

# UC DAVIS

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## STUDY ABROAD

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### Student Handbook

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### 1. Choosing a Program – What to Consider

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UC Davis Study Abroad offers focused learning opportunities typically in September, June or during winter break. From academic considerations such as how your course will fulfill university requirements to more personal ones such as the food and climate in your location, you need to research your options and choose the program that's right for you.

The information available online "[Choosing a Program](#)" will help you narrow your focus and make a well-informed decision. As you look for the Study Abroad program that is right for you, you might want to start by looking at the [Choosing a Program](#) page and considering the questions:

- Why do you want to study abroad?
- What kind of experience are you looking for?
- What type of credit will you earn abroad?
- What other things should you consider when selecting your program?
  - [Academic Credit](#)
  - [Climate](#)
  - [Health & Diet](#)
  - [Finances](#)
  - [Lodging](#)
  - [Accessibility](#) (What students with disabilities should know.)
  - [Diversity](#) (Information about/for American, Women, Ethnic/Racial, LGBTQI, Discrimination.)

In addition to the [Choosing a Program](#) page, the following resources are also available to help research your options:

- [Find your program specific webpage here](#)  
Visit the "**On Location**" section for a description of the housing, meal options, and links to travel resources. Many programs also include a podcast of a past information session hosted by the instructor—look for it under "Announcements."
- [Interest Profile](#)  
Create a Study Abroad online account, and choose programs that interest you to receive email updates about information sessions, fees, program status and more.
- [UC Davis Study Abroad](#)  
Stop by the UC Davis Study Abroad Center where you can talk with students who have participated in the past programs or with a program coordinator.
- **Program Instructor**  
Send an email to the program instructor. He or she is the expert on the program! You can also find a biography of your instructor on the [program webpage](#). Many Study Abroad instructors are award-winning educators who have a lot of experience at the program location. They would love to hear from you!
- **Program Coordinator & Advisor**  
Find links to their contact information on the [program webpage](#) for each specific program.

*Travel and change of place impart new vigor to the mind. – Seneca*

## 2. Awards and Scholarships

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### Awards and Scholarships

#### **Study Abroad Award**

All students enrolled in a UC Davis Study Abroad program (Davis and non-Davis) will have the opportunity to apply for an award ranging from \$500--\$2000. For more information, application deadlines, and downloadable applications visit the [Scholarships & Awards](#) webpage.

#### **Benjamin A. Gilman International Scholarship Program**

Students participating in UC Davis Study Abroad can apply for the prestigious Benjamin A. Gilman International Scholarship if they meet all [eligibility requirements](#). This scholarship provides awards for U.S. undergraduate students who are receiving Federal Pell Grant funding at a two-year or four-year college or university to participate in study abroad programs worldwide. For more information including deadlines, [visit the Benjamin A. Gilman web site](#).

The Gilman Study Abroad Award, previously restricted to STEM (Science, Technology, Engineering or Math) students, opened to all academic majors in 2011 and is highly competitive. Therefore, students are encouraged to seek guidance from their certifying study abroad advisor and utilize all available Gilman resources.

#### **Scholarships**

Additional scholarships may be available for UC Davis students. For updated information visit the [UC Davis Study Abroad's Scholarships and Funding page](#) on the Study Abroad website. UC Davis students and Non-UC Davis students should check this page for external scholarship opportunities. Non-UC Davis should also check their home campus to see what scholarships may be available.

#### **Loans**

In addition to Financial Aid offered through your home campus, you may contact outside agencies that lend money for study abroad. Visit [International Student Loans](#) webpage.

*If you reject the food, ignore the customs, fear the religion and avoid the people,  
you might better stay home. – James Michener*

## 3. Travel Policies – Preparing to Travel

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### Passport and Visas

**You are responsible for obtaining all necessary entry documents before departure to your travel overseas. If you fail to obtain the proper visa documentation prior to departure, you may be denied admittance to the host country, and will be still liable for [Study Abroad fees](#). Such a situation would prevent your participation in Study Abroad. For entry requirements for U.S. citizens to your host country, visit the [U. S. Department of State Travel site](#). Additional information for your specific destination will be available in your Program Specific Guide.**

#### **Passports**

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A valid passport is required to travel to all programs. Passport applications are available online at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html). Apply early! UC Davis students can apply for their passport at the [Business Center](#) in the Activities and Recreation Center (ARC). If you submit proof of passport application with your enrollment packet, you **must** have your passport copy turned in to the Study Abroad office by the deadline stated in your application. You may not be allowed to go on the program and will remain liable for fees if you do not meet this deadline.

**Existing passport holders:** Note that your passport must be valid at least 6 months after you returned to the US. Check the expiration date and apply early for a renewal if necessary.

### **Tourist Visas**

For information on entry requirements/visas, check the Travel section of your program webpage and/or your Program Specific Guide. If you're a **U.S. citizen**, you can find information on how to obtain a **tourist** visa on the [U. S. Department of State Travel site](#) or by visiting the embassy website for your host country.

Note: If you are planning on traveling to other countries before/after your program, you also need to check visa requirements for those countries.

### **Non-U.S. Citizens (Including Permanent Residents)**

Please check specific entry requirements *for your citizenship status* by contacting the nearest Embassy or Consulate for your host country. Non-US Citizens will often need a visa, even if U.S. citizens do not. Note: If you are planning on traveling to other countries before/after your program, you also need to check visa requirements for those countries.

## Travel Arrangements

*Do NOT purchase your flight until Study Abroad sends instructions for making travel arrangements and confirms that the program has reached minimum enrollment. Monitor your program's status online via your Study Abroad Account.*

You are responsible for making your own travel arrangements to arrive and depart from the program location. Instructions regarding how to get from the airport to the check-in location will be emailed to students and are in the [Program Specific Guide](#).

### **Purchasing Your Airline Ticket**

Once your program's status is "confirmed" you should investigate the cost and availability of flights as soon as possible since, as a general rule, the earlier you purchase your flight, the cheaper it will be. Many students find discount flights through travel agencies such as STA Travel ([www.statravel.com](http://www.statravel.com))—available on most college campuses in the U.S. and overseas—or Student Universe ([www.studentuniverse.com](http://www.studentuniverse.com)). STA also offers a deposit program to reserve your airfare before paying the full airfare cost. See <http://www.statravel.com/airfare-deposit-program.htm> for details. **Note:** Study Abroad does not endorse any particular vendor.

## Program Specific Guide

Each enrolled student will receive a Program Specific Guide for his/her program. All participants are asked to forward the Program Specific Guide to emergency contacts and loved ones.

### Sample Contents of Program Specific Guide

- Preparing to Travel
- Flight Arrangements
- Early Arrivals and Late Departures
- Required Texts and Ordering Information
- Before You Go Checklist
- Advice from Instructor and Past Participants
- Practical Notes (Packing, Weather, Electricity, Local Transportation, etc.)

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- Money Advice
- Health and Safety
- Communication (Internet Access, Telephone, Calling to/from U.S.)
- Cross-Cultural Etiquette/Cultural Dos and Don'ts
- Details on Accommodations, Meals, Classroom
- Upon Arrival (Getting From the Airport to Your Accommodations, Maps, Check-In Procedures)
- What To Do If...Helpful Advice for Potential Travel Setbacks
- Important Contact Information (Instructor Cell, UC Davis 24-Emergency Numbers, Local Emergency Numbers)

*Stop worrying about the potholes in the road and enjoy the journey. – Babs Hoffman*

## 4. Communication

### Communication with Study Abroad, Program Instructor, and Classmates

UC Davis Study Abroad and the program instructor will be regularly sending you important announcements and program information to the email account that you provided in your Study Abroad Account. We may also request information from you via email. **It's your responsibility to check your email regularly and read these messages and respond to our requests in a timely manner.** Failure to do so may result in you missing important deadlines that will affect the program's planning and logistics.

