



# Oklahoma State University Statement Of Responsibilities and Behavior for Off-Campus Study

- 1. **RESPONSIBILITIES:** I am responsible for reading and understanding the content of all pre-departure and orientation materials. Further, I understand I am required to participate fully in all portions of the program and I am aware that any deviation I make from the program structure must be approved in advance by the program/faculty leader. I understand that if I become detached from the group due to failure to meet the group at an assigned time, I will bear all responsibility to seek out, contact, and reach the group at its next available destination and will bear all affiliated costs.
- 2. **ASSIGNMENTS:** I understand this is an academic program and I will follow the rules set for program participation by each program/faculty/leader, including completing all assigned work and special programs. I understand that I must submit all materials and forms by the due date and that noncompliance with these rules may result in my being withdrawn from the program and possibly receiving a failing grade which will be recorded on my Oklahoma State University transcript.
- 3. **VIOLATION OF RULES:** I understand that an OSU student, I will be subject to the laws of the country/ies in which my program occurs. I am aware that I have to comply with those laws, the regulations of the host university, if applicable, and the Oklahoma State University Student Code of Conduct. Behaviors that violate local laws or disrespects the program, host country, housing rules, or host family will be considered in violation of the standards of behavior and potentially affect participation in the program. Examples of violations include, but are not limited to:
  - a. Damage to property
  - b. Violating housing rules with host families, hotels, university or other housing arranged by OSU
  - c. Violating rules provided during orientation while on field study seminars ,or course-related excursions
  - d. Disorderly conduct, public intoxication and/or excessive alcohol use
  - e. Use or possession of illegal drugs
  - f. Endangering others or oneself
  - g. Conduct considered detrimental or incompatible with the best interests and welfare of the program

I understand that if my participation in the program is terminated by the program/faculty leader, I will be sent home with no refund of fees. I agree that I will be responsible for any and all costs and expenses associated with my return home. I also understand that if I leave the program voluntarily for any reason, including illness, I will be responsible for any and all costs and expenses associated with my return home and that there will be no refund of any fees.

I further understand that if I have any legal problems resulting from violation of the rules of the program in which I am participating, I will be responsible for any resulting legal costs.

Students who violate program rules may be subject to the following sanctions by the program leader as appropriate :

- a. A verbal warning
- b. A written warning
- c. Suspension from the program and return to the U.S. at personal expense

- 4. **MOTOR VEHICLE USE:** Oklahoma State University strongly discourages participants in an off-campus program from operating motor vehicles, because of the inherent danger of driving in countries with different traffic laws, habits, and insurance regulations. If I choose to operate a motor vehicle while abroad, however, I recognize that Oklahoma State University assumes no financial responsibility for any legal aid, vehicle repairs, or medical care if I am involved in an accident.
- 5. **PERSONAL TRAVEL:** I understand that if I chose to travel independently during my free time in the program, the travel will be unsupervised by Oklahoma State University. I understand that Oklahoma State University will have no responsibility or liability for any injury, damage, or loss I incur during periods of independent travel. I understand that I must notify the program/faculty leader if I am planning individual travel during the program. Where possible, I will provide the program/faculty leader with details of the proposed trip including my itinerary, as well as plane, bus, and train schedules.
- 6. **PROGRAM COST:** I am aware of the nature and cost of the program and the due dates of payment and I guarantee that all my financial obligations related to the program will be met. I understand that my participation in the program is contingent upon making all payments and financial arrangements by the published dates.
- 7. **PROGRAM CANCELLATION:** I understand that Oklahoma State University reserves the right to cancel programs in case of insufficient participation or other reasons deemed appropriate. Oklahoma State University also reserves the right to make changes to the program (such as program/faculty leader) or alterations in the program's proposed schedule and itinerary. I further understand that should the program be canceled, Oklahoma State University shall have no responsibility beyond the refund of deposits. Minor alterations in programs will not result in refunds.

I have read and indicated my understanding by initialing the boxes above and thereby agree to be bound by them.

Printed Name of Participant: \_\_\_\_\_ CWID : \_\_\_\_\_

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian (if participant is under 18) \_\_\_\_\_

Program Provider: \_\_\_\_\_ Program or Course Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to your program provider**