate.

#### **Sanctions for Violations of Code**

CET reserves the right to contact a student's emergency contact at any point regarding conduct issues and/or violations of the Code. Potential sanctions may include but are not limited to:

- Formal warning letter
- Behavioral contract
- Restriction from participation in program-sponsored activities, excursions, or overnight trips
- Removal from or restrictions related to program housing
- Removal from or restrictions related to class participation, with possible academic consequences
- Fines for lost or damaged property
- Program dismissal, with possible loss of academic credit

Any disciplinary action or sanctions involve conversation between the student and on-site staff. These conversations may include US-based CET staff as appropriate.