You may contact Study Abroad via email at [studyabroad@ucdavis.edu](mailto:studyabroad@ucdavis.edu) by phone at (530) 752-5763. Should you need to get in touch with your program coordinator or instructor, you can find their contact info on the [program's webpage](#).

Note: It is important that you proactively communicate any changes in your contact information, health history or academic status. Your contact information, allergies, and dietary restrictions are to be updated online via your [Study Abroad Account](#). Please also notify Study Abroad of important changes.

#### **Online Study Abroad Account**

UC Davis Study Abroad will post important information and upload program materials to your Study Abroad Account. Log in to your [Study Abroad Account](#) regularly to find items such as the Enrollment Checklist, your program's status, the Program Specific Guide ([PSG](#)), the Online Orientation, the Pre-Departure Orientation schedule, and supplemental forms (roommate request, request for special accommodations, flight itinerary form, and more, as these become available). Non-UC Davis students can find their UC Davis student ID in their Study Abroad Account. Be sure to update your contact and dietary information online via your Study Abroad Account.

**IMPORTANT**  
**Updating your email address in your Study Abroad Account will not automatically update it in your program's listserv.** This must be done manually by Study Abroad. If you change your email address, notify the Study Abroad office immediately so that you will not miss important email updates. (530) 752-5763, [studyabroad@ucdavis.edu](mailto:studyabroad@ucdavis.edu).

#### **Emails Sent via Program Listserv**

All participants will be added to a listserv specific to their program. Through the listserv, you may communicate with fellow students to get to know one another, plan get-togethers, ask questions, coordinate travel plans, and exchange photos. Be aware that all information posted on the listservs can be read by Study Abroad staff and your instructor.

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Your instructor and your program coordinator will send important updates and information to the program listserv. In addition, they may use the listserv to request information from you, such as missing travel information or accommodation requests. Keep an eye out for three emails that are standard for every program:

- 1) Program Confirmation Email: notifies students that their program has reached minimum enrollment and that they may purchase their airfare. This email will include information for making flight arrangements, as well as a "What's next?" section.
- 2) PSG Available Email: notifies students that their Program Specific Guide is available for download, as well as any other reminders.
- 3) Before You Go Email: includes a checklist to help prepare you for going abroad.

### **Facebook Group**

A Facebook group will be created for the program participants to get in touch with one another to plan their trip, find travel companions, learn about each other and share photos. This is a closed group and only participants may join. The instructor and Study Abroad staff may also be part of the group. Study Abroad is not responsible for content posted on Facebook and users are advised to review [Facebook](#) privacy policies.

### **MyUCDavis**

UC Davis students can access their campus email over the Internet through [MyUCDavis](#). Please note that in some countries, access to UC email may be blocked. You can forward your UC Davis campus email to another address. Visit the [IT Express](#) website, choose "Computing Account Services," and then follow the directions to "Email Forwarding." **Non-UC Davis students** should check with their home campus accounting services for information about forwarding their campus account.

### **Email Communication while Abroad**

Your instructor and program coordinator will continue to send information via email while you are abroad. Be sure to provide Study Abroad, family, and friends, with the email address you use most frequently. Students in all Study Abroad programs will find that it is vital to have a web-based email account (such as Gmail, Hotmail, or Yahoo) that will allow them to access both their personal and campus email while overseas. Please notify Study Abroad if you intend to use a different email account once you are abroad so it can be added to the listserv (allowing you to send and receive emails from the listserv address).

### **Keeping in Touch with Families and Friends While Abroad**

You can find general information about Keeping in Touch with Family and Friends While Abroad on the Study Abroad Website [Resources section](#) (including information on Skype, global cell phones, etc.). Since communication options can vary drastically from country to country, Study Abroad advises checking with the instructor for advice regarding what might be the best option for your particular program.

*Travel is fatal to prejudice, bigotry, and narrow-mindedness, and many of our people need it sorely on these accounts. Broad, wholesome, charitable views of men and things cannot be acquired by vegetating in one little corner of the earth all one's lifetime. – Mark Twain*

## **5. Health & Insurance**

When choosing your program and planning your study abroad experience, your health should be a central consideration. Educating yourself about the appropriate health precautions for your destination is an important part of your preparation for your study abroad experience. It is essential that you also explore the specific recommendations for your destinations by exploring the resources outlined below. The resources in this section will connect you with the information you need to proactively prepare for staying healthy abroad. The last section includes comprehensive information about Study Abroad travel insurance and how to take advantage of the medical services provided in order to protect your health while abroad.

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### Online Resources for Healthy Travel

Recommendations for safe travel abroad may frequently change. It is the student's responsibility to be aware of new health information regarding the locations to which they plan to travel. The online resources below provide a wealth of information for travelers. Please review the pertinent travel health sections on these websites prior to your departure.

- **Centers for Disease Control (CDC):** <http://www.cdc.gov/>  
To keep current on possible health problems in each country you plan to visit, begin with the [Traveler's Health](#) section of the Centers for Disease Control's (CDC) website which includes destination-specific advice on topics ranging from insect bites to food and water safety. Be sure to read the "recommended/required vaccinations" section after you've entered your travel destination under the "Destinations" tab.
- **Students Abroad – U.S. Dept. of State:** <http://studentsabroad.state.gov/>  
A new website from the U.S. State Department includes comprehensive information on health, safety, preparing for travel and cultural adjustment. Don't miss this easy to navigate and student-friendly resource!

#### Other resources include

- **World Health Organization (WHO):** <http://www.who.int/en/>
- **Travel.State.Gov:** <http://travel.state.gov/>
- **Safety Video: "The Three P's of Safe Travel:** <http://www2c.cdc.gov/podcasts/player.asp?f=7952>
- **Program Specific Guide:** [ProgramSpecificGuide](#)
- **Center for Global Education "Study Abroad Safety Handbook"**  
The Center for Global Education publishes an online Study Abroad Safety Handbook that "provides resources and preparation tips for students considering studying abroad" and parents trying to help them. The handbook "should help you ask the right questions and find helpful resources for international study and travel" and is available online at <http://www.studentsabroad.com/>.

### Recommended/Required Vaccinations

**UC Davis Study Abroad cannot provide medical advice regarding the prescription of vaccinations and cannot be held responsible for unannounced health requirement changes.** To determine the current recommended and required vaccinations for your destinations, see the links below and refer to the [Traveler's Health](#) pages of the U.S. Centers for Disease Control (CDC) website.

NOTE: Hepatitis is increasing worldwide. Make sure you have received vaccinations for both Hepatitis A and B before leaving. The vaccinations must be started six months prior to departure to complete the series. Also speak with your doctor about getting a flu vaccination.

All shots should be recorded on the yellow International Certificate of Vaccination card that is approved by the World Health Organization (WHO). The vaccination card is often available from your student health center or County Health Department. Students should take the vaccination card abroad with them if they already have one. Even though the host government may not require inoculation records for entry purposes, the card may be useful while traveling outside the host country, particularly in Latin America, Asia and Africa.

### Health Clearance Requirement

**All participants must complete the Health Clearance Form signed by a physician or health care provider in order to participate in a UC Davis Study Abroad program.** It is extremely important that you disclose all of your medical history to the medical professional who will be performing your clearance, even if you do not believe that your condition might create a problem for you while you are abroad. This allows medical professionals to help you make arrangements or plans necessary to ensure you get the most from your Study Abroad program.



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Participants with known and ongoing medical problems, such as allergies, diabetes, or a mental health condition, must take special precautions in preparing for and managing their situations overseas. You need to anticipate how your new environment and the stresses of study abroad can impact your health.

UC Davis students may use either the UC Davis Student Health and Wellness Center Health e-Messaging Clearance or a Private Physician with the Private Physician form. Non-Davis students using their student health center or a private physician must use the Private Physician form. Instructions for completing your health clearance are available in the application.

