


**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: 2/06, 3/11, 4/15, 2/19

No: 2-C-900-05  
Last Review Date: August 2023  
Required Review Date: March 2027  
Administrative Unit: Administration  
Approved by:

  
\_\_\_\_\_  
Jared Seliger, PhD, CNMT  
President

**SUBJECT:** Conditions of Participation in International/Global or Mission/Outreach Courses

**PURPOSE:** To identify student's obligations, rights and responsibilities and to disclose potential risks when taking Allen College courses requiring travel.

**EFFECTIVE FOR:** Administration, Faculty, Staff and Students

**POLICY:** Students enrolled in Allen College courses requiring travel must be given the summary of potential risks and notice of student's obligations, rights and responsibilities. Students must sign the agreement and release.

**PROCEDURE:**

1. Course faculty distribute the appropriate attached information to students enrolled in international courses or global courses outside the United States or mission/outreach courses in the United States.
2. Students must sign the agreement and release and return to the course faculty **before** traveling for an Allen College course.
3. Signed copies must be retained by the course faculty.

## Conditions of Participation in International/Global or Mission/Outreach Courses

### Medical Illnesses, Emergencies and Treatment

I acknowledge and understand the following conditions:

- There are risks to both my personal self and my property when traveling outside or within the United States. I accept the risks associated with traveling and staying outside or within the continental United States.
- In cases of illness, on behalf of the student, Allen College, its authorized representative(s) or the program coordinator at the host facility will consult with medical personnel on the project and/or local medical authorities regarding treatment or possible hospitalization.
- In the event of an illness or injury Allen College, its authorized representative(s) or program coordinator at the host facility is able to authorize any emergency medical or surgical treatment deemed necessary by the attending physician if I am rendered incapacitated.
- In extreme emergencies, the Allen College authorized representative or program coordinator at the host facility will authorize the required care.
- In both non-emergency and emergency situations every attempt will be made to contact the parent, guardian, spouse or next of kin supplied by the student to obtain an authorization for treatment or surgery.
- The student agrees to consent to the necessary medical treatment if the student is physically and emotionally capable of such decision.
- International/Global Course: If, in the judgment of medical staff, serious illness or injury warrants return to the United States, the Allen College authorized representative or program coordinator at the host facility, will make the necessary arrangements. Emergency funding can be provided for travel. This funding comes in the form of a loan and must be paid back at a later date.
- In the event it is necessary to rely on this consent to authorize necessary medical care and treatment for me, the undersigned, individually, agrees to indemnify and hold Allen College, its authorized representative and faculty member harmless from the costs or outcomes incurred for said emergency care and treatment, including reasonable attorney fees and costs incurred in defending and/or instituting a suit to recover said medical expenses.
  - The student understands that the treatment shall be solely at his/her expense.
  - International/Global Course: Students are strongly encouraged to see their health care provider prior to travel and to assure that medical records are up to date as well as to address any health issues that may affect their travel.
  - Students are strongly encouraged and responsible for obtaining and maintaining adequate health and accident insurance coverage for the travel to and from the destination as well as for the duration of the stay.

## **Academic Conduct**

I acknowledge and understand the following conditions:

- Attendance is mandatory for all class and group activities, unless the faculty member has granted prior approval.
- A student must conform to and obey all rules and regulations outlined in Allen College policies. Allen College policies can be found on the Allen College website in the Policy Library.
- As an Allen College student, I will be viewed as a representative of my country, my college, and contracting organizations. My conduct should be reflective of the goals, principles, and the mission of any/all these organizations.
- As a student, it is my intention to act as a good-will ambassador and conduct myself in a fitting manner.
- Students must follow the rules and policies of the organizations and understand that violation of this agreement may result in dismissal.

## **Personal Conduct**

I acknowledge and understand the following conditions:

- Students, as representatives of Allen College, are expected to conduct themselves in a responsible, mature and professional manner at all times.
- Responsible behavior includes being sensitive to the needs of members of the group and the group as a whole, as well as to the cultural norms, behavior, and dress in the cities and towns and/or country visited and the clients we serve.
  1. International/Global Course: Students are expected to follow the guidelines of conduct of contracting organizations, Allen College and the laws of the country being visited.\
  2. United States-based Mission/Outreach Course: Students are expected to follow the guidelines of conduct of Allen College and the local and state laws of the cities/towns being visited. This includes refraining from the use of illegal drugs, and underage use of alcohol and tobacco during the project.

