



Student Information (please print)			
Name		ID Number	
Emergency Contact			
Name		Phone	
Conference / Workshop / Trip Information			
Title			
Departure Date		Return Date	
Location (City / State / Country)			
Hotel / Lodging Address / Phone			
Method of Transportation			

PRE-DEPARTURE REQUIREMENTS

1. All student travelers must have proof of completion of all mandatory SafeColleges courses (including courses mandatory for student employees should this apply to a traveler). This information can be provided by the Title IX Coordinator and Compliance Specialist. Other SafeColleges courses may be assigned on a case by case basis.
2. Student Conduct Records will be reviewed prior to departure and may impact a student’s ability to travel.

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE CONDITIONS OUTLINED IN THIS RULES OF CONDUCT CONTRACT.

Student signature (please sign in ink)	Date
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Witness/Chaperone Signature	Date
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PRIMARY CONCERNS

During this trip/event in which you will participate, there are three primary concerns:

1. The safety and wellbeing of all participants.
2. The protection of the rights of others in the program as well as those of your destination hosts.
3. The positive reputation of Fairmont State University and the program.

All three of these depend in great part on your own personal behavior. As a member of a program sponsored by Fairmont State University, you will be expected to adhere to the Student Code of Conduct: (<https://www.fairmontstate.edu/files/institutionalforms/formrepo/student-code-of-conduct.pdf>.)

These rules will apply 24/7 and not just during event time or only when you are with the group.

HIGH RISK BEHAVIOR

1. Fairmont State students may not engage in high-risk activities even if they may be considered legal and/or safe in the location of this event. An activity's being legal or your being of legal age is no excuse for putting yourself at undue risk. Risk is determined by your program leadership. Remember, if and when something happens to you, it is the Fairmont State administration which must deal with the situation and not just you. Please note that you will be held responsible for your behavior within the context of not only what is legal but what is also considered acceptable behavior.
2. If you wish to engage in an activity, visit an establishment, or go to an unknown part of town or another town, you must first seek permission from the program leadership. If you are advised that there is likely risk to either you or the program's overall wellbeing, then you are not permitted to engage in that activity, enter that establishment, or go to that part of town. Examples of this might include:
 - Establishments where it is known that drugs are bought, sold and/or used.
 - Clubs or areas where prostitution or other sexual favors are available.
 - Places which are known or suspected to be rough and dangerous.
 - Going sky-diving, bungee-jumping, or even riding a bicycle in most cities. Please note that these are only examples and that this is not nor intended to be a complete list. The program leader or designee will make decisions as to the safety of places and activities in the environs of the event.
3. In addition, if all due caution is exercised and you still find yourself in a place which might compromise your safety, such as political protests, where fights are happening, where drugs are present or excessive drinking is going on, then you are required to leave that place and get to safety immediately.
4. If your travel is to another country or countries, safety standards may be inadequate, police protection insufficient or even corrupt, and in some establishments, you may be cheated, exploited and even physically harmed with little or no recourse. For these and many other reasons you are required to check with the program leadership before venturing out. Failure to do so may result in disciplinary action or even expulsion from the program and/or from Fairmont State.