### Prescriptions: From Medications to Contact Lenses

Please check with your doctor for any advice or recommendations concerning your health while abroad. If your prescribing doctor advises against taking along a large supply of medication, he or she should provide a diagnosis/prescription describing the medication so that an overseas physician may fill the prescription properly. In some cases a physician may not fill a prescription provided by a U.S. doctor without doing an examination and confirming the diagnosis.

#### **Guidelines for Traveling with Prescription Medications**

- Consult the [Country Specific Information Page](#) for your destination to determine which medications you can bring into the country.
- Bring an adequate supply for the duration of your trip (provided it is permitted and not perishable).
- Any medications being carried overseas should be left in their original containers and be clearly labeled.
- Bring a copy of the prescription with you in case you need a refill. Make sure you know the brand drug name as well as the generic name. They can vary from country to country.
- In addition, carry a letter from the attending physician, describing the medical condition and any prescription medications, including the generic and brand names of prescribed drugs.
- Know the names of your medications and conditions in your host-country language—especially if you have a pre-existing condition or are currently taking prescription medication. GeoBlue Worldwide offers an online drug and medical term translation guide at <https://geo-blue.com/index.cfm>.
- Be cautious if you choose to purchase prescription drugs abroad. It cannot be guaranteed that the same pharmaceutical standards have been used in preparation and/or storage of the prescription, and the medicine may not be up to the standards of the highly regulated U.S. pharmaceutical industry. Poor storage in high heat and/or humidity, for example, could alter the effectiveness of some drugs.
- Keep in mind that many prescription drugs do not work as effectively when mixed with alcohol (and can be harmful).

#### **Special Considerations**

##### **Glasses and Contact Lenses**

If you wear glasses or contact lenses, take an extra pair and the written prescription abroad. Take sufficient quantities of contact lens solution since it is not always readily available overseas.

##### **Contraception**

Contraception is usually more difficult to obtain abroad than in the U.S. Plan accordingly.

##### **Administering insulin or allergy shots**

If you regularly take insulin, allergy or other shots, pack a good supply of syringes; not all sizes are available abroad.

##### **Identification Bracelets**

If you have diabetes, are allergic to penicillin, or have a physical condition that may require emergency care, carry identification—a tag, bracelet, or card—on your person at all times indicating the specific nature of the problem

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and spelling out clearly what must or must not be done should you be unable to communicate this information yourself (from <http://www.studyabroad.com/guides/handbook/handbook4.html#healthy>).

### Mental Health

Study abroad introduces students to new experiences that can be exciting as well as challenging. In addition to navigating a new culture, students also adjust to differences in food, language, living arrangements, customs and even the weather. All these new encounters can sometimes lead to stress, anxiety, or disorientation. Students can prepare for these challenges by familiarizing themselves with the language, culture and history of their host country and by bringing a positive attitude, a sense of humor and a willingness to be flexible. However, in some cases these changes can aggravate emotional distress or mental illness. Students who encounter significant difficulty adjusting to their new environment or experience strong emotions such as sadness, hopelessness or worry, should seek the advice of their parents, instructor, on-site staff, or a mental health professional.

#### ***UC Davis Student Health and Counseling Services***

All Study Abroad students are eligible to receive mental health services from Student Health and Counseling Services <https://shcs.ucdavis.edu/> a no-cost confidential counseling and psychiatric service center. If you are abroad and would like to speak with a professional about emotional or psychological issues, you may call CAPS directly at (530) 752-2349. Someone is available 24/7 to provide an assessment of the resources available and emergency support. CAPS will also help you contact a mental health specialist in your current location. All Study Abroad students also have the option of meeting with a CAPS counselor during all UC Davis terms they are registered for—before or after traveling abroad—to discuss existing mental health conditions or transitional anxiety as you prepare for your trip or as you return.

#### ***GeoBlue Mental Health Providers***

You can search for a mental health professional in your destination country by logging into the GeoBlue website ([instructions below](#)). If there is not a specialist listed for your location, you may ask your instructor to help you locate one and can contact GeoBlue to arrange for payment or pay directly and submit a reimbursement form for the expense.

### Tips for Staying Healthy Abroad

Your general health can be compromised by travel. For example, gastrointestinal disorders, flu symptoms, sore throats, and colds often occur more frequently in a foreign country than at home, particularly soon after arrival and may result from the change in climate, environment, diet, water, and personal habits. Staying healthy while abroad requires following many of the same good habits needed for staying healthy at home—with a few additional precautions.

#### ***Packing***

For a list of recommended travel health items, refer to

- CDC's Traveler's Health Kit — <http://wwwnc.cdc.gov/travel/page/pack-smart>
- "Items to Bring with You" for your country — <http://wwwnc.cdc.gov/travel/destinations/list.htm>

#### ***Vitamins***

Consider bringing a supply of vitamins and probiotics to last your entire stay abroad. Change in diet and frequent travel may mean that you will not be meeting your nutritional needs in the same way you do at home.

#### ***Food and Water***

Expect that your diet will change while you are visiting your host country and prepare to be flexible in this area. Be sure to eat regular, well-balanced meals (and get plenty of rest). Vegetarians should be particularly aware that obtaining meals without meat or dairy products can be difficult—depending on your location.

In some destinations it may be advisable that you drink only bottled beverages, avoid tap water and ice, and exercise caution when eating raw fruits and vegetables or food from street vendors. (See the [CDC recommendations](#) for your destination.)

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See also the [CDC's "Safe Food and Water"](#) and "[Avoiding Travelers' Diarrhea](#)" recommendations.

### **Allergies**

[Food Info Net](#) offers free translations for people with a food allergy or intolerance.

### **Jetlag**

Airline travel is exhausting, especially when you compound it with a multiple-hour time difference. You are going to feel less than refreshed when you arrive in your program location. We recommend that you go to bed according to local time so you can get yourself on a normal schedule as soon as possible. To reduce the effects of jetlag, avoid caffeinated drinks and alcohol on the flight, and for the first few days on location, drink a lot of water, and take a multi-vitamin.

### **Sleep**

It is important to get plenty of sleep and rest during your trip in order to maximize your experience. Staying out late to explore the local nightlife may be tempting but it can make your daytime experiences less enjoyable. You may want to avoid stimulants like coffee and tea in the evenings and consider bringing along items to help you sleep in a new environment, such as an eye cover or earplugs.

### **Intestinal and Stomach Problems**

Many travelers will get some type of stomach bug when they travel to a different country. To protect yourself, be careful about what you eat and bring appropriate medication. (Your doctor can prescribe medication recommended for travel to your destination.) If you have diarrhea accompanied by severe abdominal cramps, blood in your stool or fever, contact a doctor immediately.

### **Alcohol**

If you are of legal age in the country and plan to drink, do so moderately. Alcohol causes dehydration, affects quality of sleep and leads to hangovers. Alcohol can also interfere with the effectiveness of prescribed medications – or cause dangerous side effects for those taking medication. In addition, many injuries suffered by students traveling abroad are associated with excessive alcohol consumption. Be smart and take care of yourself and your classmates.

### **Sunburn and Heat**

On most programs you will be in the sun quite a bit and need to prepare by wearing a hat, using sun block and wearing UV blocking sunglasses.

### **Dehydration**

Make sure you drink plenty of fluids. If you feel dizzy and exhausted and/or have cramps and headaches, you may be dehydrated. Excessive sweating, extreme headaches and disorientation leading to possible convulsions and delirium are the symptoms of heat stroke, which can be fatal. If you have any of these symptoms, get help immediately.

### **Accommodations for Travelers with Special Needs**

Students traveling with special circumstances may find useful travel-health information and resources on the CDC website at <https://wwwnc.cdc.gov/travel/yellowbook/2016/table-of-contents> (scroll to Chapter 8).

### **Sexually-Transmitted Infections (STIs)**

Many countries overseas have been unsuccessful in adequately controlling some sexually-transmitted infections (STIs). STIs such as gonorrhea, syphilis, herpes, and hepatitis B continue to pose serious health risks for travelers in virtually every country. The HIV virus, which is responsible for AIDS, is not only transmitted sexually but also through contaminated hypodermic needles and infected blood supplies. Lack of adequate precaution in preventing contraction of a sexually transmitted infection could lead to serious complications.

