

## ***INTERNATIONAL PROGRAMS***

### **Policies**

Students must abide by all rules and regulations of Pepperdine University while attending a Pepperdine International Program. These rules and regulations are set forth in the International Programs Handbook, the Seaver College Catalog, the Seaver College Student Handbook, and the program guidelines distributed at each location.

### **Contract**

If a student is accepted into an International Program, he or she must sign an International Programs Contract. The International Programs Contract is a legally binding document, and there are financial penalties for withdrawing from a program and breaking a contract. Acceptance into an International Program is contingent upon a student not being on academic or disciplinary probation at Seaver College. Should a student be placed on academic or disciplinary probation subsequent to signing a contract, he or she will be dismissed from the program. A student may also become ineligible by being sanctioned for a Pepperdine violation, by withdrawing from Pepperdine, or by not attending all mandatory orientations or makeup sessions.

If a student is accepted into an International Program, he or she must complete a physical examination and submit a health clearance form before the deadline.

If a student is accepted for a full academic year, he or she must sign an Academic Year Contract. If a student has signed an Academic Year Contract and wishes to participate for one semester only, the year contract becomes invalid and the student must reapply and be accepted for the chosen semester. The student will incur any applicable charges for withdrawing as indicated on the withdrawal penalties schedule. Students are not guaranteed acceptance for the desired semester after withdrawing from an academic year program.

### **Withdrawals**

In order to withdraw from an International Program, a student must complete a Withdrawal Form and submit it to the Malibu International Programs Office. The student will be subject to all penalty fees determined by the date of withdrawal, per the Signed Contract. Students may only appeal fees that exceed \$500.

### **Maintaining Eligibility**

In order to remain eligible to attend a program, a student must comply with the following:

1. **Academic Status.** Students must have a minimum GPA (2.5 for a year-long program; 2.3 for a summer program) to apply for an International Program. Once accepted, a student may not fall

below a 2.0 in any given semester. Students on academic probation are not eligible to attend or apply for an International Program.

2. **Disciplinary Status.** A student must continue in good disciplinary standing with Pepperdine University. Students on University Probation are not eligible to attend or apply for an International Program.
3. **Registration.** A student must be pre-registered as a full-time student in the International Program into which he or she has been accepted. Students who cannot be pre-registered become ineligible to attend an International Program. Students must also complete all course prerequisites or language requirements and be able to enroll in the minimum number of units required for each program.
4. **Mandatory Orientations.** Students must attend all mandatory orientation classes.
5. **Current Pepperdine Enrollment.** Temporary or permanent withdrawal from Pepperdine University makes a student ineligible to attend an International Program. Students must maintain full-time student status. Students must also have completed 30 units or two full semesters of college before departing for an International Program.
6. **Passport/Visa.** A student must be able to independently obtain the passport and visa required to attend a program on a timely basis.
7. **Student Behavior.** Any student who has demonstrated or shows evidence of engaging in disruptive or antisocial behavior will become ineligible for participation.

Any of the above conditions of ineligibility subject a student to same financial penalties as withdrawal. Penalties are determined by the date on which the International Programs Office in Malibu receives notification that a student has become ineligible to participate in a program.

### **Registration**

Students will register online with the assistance of IP staff.

### **Directed Studies**

Typically, directed studies cannot be completed while overseas. Students may request an exception under special circumstances by contacting the International Programs Office. All arrangements for taking a directed study from a Malibu professor, including obtaining all the required signatures on the form, must be completed by the student prior to pre-registration.

### **Travel Policy**

In the interest of preserving students' safety and security, students in International Programs are not permitted to travel to locations for which the US Department of State has issued Travel Warnings

(available at [travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)). Students are not permitted to travel to locations that Pepperdine University, based on private security sources, designates dangerous. Students who travel to prohibited locations will receive sanctions, which can include dismissal from an International Program.

### **Disciplinary Procedures**

Students enrolled in Pepperdine University's International Programs are responsible for the same standards of conduct that exist on the Malibu campus as set forth in the Student Handbook. Additionally, they must abide by any regulations specified by individual programs. Students enrolled in an International Program who violate these standards are subject to the following disciplinary sanctions: warning, letters of reprimand, probation, mandatory "community service," fines, replacement costs for damaged property, and dismissal from the program. If a student commits any of the following offenses, the only available sanction is program dismissal:

1. A threat or act of violence.
2. Theft.
3. Possession, sale, distribution, and/or use of any amount of a controlled substance.
4. Sexual misconduct.
5. Repeated drunkenness in or out of a Pepperdine facility.
6. Significant damage to property or substantial disruption to the living community.
7. Traveling to a country that is on the State Department's Travel Warning List.

If the Disciplinary Committee determines that one of these violations has occurred, the Director must immediately dismiss the student from the program. The Disciplinary Committee may not reduce the sanction. In addition, any student who exhibits disruptive behavior while under the influence of alcohol or narcotics, wherever those substances were ingested, will be placed on probation for the remainder of the semester. Violations for offenses other than those listed above may also result in dismissal from the program upon the determination of the Committee.

Program Directors are responsible for administering disciplinary policy, but they may consult with the Seaver visiting faculty member, and/or convene the program's Disciplinary Committee, as described in the International Programs Handbook. A student who has been disciplined in any International Program has the right to appeal according to the procedure described in the International Program Handbook. International Programs reports program dismissals to the dean of students, who will then determine if any additional sanction will apply. Furthermore, the dismissed student may be required to meet

with the dean of students or designee before re-enrolling on the Malibu campus. The dismissed student may be required to complete assessments/treatment or educational tasks prior to readmission to the University.