OTHER CONDUCT ISSUES

1. **Alcoholic Beverages:** The possession or consumption of alcoholic beverages is not permitted by anyone under the legal age of twenty one (21) on any Fairmont State trip or excursion. Where moderate consumption is considered part of the educational or cultural experience AND permission has been sought and obtained in advance from the administration (typically the Provost or Dean) individuals over the legal age may consume alcoholic beverages.
2. **Excessive Drinking:** If consumption of alcoholic beverages has been approved, excessive drinking is not tolerated. You will be warned to limit your consumption of alcoholic beverages; if you fail to comply, your right to consume alcoholic beverages may be revoked. In no case may an individual under the legal age in the local jurisdiction consume alcoholic beverages.
3. **Respectable behavior:** You are expected to conduct yourself in a respectable manner, taking into consideration the wellbeing of the entire group and those around you. Disrespectful behavior which reflects negatively on the group is unacceptable and will not be tolerated.
4. **Compliance with the Law:** You are prohibited from violating any applicable local, state or federal law (if your travel is within the United States) and any applicable law(s) in other countries. In particular, you will comply with the requirements of Title VI and Title IX and the Clery Act. The illegal harassment of/discrimination against your fellow attendees/travelers or others at the event locale is strictly prohibited.
5. **Fairmont State's Student Code of Conduct:** Applies before, during and returning from a trip.
6. **Directives:** You are expected to comply with directives given by your program leadership.
7. **Local Laws:** You must be aware that you are subject to the laws of the host location or country. Fairmont State cannot provide legal representation in the event of arrest or other legal action in the host location/country. Fairmont State reserves the right to expel from the program and/or the institution any individual who is charged with or convicted of a crime perpetrated while traveling. If you are a victim of a crime while on a trip, you must report the crime to local law enforcement in that area prior to your return to Fairmont State University.
8. **Attendance:** You must attend and be punctual at all classes, workshops, events and program-sponsored excursions, as directed by your program leader or designee. Absences due to illness or other emergencies must be documented and approved by the program leadership.
9. **Accommodations:** You are expected to reside in your program accommodations throughout the program/event.
10. **Natural Disaster or Terrorist Attack:** If there is a natural disaster or attack of any kind such as a bomb explosion anywhere in your host location/country, you must immediately contact your program leadership communicating your wellbeing and location.
11. **Cheating:** Cheating, plagiarism, stealing others' intellectual property or doing graded work for another student are all unacceptable.
12. **Destruction of Property:** The destruction of others' property is prohibited and will be considered a criminal matter.
13. **Drugs:** The use of any controlled substance (except for those prescribed directly to you by a licensed medical provider) is strictly prohibited and may result in disciplinary action.
14. **Weapons:** The possession, whether open or concealed, of any deadly weapon is strictly prohibited. This includes knives except for a simple utility pocket knife.



15. **Sexual Misconduct:** Sexual misconduct is prohibited. Sexual misconduct is defined as any interaction where there is an absence of full consent by one party involved. Sexual activity is prohibited in all Fairmont State program facilities (see #1 above.)
 16. **Harassment:** Harassment in any form is prohibited. Harassment is defined as intimidation, inappropriate comments or suggestions, or coercion. It may also include gender, gender-identity, sexual, racial, ethnic comments (list not exhaustive.) Behavior involving harassment must be reported to the program leadership immediately. Harassment of any kind and sexual assault in any form by a program/event participant is to be reported to program leadership immediately, which will report to and consult appropriately with local authorities and the appropriate Fairmont State authorities immediately.
 17. **Identification:** All participants should carry a photocopy of their Fairmont State I.D. Card (and passport face page, if traveling in another country) with them at all times during the entire duration. If your travel is to another country, you are advised upon arrival to each destination to secure your passport and use the photocopy for local identification.
 18. **Traveling:** When traveling separate from the program, students must always inform the program leadership of where they plan to go and when they will return. In addition, students should tell at least one other person where they plan to go if leaving the program residence. Going out or traveling alone is strongly discouraged.
 19. **Curfew:** A curfew may be imposed in your program by the program leadership. If so, you must strictly abide by that curfew.
 20. **Visitors:** Individuals not affiliated with your program/event may not participate in program activities without the permission of Fairmont State program leadership. Individuals not affiliated with your program/event may not enter hotel rooms.
 21. **Program Leadership:** Is available to you 24/7 for the duration of travel and/or the event. Report all concerns and problems to your program leadership immediately.
- Disobeying any of the above stated rules and regulations may warrant you being expelled from the event/program and returned to Fairmont immediately, at your own expense. At that point, the Student Judicial Officer makes a determination as to outcome. Under the Student Code of Conduct, the student is assured of due process.
 - Program leadership will enter any and all infractions of these rules into an incident report, describing the incident(s) in detail.
 - Depending up on the egregiousness of an incident, one incident may be sufficient to warrant a student's expulsion from the program and the institution.