The most effective means of preventing STIs is by being informed. The CDC has a very informative site regarding precautions against contraction of STIs and HIV/AIDs at <http://wwwnc.cdc.gov/travel/yellowbook/2012/chapter-3-infectious-diseases-related-to-travel/hiv-and-aids.htm>.

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For more information regarding safe sex, please visit the UC Davis Health Center webpage at <http://healthcenter.ucdavis.edu/topics/contraception/sti.html>.

### **Additional Health Recommendations and Resources**

For more tips on staying healthy, visit the [World Health Organization's country pages](#) and the [Health and Safety](#) page on the UC Davis Study Abroad website.

### **Illness While Abroad**

**Do not put off medical care.** If you feel ill or need medical attention, inform the program instructor of your symptoms. He/she may be able assist you in contacting the local hospital, a doctor or pharmacist. Sometimes students put off going to the doctor because they are not sure whether or how to do so - or are worried about the additional expense. Again, do not put off medical care. Refer to information on how to use your Study Abroad [Travel Health insurance](#).

### **Travel Accident Insurance (UnitedHealth Global Assistance)**

The University of California provides catastrophic coverage including Accidental Death and Dismemberment (ADD) insurance for each student. The UC-sponsored coverage is to be used for catastrophic events such as, but not limited to, loss associated with death, dismemberment, paralysis and total disability. This policy also includes emergency extraction insurance and benefits for lost baggage, trip cancellation and laptop damage/replacement. Coverage information is available in the online [Benefits Summary](#). You will receive an email asking you to set-up a personal profile through WorldCue, an optional service that allows you to save copies of your passport and travel details. You will be sent your Insurance Card via email. Print this card and carry it with you at all times when you travel.

### **Travel Health Insurance (GeoBlue)**

UC Davis Study Abroad will purchase a travel health policy for participants in all programs. (Participants in our London programs housed at FIE, Foundation for International Education, also receive a policy required by FIE.) If you have additional health insurance, it is a good idea to contact your provider to see whether you are covered overseas. Bring copies of any additional insurance cards you have with you on your trip. You will be sent your GeoBlue Insurance Card via email. Before you travel, login and set-up your account. Print this card and carry it with you at all times when you travel.

This flyer "[Health & Safety Insurance](#)" provides complete information on services available through GeoBlue & UnitedHealthcare Global Assistance.

### **GeoBlue Cards and Physicians/Clinics Abroad**

Students will receive an e-copy of their GeoBlue card—which includes their individual certificate number—electronically and as a printed copy from the instructor at the on-site orientation. A list of doctors who are a) English-speaking and b) Western-educated can be found for most destinations by logging in to the GeoBlue website with the GeoBlue certificate number (<https://www.geobluestudents.com/for-students-members>). **For help locating a particular medical specialist (including mental health counselors) before your program begins or before you finalize your program choice, please contact the program coordinator.**

Please note that these doctors and clinics are not necessarily familiar with GeoBlue payment procedures—and students do not have to go to one of these doctors to use GeoBlue coverage. In an emergency, go to the nearest hospital or clinic for assistance.

### **Arranging GeoBlue Payment**

As soon as possible—either before your appointment or after receiving emergency care, call the number on the GeoBlue card (from most locations abroad 01 + 610.254.8771) to connect the provider with GeoBlue payment procedures. (Collect calls accepted.) **If you do not have access to a phone, please ask your instructor to permit you to call using his/her international cell phone. GeoBlue can also arrange an appointment and advance payment if you call them before you**

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**visit a doctor.** If a direct connection between GeoBlue and the provider is not established before your visit, then you may have to pay up front and submit a claim form when you return.

For assistance, contact GeoBlue Customer Service

**Inside US: 1.800.257.4823**

**Outside US/Study Abroad: +1.610.254.8771**

**Email: [globalhealth@geo-blue.com](mailto:globalhealth@geo-blue.com)**

### Filing a Claim

If you pay directly for medical services, be sure to get an itemized bill at the time of payment. When you return from your travels, you can file a “**Medical Reimbursement Form**” by following the instructions below. Although most claims take 4 - 6 weeks to process, claims are often delayed if you forget to send all required documents, send in the wrong form, or fill out the right form incorrectly. To speed the processing of your claim, please make sure you follow these directions.

1. Use a claim form provided by GeoBlue Worldwide Insurance Services. You can access a form by logging in to the GeoBlue site (using the ID on your GeoBlue card) at <https://geo-blue.com/index.cfm>. You can also request a claim form by calling 1.844.268.2686 or +1.610.263.2847. Have your GeoBlue ID card available.
2. Completely fill out the form. **Every line must be filled out.**
3. Make copies of the claim form and all the bills and invoices that apply to your claim and **keep the copies for your records.**
4. Itemized bills must include the following information: Name and address of provider (doctor, hospital, laboratory, ambulance service, etc.), Name of patient, Date(s) of service, Amount charged for each service, Total Charge, Diagnosis or reason for treatment.
5. Send the original claim form, along with the original bills and invoices, to  
GeoBlue  
100 Matsonford Rd. One Radnor Corporate Center,  
Suite 100,  
Radnor, PA 19087 USA  
Fax: 610.482.9623

If you have any questions about the status of your claim, please contact the GeoBlue Worldwide Customer Service department at 1.844.268.2686 (toll-free) or +1.610.263.2847. If you have trouble getting in touch with GeoBlue, please contact Study Abroad.

### Exclusions – High Risk Activities

Please note that certain **high risk activities**—including but not limited to motorcycle driving, horseback riding, skin/scuba diving, skiing, mountain climbing, bungee jumping, sky diving, hang gliding, amateur racing, and piloting of aircraft or riding in any aircraft (except as a passenger on a regularly scheduled airline or charter flight)—**are NOT covered by this insurance. A complete list of benefits and exclusions can be found in the GeoBlue Member Guide.**

### Dates of Coverage and Additional Coverage Options

GeoBlue coverage includes one day before and one day after the listed start and end dates. Consult the GeoBlue website or your travel agent to purchase travel health coverage beyond these dates.

	Limits for Eligible Participant
<b>COVERAGE A – MEDICAL EXPENSES</b>	
Coverage Year Maximum Benefits	<b>\$100,000</b>
Coverage Year Deductible	<b>\$0 per Injury or Sickness</b>
<b>COVERAGE B – ACCIDENTAL DEATH AND DISMEMBERMENT</b>	<b>Maximum Benefit: Principal Sum up to \$10,000</b>
<b>COVERAGE C – REPATRIATION OF REMAINS</b>	<b>Maximum Benefit up to \$25,000</b>
<b>COVERAGE D – MEDICAL EVACUATION</b>	<b>Maximum Lifetime Benefit for all Evacuations up to \$250,000</b>

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COVERAGE E – Emergency Family Travel	Up to a maximum benefit of \$1,500 for the cost of one economy round-trip air fare ticket to, and the hotel accommodations in, the place of the Hospital Confinement for one (1) person. 3 day waiting period
COVERAGE A – MEDICAL EXPENSES	Indemnity Plan Limits
Physician Office Visits	100% of Reasonable Expenses
Inpatient Hospital Services	100% of Reasonable Expenses
Hospital and Physician Outpatient Services	100% of Reasonable Expenses
Emergency Hospital Services	100% of Reasonable Expenses
<b>MEDICAL EXPENSES</b>	<b>COVERED PERSON</b>
Maternity Care for a Covered Pregnancy	Reasonable Expenses
Inpatient treatment of mental and nervous disorders including drug or alcohol abuse	Reasonable Expenses up to \$2,500 Maximum per Period of Coverage for a Maximum of 30 days per Period of Coverage
Outpatient treatment of mental and nervous disorders including drug or alcohol abuse	Reasonable Expenses up to \$500 Maximum per Coverage Year
Treatment of specified therapies, including acupuncture and Physiotherapy	Reasonable Expenses up to a Maximum of 20 visits on an Outpatient basis
Repairs to sound, natural teeth required due to an Injury	100% of Reasonable Expenses up to \$500 per Coverage Year
Outpatient prescription drugs including oral contraceptives and devices	100% of Actual Charge
Annual cervical cytology screening for women 18 and older; Breast Reconstruction due to Mastectomy; Low dose mammography screening, one baseline mammogram and one mammogram per year	100% of Reasonable Expenses
Colorectal cancer screenings; Prostate screening tests	100% of Reasonable Expenses
Diabetic Supplies/Education	100% of Reasonable Expenses
Child Preventative and Primary Care Services	100% of Reasonable Expenses.

*Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover. – Mark Twain*

## 6. Safety

Each student's safety is of particular concern to Study Abroad. After arrival, students are on unfamiliar ground both physically and culturally, and in some cases may be communicating in another language. A few former UC study abroad students have been the unfortunate victims of theft, muggings, racial or sexual insults, and in rare cases, assaults. Educating yourself about the appropriate safety precautions for your destination prepares you for and may help prevent such incidents. Please be responsible for your safety abroad by following the guidelines in this section and consulting the additional resources below.

- The [Program Specific Guide](#) (provided to enrolled students after the program is confirmed)
- Travel guide (location-specific, provided to students at the Pre-departure Orientation)
- The Study Abroad Pre-departure Orientation
- The On-Site Orientation (conducted during the first day or two of your program abroad)
- The U.S. State Department [Country-Specific Information Sheet](#) for your destination/s
- Program Instructor—**Follow the safety guidelines outlined by your instructor.**

### Safety Guidelines for Traveling Abroad

#### ***Know your Destination***

It is your responsibility to familiarize yourself with your new host country and city. Preparation should begin before departure with independent reading about the host country and attendance at the Study Abroad pre-departure orientation where you can talk with your instructor. Your Program Specific Guide and the travel guide provided with your orientation materials will also feature helpful information on safety awareness for the location of your program. Once on site, you will have an additional orientation session.

#### ***Communicate your concerns***

While it is common to have to adjust to cultural differences when abroad, it is also important that you communicate concerns about situations that seem particularly awkward or inappropriate. For example, although the Study Abroad Participant Contract explicitly states that overnight guests are not allowed in student lodging, some students have violated this rule in the past. Strangers in the building, missing items (from your room or common refrigerator), or inappropriate behavior by other students, program leaders or service providers warrant your attention. Please inform your instructor, your on-site coordinator, your program coordinator or Study Abroad of any situation that makes you feel ill at ease—or concerned about the safe choices of other participants. Your feedback will be handled confidentially and with concern for your privacy.

#### ***Pedestrian Safety***

Keep in mind that pedestrians in other nations do not have the same rights or respect that pedestrians in Davis or California do. In fact, **the most common cause of injuries and death for students traveling abroad is traffic.**

#### ***Road Safety Tips from ASIRT - <http://www.asirt.org/>***

The Association for Safe International Road Travel (ASIRT), a non-profit, humanitarian organization to promote road safety through education and advocacy, provides the following tips for safe travel.

- Choose the safest form of transportation in each country.
- Avoid night travel in countries with poor safety records and/or mountainous terrain.
- Understand local “road culture.”
- Be aware of traffic patterns.
- Avoid overcrowded buses and minivans, and ask about which options are safer.
- Avoid motorcycle travel.
- Avoid hitchhiking.

**Your instructor will receive a copy of the latest ASIRT road travel report for your destination abroad.**

#### ***Alcohol***

You should never feel pressured into drinking more than you wish to drink (or engaging in any other potentially dangerous, illegal, or unhealthy personal behavior against your will) because you think you may offend another culture. Instead, find ways to say “no” that are not offensive. Usually a friendly but firm “no thank you” or hand-over-the-glass gesture does the job.

Although there may be a different minimum drinking age in your country, if you decide to drink and your drinking becomes disruptive or leads to a violation of your student contract, you can be expelled from the program. Also keep in mind that in most countries excessive drinking is not culturally accepted. The best advice is “Everything in moderation, nothing in excess.”

To learn more about alcohol and drinking responsibly—whether you’re in the US or another country—visit the UC Davis Student Health Services’ page on Alcohol Poisoning: <http://safeparty.ucdavis.edu/alcohol-poisoning.html> and the Safe party website: <http://safeparty.ucdavis.edu/index.html>.

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Current Alcoholics Anonymous members can locate International General Service Offices to learn about meetings in their destination country on the A.A. website: [http://www.aa.org/lang/en/aa\\_international.cfm?origpage=31](http://www.aa.org/lang/en/aa_international.cfm?origpage=31).

### **High Risk Activities**

Sometimes students traveling abroad feel inspired to participate in high-risk activities that they wouldn't normally consider at home. High risk activities like skydiving, scuba diving, bungee jumping—or even body piercing and tattooing—are not covered under the travel insurance policies put in place by Study Abroad. In addition, you should keep in mind that safety regulations overseas are not always as strict as they are in the U.S. If any of these activities are appealing, please wait and try them at home.

### **Dancing/Night Clubs**

Americans (especially women) should be aware that foreigners can interpret some styles of American dance as being very sexual and crude. Some American dancing styles may bring unwanted attention and may give the person you are dancing with mixed messages about intimacy.

### **Gender and Sexuality**

Students may be viewed according to the gender expectations of the host culture. As a result, some students, particularly female and LGBTQI students, may find themselves the target of unwanted attention, discrimination or harassment.

You are your own best resource in preparing to face a range of possible situations. Educate yourself about your host country's language, religion, customs, and appropriate dress. Once abroad, follow examples of culturally-accepted dress and demeanor.

*If you receive unwanted attention, try these tactics:*

- Turn the conversation around by asking some questions. Bring up other subjects such as sports, food, or film. Use a gracious sense of humor, so that saying no can allow the other person to save face.
- If this tactic doesn't work, tell the other person very directly to stop. Be specific.
- Develop the skills necessary for assertive behavior.
- Give personal information only to people who can be trusted.
- Be aware and respectful of local values and customs.
- **Don't go anywhere alone with a new acquaintance.**
- In an extreme situation, appeal for help from local authorities.

### **Harassment**

No student should have to deal with any type of abuse. If you are harassed or threatened in any way, please report the behavior to your instructor immediately. If you prefer, you can call or email a Program Coordinator at Study Abroad who will try to help and/or put you in touch with other campus resources.

### **Illegal Drugs**

Know the laws of your host country. In many other nations, the use of illegal drugs is punishable by severe penalties—including death. Illegal drug use is a violation of your participant contract and can be the cause for your dismissal from the University of California. If you are caught with illegal drugs, you are subject to local (not U.S.) laws. For more information, read the U.S. Department of State's Travel webpage on Drugs Abroad <http://travel.state.gov/content/passports/english/go/drugs.html>

### **Criminal Behavior & Arrests**

UC Davis Study Abroad won't be able to get you out of jail. Know the laws of your host country and obey them. **Ignorance of local laws and foreign customs are not considered valid reasons for dismissal of criminal charges.** In many locations you will not have the right to bail or "innocence until proven guilty," and you may be detained without formal charges against you. American or foreign citizenship will not help an individual who has been arrested.



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However, you should contact your program instructor so that Study Abroad can inform your emergency contact of your situation. If needed, citizens of the U.S. can contact the nearest U.S. Embassy or Consulate for a list of lawyers. Citizens of other countries should contact their Embassy or consulate for possible assistance. More information on services provided by U.S. consular officers to U.S. citizens arrested abroad is available on the U.S. Department of State's Travel webpage: <https://travel.state.gov/content/passports/en/emergencies/arrest.html>.