## **Operation of Motor Vehicles**

I acknowledge and understand the following conditions:

- International/Global Course: Students are not allowed to operate motor vehicles for any course-sponsored activity or free time activities. There are no exceptions.
- Mission/Outreach Course: Students are allowed to operate motor vehicles for any course-sponsored activity as long as a Student Vehicle Use for Allen College Sponsored Events Release form has been completed.

## **Alcohol and Drugs**

I acknowledge and understand the following conditions:

- International/Global Course: That foreign visitors in countries abroad are particularly vulnerable when it concerns violations (intentional and unintentional) of local rules and regulations concerning alcohol and drugs. The process of law and punishment may differ drastically from U.S. standards.
- International/Global Course: Prolonged imprisonment may occur and the time required for a case to be heard can be many months.
- International/Global Course: The faculty, Allen College administrators, or U.S. Embassy officials are usually helpless in such cases.
- International/Global Course: It is of utmost importance for the welfare of the individual and the group that extreme caution and prudence is applied.
- The use, buying, or selling of illegal drugs (narcotics, hallucinogens, stimulants, or depressants) is a serious issue and grounds for dismissal from the course as well as the college.
- Any student who uses, buys, or sells illegal drugs will be immediately expelled from the course and returned to the United States at his/her own expense.
- All costs associated with the incident will be borne by the violator.
- Any abuse of alcohol may merit expulsion from the course as well as from Allen College.

Mission/Outreach Course:

### **Consequences**

I acknowledge and understand the following conditions:

- The Allen College authorized representative and/or faculty reserves the right to terminate participation in the case of behavior deemed injurious to the student or the group, for violation of rules/policies, or conduct bringing disrepute to Allen College, contracting organizations or the United States. This decision will be final.
- Dismissal from the course results in loss of academic credit.
- In such a situation as the faculty decides to dismiss a student from the course, the student bears the full financial responsibility for returning home without faculty escort or accompaniment as well as the cost of the course.
- Further action concerning dismissal from Allen College will be reviewed by the Chancellor and rendered by the guidelines set forth in the Student Handbook.

## **Financial Obligations**

I acknowledge and understand the following conditions:

- I am aware of the costs associated with this program, and I agree to pay the required tuition and fees according to the course's fee schedule.
- I acknowledge and agree to pay any special course fee already committed (i.e. airfare) for me, should I withdraw or if I am dismissed from the course/College.
- I acknowledge and accept the academic and financial consequences of participating, withdrawing voluntarily or suspension from the course and/or returning home prior to the conclusion of the program.



**Student's Agreement and Release:**

Whereas, (indicate full name) \_\_\_\_\_,

Hereinafter referred to as Student, is about to take a travel and study program described as the

\_\_\_\_\_ ; and,

Whereas, it is acknowledged that said travel and study program involves some risk to person and property, including but not limited to the risk of injury or death due to accident and disease; and

Whereas, it is acknowledged that said travel and study program may be the occasion of medical emergency necessitating the administration of medical treatment including hospitalization or surgery;

Now, therefore, in consideration of said student being permitted to participate in said travel and study program, I do hereby, for myself, my heirs, administrators, and executors, and undersigned minor as parent, parents, or guardian of said Student, do for ourselves and for and on behalf of said Student, all acknowledge and assume the risk of such travel and study program, and do hereby release and forever discharge Allen College and all of its officers, faculty, employees, volunteers and agents whether accompanying said program, or otherwise, from any and all claims, demands, or causes of action, on account of any injury to me or my property, on account of my death, or on account of damages suffered by me for whatever reasons, which may occur from any cause, including negligence, or in connection with said travel and study program or any continuances thereof; and we do hereby expressly covenant and agree to refrain from bringing suit or proceedings at law or in equity or otherwise as provided by law, against any of said bodies or persons on account of any and all such claims, demands, actions, or causes or action. I voluntarily assume these risks. I have read and understand the program description. This document is executed with full knowledge of its signature.

I have read the Conditions of Participation in International/Global or Mission/Outreach Courses document and agree to abide by the policies and procedures.

If my parents or guardian have not signed this form, I represent and certify that I am not a minor.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Parent/Guardian Signature (if minor) \_\_\_\_\_ Date: \_\_\_\_\_

Printed Parent/Guardian: \_\_\_\_\_