### Additional Safety Tips

#### *Personal Safety*

- Look confident, even if you don't know where you are going.
- Study a map before going out; once on the street, use a pocket-size guidebook to avoid looking like a tourist. The staff at your accommodations and your instructor can mark any dangerous areas on your map. Avoid going places alone and never go anywhere alone with a new acquaintance. If you must go out alone, avoid being out after dark. Leave a note or let someone know where you are going, with whom, when you expect to return, and what you are wearing.
- Follow your instructor's recommendations for traveling in groups or traveling at night.
- Trust your instincts. If you ever feel uncomfortable, remove yourself from the situation immediately.
- Use common sense!
- Keep a low profile and try not to make yourself conspicuous by dress, speech, or behavior that might identify you as a target.
- Avoid demonstrations, protest groups or other potentially volatile situations.
- Be wary of suspicious persons loitering around your residence or persons following you.
- Be aware of local events and cultural differences. Doing so can help you avoid misunderstandings and/or confrontations.
- **Keep your room locked at all times—when you are in it, when you are just down the hall, and when you go out.**
- **Never go out at night alone.**
- **Do not allow strangers or new acquaintances in your residence.**

#### *Securing Property*

- Leave expensive items at home, locked up.
- Don't wear jewelry. If you must travel with expensive items (iPhone, iPod, camera, laptop) use them discreetly and secure them when you go out.
- Keep an eye on your valuables when traveling on overnight flights, buses, or trains. Put your valuables in a security waist pack (rather than leaving them in your stowed carry on) and wear it while sleeping. When you go to the lavatory, take your purse/valuables with you.
- Keep your handbag and other valuables away from the street side when walking on sidewalks (and on escalators, away from the opposite ramp).
- Do not leave your bag on your chair or at your table when returning to a buffet line or when using the restroom at a restaurant.
- Carry only enough money for that day's purchases. Keep all other funds in a safe and secure location.
- Do NOT go alone to withdraw money from an ATM or cash traveler's checks at a bank.
- Be alert when getting off a bus or train, or when riding escalators; that's when pickpockets tend to strike.
- Don't exit a taxi until you're sure you've arrived at your destination. Pay while still in the car so that you can be sure you've received the proper change.
- Carry just one credit card and photocopies of important documents. Divide money for small and larger purchases so you don't have to expose a wad of bills. Become familiar with foreign currency before you need to use it.
- Put your foot through carry-on bags, backpacks or purses you set on the floor of restaurants or other public areas; don't leave these items loose.
- For additional protection, purchase a policy as part of your travel insurance to insure your possessions before departure.

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### U.S. Department of State Information on International Travel

The Department of State lists a "[Worldwide Caution](#)," stating that "U.S. citizens are strongly encouraged to maintain a high level of vigilance, be aware of local events, and take the appropriate steps to bolster their personal security...." For additional information, please refer to "[A Traveler's Checklist](#)," "[Smart Travel](#)," and "[Students Abroad](#)."

You are strongly encouraged to review the safety and travel information for your program destination provided by the U.S. Department of State's travel site at <http://www.travel.state.gov/travel>. Learn about current security issues, travel warnings and recent embassy notices for American citizens by viewing your [Country Specific Information](#) page. Other helpful destination-specific information here includes

- Country Description
- Registration/Embassy Location
- Entry/Exit Requirements
- Safety and Security
- Crime
- Information for Victims of Crime
- Criminal Penalties
- Medical Facilities and Health Information
- Traffic Safety and Road Conditions

You should also check the U.S. State Department status of any locations you plan to visit outside of the program.

- [Current Travel Warnings](#)
- [Current Travel Alerts](#)

### Emergency Procedures

**After a critical incident of any kind in your host country, please contact your instructor AND your loved ones as soon as possible. If you cannot reach your instructor, please report your status to the UC Davis Campus Dispatch Hotline 24/7 at +1 (530) 752-1230.**

#### **UC Davis Campus Emergency Hotline +1 (530) 752-1230**

While on the program, should you find yourself in trouble or in need of assistance, your first point of contact is the program instructor. However, if you or a classmate requires immediate medical attention, contact the emergency paramedic services first—and then inform the program instructor of the events leading to the emergency. Local emergency numbers available for your site are listed on the emergency card included in your orientation packet and in your Program Specific Guide.

#### **Medical Emergencies**

In cases that require immediate medical attention, have someone call the paramedics right away. The local number appears on your emergency card (distributed with your orientation materials) and in the Program Specific Guide. **Carry these numbers with you.** If you are not with the program instructor, contact him/her as soon as possible. Give the health care provider the information from your GeoBlue insurance card provided by Study Abroad. **You may be responsible for paying for treatment at the time of service; you can submit the claim to the insurance provider upon return. After seeking treatment, you may contact Study Abroad for assistance with using your GeoBlue insurance. For more information on health insurance abroad, see Travel Insurance (GeoBlue) above.**

#### **Physical Assaults**

If a Study Abroad student is assaulted,

- Have a friend call the police.
- Once the police arrive, report the incident in a calm manner. Expressing anger in front of police will not help.

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- Take stock of any injuries and have your injuries treated.
- Inform the program instructor of the situation that led to the confrontation. If the incident occurred in an area well known for brawls, steer clear of the location in the future.

### ***Political Unrest, Riots, Civil Unrest, Acts of Terrorism and Natural Disasters***

UC Davis Study Abroad tracks U.S. State Department Public Announcements and Travel Warnings and uses this information when making programming decisions. Should the political situation in your host country become volatile, we may cancel the program and ask everyone to return to the U.S. as quickly as possible. All Study Abroad students are covered by extraction insurance ([UnitedHealth Global Assistance](#)).

If you are suddenly in or near a volatile situation (i.e. riot)—or caught in severe environmental conditions (hurricane, earthquake, flood, etc.),

- Get to a safe location as quickly as possible.
- If possible, treat any injuries—or seek treatment for any injuries.
- Follow instructions given by emergency personnel.
- Count your party and take note of any missing members.
- If possible, contact the program instructor and report your location, all parties accounted and unaccounted for, and the health conditions of everyone in the party.
- If you cannot contact the program instructor, please contact Study Abroad or the 24/7 Emergency Hotline (530-752-1230). We will inform your emergency contact person(s) of your condition and any other available information.
- Cooperate with the security detail if one is sent to assist you in leaving the country.

***Most travel is best of all in the anticipation or the remembering;  
the reality has more to do with losing your luggage. – Regina Nadelson***

## 7. Academics

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### Grades

The grading criteria for each specific class can be found in the course syllabus. In some cases, the syllabus will be distributed via email or your Study Abroad account. Please keep in mind that some courses offer P/NP grading only.

### Pass/No-Pass Option

When you register for your classes on [SISWeb](#), you may elect to choose the P/NP option for your core course. All 198 courses are P/NP grading only. If you opt for Passed/Not Passed grading, the grade "P" is assigned for a grade of "C-" or higher and "NP" for a "D+" or lower. Units earned are counted in satisfaction of degree requirements **but are not counted in determining your grade point average**. Please keep in mind that choosing P/NP for the core course may prevent you from receiving major, minor or GE credit for your work.

### Failing Grade

UC Davis Study Abroad Participants commit to attending all class meetings and scheduled activities; they commit to doing their homework and studying. Thus, students should study the grading standards and be aware that if a failing grade is earned, that grade is not reversible. The course may not be taken over again nor work made up.

### Course Prerequisites

Students are responsible for checking course prerequisites. Course prerequisites can be found in the UC Davis General Catalog online at <http://catalog.ucdavis.edu/>. The instructor may waive these requirements for you if you can demonstrate that your preparation is equivalent to that specified by the prerequisites. In addition, please keep in mind that

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- a. If no prerequisites are stated for a lower division course, it is understood that the course is open to any matriculated student whose standing is appropriate for the course.
- b. The minimum prerequisite for any upper division course is junior standing or completion of at least one lower division course in the same department.

If you have questions about your preparation for the course, please email the instructor. In most cases, prerequisites can be waived by instructor consent.

### Grades and Transcripts

**UC students:** A transcript will automatically be sent to your home campus. If you have an outstanding balance a hold will be placed on your transcript. Additional transcripts can be ordered through the [Office of the Registrar](#).

*The traveler sees what he sees. The tourist sees what he has come to see. –G.K. Chesterton*

## 8. UC Davis Expectations & Campus Policies

All participants in Study Abroad programs must adhere to the policies of the University of California and UC Davis. The policies included below apply to all participants regardless of their home campus. **All students who sign the Study Abroad contract are accountable for having reviewed these policies.**

### Expectations

#### Academic

Participants in this program commit to attending all class meetings and scheduled activities; they commit to doing their homework and studying. Thus, students should study the grading standards and be aware that if a failing grade is earned, that grade is not reversible.

#### Integrity

This handout from the office of Student Judicial Affairs at UC Davis defines student misconduct and provides specific examples of behaviors that constitute student misconduct. It also clarifies the responsibilities of UC Davis students: <http://sja.ucdavis.edu/files/studentguide.pdf>.

#### University of California, Davis Code of Academic Conduct

The Code of Academic Conduct outlines the responsibilities students and faculty share in upholding university standards for academic integrity: <http://sja.ucdavis.edu/files/cac.pdf>.

#### Cross-Cultural Etiquette

Guest lecturers and special guides from the host country frequently speak to Study Abroad students. These professionals are our guests and should be treated with respect. Students should be attentive and should treat the learning environment as if it were a business meeting. Do not eat; do not listen to your iPod; do not speak with other students or in any way disrespect these speakers. The instructor will provide guidelines for dressing appropriately for special occasions. In addition, use the resources in your Program Specific Guide to learn about etiquette in your host country.

#### Sexual Harassment

UC Davis is committed to providing an environment which is free of sexual harassment for everyone who participates in University programs and activities. This commitment extends to the learning and living environment abroad. If you feel that you may be experiencing sexual harassment, please report your experience to your instructor, a Study Abroad Program

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Coordinator, or the Sexual Harassment Anonymous hotline at UC Davis (530)-752-2255. For more information on the Sexual Harassment policies, visit <https://hdapp.ucdavis.edu/>.

### **University of California, Davis Principles of Community**

The UC Davis Principles of Community affirm the respect our community shares for the diversity of its members: <http://principles.ucdavis.edu/>.

### **Study Abroad Contract**

All enrolled students have signed a contract that reviews Study Abroad policies and expectations for student behavior. A copy of the contract is available online in your Study [Abroad Account](#).

### **University of California Standards of Conduct**

These policies (listed on next page) include standards that apply to campus activities, organizations, and students: <http://sja.ucdavis.edu/files/UCDPOSC.pdf>.

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### University of California Standards of Conduct for Students

The following is excerpted and adapted from the UC *Policies Applying to Campus Activities, Organizations, and Students*  
<http://policy.ucop.edu/doc/2710530/PACAOS-100>

#### 100.00 Policy On Student Conduct And Discipline (Revised 1/2016)

##### 101.00 Student Conduct

Students are members of both society and the University community, with attendant rights and responsibilities. Students are expected to comply with all laws and with University policies and campus regulations.

##### 102.00 Grounds for Discipline

Chancellors may impose discipline for the commission or attempted commission (including aiding or abetting in the commission or attempted commission) of the following types of violations by students, as well as such other violations as may be specified in campus regulations:

102.01

All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.

102.02

Other forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the University.

102.03

Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.

102.04

Theft of, conversion of, destruction of, or damage to any property of the University, or any property of others while on University premises, or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.

102.05

Theft or abuse of University computers and other University electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; or copyright infringement (for example, the illegal file-sharing of copyrighted materials).

Use of University computer and electronic communications facilities, systems, or services that violates other University policies or campus regulations.

Please refer to the UC Electronic Communications Policy (<http://www.ucop.edu/ucophome/policies/ec/>) and Digital Copyright

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102.06

Unauthorized entry to, possession of, receipt of, or use of any University services; equipment; resources; or properties, including the University's name, insignia, or seal.

102.07

Violation of policies, regulations, or rules governing University-owned, -operated, or leased housing facilities or other housing facilities located on University property.

102.08

Physical abuse including but not limited to physical assault; threats of violence; or other conduct that threatens the health or safety of any person.

102.09

Harassment, defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to University programs or activities that the person is effectively denied equal access to the University's resources and opportunities.

Harassment includes, but is not limited to, conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identify, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications. Pursuant to section 104.90, sanctions may be enhanced for conduct motivated on the basis of the above classifications.

102.10

Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the University to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the University to serve no legitimate purpose.

102.11

(deleted on October 9, 2009: see <http://www.ucop.edu/ucophome/coordrev/policy/pacaos10209.pdf>);

102.12

Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person.

102.13

Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.

102.14

Disorderly or lewd conduct.

102.15

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Participation in a disturbance of the peace or unlawful assembly.

102.16

Failure to identify oneself to, or comply with the directions of, a University official or other public official acting in the performance of his or her duties while on University property or at official University functions; or resisting or obstructing such University or other public officials in the performance of or the attempt to perform their duties.

102.17

Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal and state law or regulations.

102.18

Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.

102.19

Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.

102.20

Possession, use, or manufacture of a firearm or other weapon as prohibited by campus regulations.

102.21

Violation of the conditions contained in the terms of a disciplinary action imposed under these Policies or campus regulations.

102.22

Violation of the conditions contained in a written Notice of Emergency Suspension issued pursuant to Section 53.00 of these Policies or violation of orders issued pursuant to Section 52.00 of these Policies, during a declared state of emergency.

102.23

Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these Policies whether or not it was the student or someone else who prepared the notes or recordings.

Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a University of California course unless authorized by the University in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).

102.24

Conduct, where the actor means to communicate a serious expression of intent to terrorize, or acts in reckless disregard of the risk of terrorizing, one or more University students, faculty, or staff. 'Terrorize' means to cause a reasonable person to fear bodily harm or death, perpetrated by the actor or those acting under his/her control. 'Reckless

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disregard' means consciously disregarding a substantial risk. This section applies without regard to whether the conduct is motivated by race, ethnicity, personal animosity, or other reasons. This section does not apply to conduct that constitutes the lawful defense of oneself, of another, or of property.

102.25

Making a video recording, audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

Looking through a hole or opening, into, or otherwise viewing, by means of any instrumentality, the interior of a private location without the subject's knowledge and express consent.

Making a video recording, audio recording, or streaming audio/video of private, nonpublic conversations and/or meetings, without the knowledge and express consent of all recorded parties.

These provisions do not extend to public events or discussions, nor to lawful official law or policy enforcement activities. These provisions may not be utilized to impinge upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly.

Definitions

"Express consent" is clear, unmistakable and voluntary consent that may be in written, oral or nonverbal form.

"Private locations" are settings where the person reasonably expected privacy. For example, in most cases the following are considered private locations: residential living quarters, bathrooms, locker rooms, and personal offices.

"Private, non-public conversations and/or meetings" include any communication carried on in circumstances that reasonably indicate that any party wants the communication to be confined to the parties, but excludes a communication made in a public gathering, or in any other circumstance in which the parties to the communication may reasonably expect that the communication may be overheard or recorded.

### 103.00 STUDENT DISCIPLINE PROCEDURES

#### 103.10 Procedural Due Process

Procedural due process is basic to the proper enforcement of University policies and campus regulations. Chancellors shall establish and publish campus regulations providing for the handling of student conduct cases in accordance with basic standards of procedural due process. Consistent with this requirement, procedures specified in such regulations shall be appropriate to the nature of the case and the severity of the potential discipline.

103.11

When a formal hearing is deemed to be appropriate, campus implementing regulations shall provide the following minimum procedural standards to assure the accused student a fair hearing:

a. Written notice, including a brief statement of the factual basis of the charges, the University policies or campus regulations allegedly violated, and the time and place of the hearing, within a reasonable time before the hearing;

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b. The opportunity for a prompt and fair hearing where the University shall bear the burden of proof, and at which the student shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses presented by the University; no inference shall be drawn from the silence of the accused;

c. A record of the hearing; an expeditious written decision based upon the preponderance of evidence, that shall be accompanied by a written summary of the findings of fact; and

d. An appeals process.

### 104.00 Administration of Student Discipline

104.10

Chancellors may impose discipline for violations of University policies or campus regulations whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts.

104.20

Each Chancellor may appoint faculty, student, or other advisory committees, or hearing officers, as specified in campus regulations, but the final authority for administration of student discipline rests with the Chancellor.

104.30

A student, as defined in Section 14.40 of these Policies, at one campus of the University, who is accused of violation of University policies or campus regulations on another campus of the University or at an official function of that campus, shall be subject to the disciplinary procedures of either the former or the latter campus as an outcome of conferral between designees of both campuses. The imposition of any recommendations for disciplinary sanctions arising from these procedures must be reviewed and approved by both campuses before the sanctions are imposed.

104.31

If an alleged violation of University policies occurs in connection with an official Universitywide function not on a campus, the student accused of the violation shall be

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subject to the disciplinary procedures of the campus at which the individual is a student, except in those cases in which the President directs otherwise.

104.40

The loss of University employment shall not be a form of discipline under these Policies. However, when student status is a condition of employment, the loss of student status will result in termination of the student's employment. This section is not intended to preclude the disclosure to other appropriate University officials of information relating to any student's judicial records if that information may be reasonably construed to have bearing on the student's suitability for a specific employment situation. This section is also not intended to preclude an employer from terminating a student's employment outside the disciplinary process.

104.50

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In imposing discipline other than Suspension or Dismissal, access to housing and health services shall not be restricted unless the act that occasioned the discipline is appropriately related to the restriction.

104.60

If as a result of an official campus appeal it is determined that the student was improperly disciplined, the Chancellor shall, if requested by the student, have the record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such case, the record of the hearing may be used only in connection with legal proceedings. The Chancellor also may take other reasonable actions to ensure that the status of the student's relationship to the University shall not be adversely affected.

104.70 [Rescinded – January 1, 2015]

104.71 [Rescinded October 13, 2005]

104.80

Whether or not a hearing is conducted, campuses may provide written notice to a student that his or her alleged behavior may have violated University policy or campus regulations and that, if repeated, such behavior will be subject to the disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be introduced in a subsequent disciplinary action in order to enhance the penalty.

104.90

Sanctions [for any violations of Section 102.00, Grounds for Discipline] may be enhanced where an individual was selected because of the individual's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications.

### 105.00 Types of Student Disciplinary Action

When a student is found in violation of University policies or campus regulations, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

#### 105.01 Warning/Censure:

Written notice or reprimand to the student that a violation of specified University policies or campus regulations has occurred and that continued or repeated violations of University policies or campus regulations may be cause for further disciplinary action, normally in the form of Disciplinary Probation, and/or Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.

105.02 [Rescinded May 17, 2002]

#### 105.03 Disciplinary Probation:

A status imposed for a specified period of time during which a student must demonstrate conduct that conforms to University standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of Suspension or Dismissal.



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### 105.04 Loss of Privileges and Exclusion from Activities:

Exclusion from participation in designated privileges and activities for a specified period of time. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of University policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Probation, Suspension or Dismissal.

### 105.05 Suspension:

Termination of student status at the campus for a specified period of time with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the student is otherwise qualified for reinstatement. Violation of the conditions of Suspension or of University policies or campus regulations during the period of Suspension may be cause for further disciplinary action, normally in the form of Dismissal.

### 105.06 Dismissal:

Termination of student status for an indefinite period. Readmission to the University shall require the specific approval of the Chancellor of the campus to which a dismissed student has applied. Readmission after dismissal may be granted only under exceptional circumstances.

### 105.07 Exclusion from Areas of the Campus or from Official University Functions:

Exclusion of a student as part of a disciplinary sanction from specified areas of the campus or other University-owned, -operated, or -leased facilities, or other facilities located on University property, or from official University functions, when there is reasonable cause for the University to believe that the student's presence there will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions, or other disruptive activity incompatible with the orderly operation of the campus.

### 105.08 Interim Suspension:

Exclusion from classes, or from other specified activities or areas of the campus, as set forth in the Notice of Interim Suspension, before final determination of an alleged violation. A student shall be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's participation in University activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions, or other disruptive activity incompatible with the orderly operation of the campus. A student placed on Interim Suspension shall be given prompt notice of the charges, the duration of the Interim Suspension, and the opportunity for a prompt hearing on the Interim Suspension. Interim Suspension shall be reviewed by the Chancellor within twenty-four hours. If a student is found to have been unjustifiably placed on Interim Suspension, the University is committed to a policy whereby reasonable efforts are taken to assist an individual who has been disadvantaged with respect to employment or academic status.

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105.09 Restitution:

A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the University or other parties

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resulting from a violation of these policies. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.

### 105.10 Revocation of Awarding of Degree:

Subject to the concurrence of the Academic Senate, revocation of a degree obtained by fraud. Such revocation is subject to review on appeal by the Chancellor.

### 105.11 Other:

Other disciplinary actions, such as monetary fines, community service, or holds on requests for transcripts, diplomas, or other student records to be sent to third parties, as set forth in campus regulations.

### 106.00 Posting Suspension or Dismissal on Academic Transcripts

When, as a result of violations of the Policy on Student Conduct and Discipline, a student is suspended or dismissed, a notation that the discipline was imposed must be posted on the academic transcript for the duration of the suspension or dismissal. Thereafter, notations of Suspension or Dismissal reflected on a student's transcript may be removed as set forth in campus regulations.

## IV. COMPLIANCE / RESPONSIBILITIES

Chancellors shall adopt campus implementing regulations consistent with these Policies. The University shall publish these Policies and make them widely available, and Chancellors shall do the same with respect to the implementing regulations for their campuses. This requirement may be satisfied through the on-line publication of these Policies and their respective campus implementing regulations. (See also Section 13.20 of these Policies.)

## V. PROCEDURES

The President shall consult as appropriate with Chancellors, Vice Presidents, the Office of the General Counsel, and Universitywide advisory committees prior to amending these Policies. Chancellors shall consult with faculty, students, and staff prior to submitting to the President any campus recommendations related to proposed amendments to these Policies. Amendments that are specifically mandated by law, however, do not require consultation with campus representatives or Universitywide advisory committees to the extent that legal requirements do not permit such consultation. (See also Section 13.10 of these Policies.) Chancellors shall consult with students (including student governments), faculty, and staff in the development or revision of campus implementing regulations except when the development or revision of such regulations results from changes to these Policies that have been specifically mandated by law. Campuses shall specify procedures, including consultation processes, by which campus implementing regulations may be developed or revised. (See also Section 13.30 of these Policies.)

Prior to their adoption, all proposed campus implementing regulations, including all substantive modifications to existing such regulations, shall be submitted to the Office of the President for review, in consultation with the Office of the General Counsel, for consistency with these Policies and the law. (See also Section 13.40 of these Policies.)

## VI. RELATED INFORMATION

See also Policies Applying to Campus Activities, Organizations and Students sections:

10.00 Preamble and General Provisions

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11.00 Authority  
12.00 Applicability  
13.00 Development and Review of Universitywide Policies and  
Campus Implementing Regulations  
14.00 Definitions  
VII. FREQUENTLY ASKED QUESTIONS

Not applicable

### VIII. REVISION HISTORY

Original issuance September 1, 1970 Revised October 29, 1973  
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Rescinded) Revised October 20, 2008 (102.05) Revised October 9,  
2009 (102.09 and 102.11 replaced with a single interim 102.09)  
Revised February 23, 2011 (Added Section 102.24 and Section 104.90)  
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Reformatted June 1, 2012 into the standard University of California  
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revised UC Policy on Sexual Harassment and Sexual Violence