Although you may consider yourself independent at home, when you are abroad you are part of a program and serve as a representative of the University of Oklahoma, the State of Oklahoma, and by extension, the United States. As a participant in the OU in Arezzo program, you are expected to take responsibility for your own behavior and to look out for your peers. If every participant takes ownership and responsibility for the success of the whole program, situations resulting in disciplinary action can be largely avoided. The best way to avoid disciplinary action is to act responsibly.

The University of Oklahoma expects study abroad participants to abide by the laws, regulations and customs of Italy, the community of Arezzo and the University of Siena in Arezzo.

Conditions as stated in the University of Oklahoma Student Rights and Responsibilities Code apply to all OU students who study abroad. Additionally, the guidelines set forth in OU in Arezzo’s Community Living Guide apply to all students in OU in Arezzo’s study abroad programs.

NOTE:

The Director of Italian Programs in Italy, in consultation with the Vice President of Student Affairs at the University of Oklahoma in Norman, determines if an incident is minor, serious or extreme.

These Procedures summarize the options available under the University of Oklahoma Student Rights and Responsibilities Code. For the complete Code, see http://studentconduct.ou.edu/. As noted in the Code, this sequence of consequences and/or corresponding sanctions may be modified as deemed necessary to comply with the law or due to the severity of the infraction.

**Disciplinary Infractions**

There are circumstances under which the University may take immediate administrative action, to include dismissing a student from a program. **Behavior that endangers another person or property can result in immediate dismissal.**
The following behaviors are among those that are considered serious or extreme and may result in immediate dismissal from the program or probation pending a final resolution of the matter:

(NOTE: the following list is not exhaustive)

- behavior that is disruptive and detrimental to the group learning process and academic success of individual courses or the program
- conduct that damages or destroys property of another person, institution or organization
- behavior that gives the OU in Arezzo director and/or the OU Office of Student Affairs reasonable cause to believe that the continued presence of the student in the program constitutes a danger to the health or safety of themselves, persons or property or threatens the future viability of the program
- repeated offenses or severe infractions of the University of Oklahoma’s Student Code of Responsibilities and Conduct or the OU in Arezzo Community Living Guide
- excessive use or abuse of alcohol
- possession, use or distribution of illegal drugs
- physical or sexual assault
- harassment
- setting a fire or possession of explosives
- possession of a weapon, including BB guns, knives, brass knuckles
- shoplifting or theft
- repeated bad behavior for which the student has been warned in writing and given sanctions

NOTE: Consequences for drug and alcohol violations may include, but are not limited to, a form of disciplinary probation, required attendance at educational programs, referral for assessment at educational programs, referral for assessment and treatment, and suspension from University of Oklahoma for the sale of illegal drugs or repeated violations of the regulations.

Consequences:

The following are possible consequences that the OU in Arezzo Director may impose on a student who is found responsible for a disciplinary infraction:

a. Probation with conditions for remaining on the program (i.e. a curfew or an agreement to no longer consume alcohol)
b. Written dismissal from the OU in Arezzo program
c. Report submitted to the Office of Student Affairs to become part of the student’s record.
d. Referral to the University Office of Student Conduct, that may include a hearing upon return to the OU home campus
e. Possible suspension from OU home campus
f. Other action deemed appropriate to the specific case
Specific Infractions:

**Excessive Use or Abuse of Alcohol**

In order to curtail alcohol abuse during the study abroad program in Arezzo, the University of Oklahoma in Arezzo complies with OU’s mandatory, minimum “Three Strikes” policy. The Alcohol Policy is summarized below. This summary does not replace the University of Oklahoma Alcohol Policy, and is merely meant as an outline of that Policy.

1st offense = written statement indicating a violation of the policy regarding alcohol use and abuse, student will be given written documentation of offense and a meeting with the Director of Student Affairs in Italy to verify and confirm or dispute the charge. After all documentation is submitted related to the offense, the Director of the Student Conduct Office on the Norman Campus will determine if a “First Strike” is issued or a “Deferred First Strike” is issued.

- 1st Strike =
  - $75.00 USD administrative fee
  - Satisfactorily complete a defined alcohol education program (online).
  - Censure. The notation of Censure shall be removed upon graduation from the University of Oklahoma subject to completion of disciplinary sanctions.

2nd offense = written “Charge Letter” to student(s) to inform the student(s) that his/her status in the program is under review and may lead to dismissal from the OU in Arezzo program and termination of accommodations at student(s)’s expense.

- 2nd Strike =
  - $150.00 USD administrative fee
  - Satisfactorily complete an approved alcohol counseling program
  - Satisfactorily complete 20 hours of approved community service
  - Disciplinary probation. The notation of Disciplinary Probation shall be removed upon graduation from the University of Oklahoma subject to completion of disciplinary sanctions.

3rd offense = automatic suspension from the program, termination of accommodations at student(s)’s expense, transportation expenses will be reimbursed to the University from student(s)’s bursar’s account.

- 3rd Strike - automatic suspension from the program

- See Direct Administrative Action Procedures

**Excessive Noise:**

Policy for Complaints of Noise from Neighbors

If your neighbors, landlord or housing accommodations manager complain about noise to OU in Arezzo staff members or landlords, the following action will be taken:
1st complaint = written admonition indicating a violation of the policy regarding noise, written apology by student(s) to landlord and/or neighbor(s)

2nd complaint = written “Charge Letter” by OU in Arezzo staff member stating that student(s)’s status in program will be reviewed upon any further infraction and a sanction in the form of 100 Euro, taken from student(s)’ bursar’s account

3rd complaint = written statement to student(s) to inform the student(s) that his/her status in the program is under review and may lead to dismissal from the OU in Arezzo program and termination of accommodations at student(s)’s expense.

- See Direct Administrative Action Procedures

**Tobacco Use/Smoking**

All of the apartments used by the OU in Arezzo program are smoke-free.

For reasons of safety and health, smoking is not permitted in any hallways. It is the responsibility of the residents of each apartment to enforce this non-smoking rule at all times and with any guests and/or visitors.

**Policy for Smoking in OU in Arezzo apartments**

1st offense = written admonition indicating a violation of the policy regarding smoking in OU in Arezzo apartments and respect for roommates, written apology by student(s)

2nd offense = written “Charge Letter” by OU in Arezzo staff member stating that student(s)’s status in program will be reviewed upon any further infraction and a sanction in the form of 100 Euro, taken from student(s)’ bursar’s account.

3rd offense = written statement to student(s) to inform the student(s) that his/her status in the program is under review and may lead to dismissal from the OU in Arezzo program and termination of accommodations at student(s)’s expense.

- See Direct Administrative Action Procedures

**Drugs**

OU in Arezzo considers the possession, use, sale or distribution of illegal drugs detrimental to residents and to the educational process. **Residents who engage in illegal activities that may or may not be related to the possession, use, sale or distribution of illegal drugs will be expelled from the program and all expenses incurred by the University of Oklahoma for the removal of the student from the program, the termination of the housing assignment and departure from Arezzo and Italy will be charged to the student’s bursar’s account.**

- See Direct Administrative Action Procedures

Students who participate in the use, sale or distribution of illegal drugs are subject to disciplinary
action on the University of Oklahoma’s main campus and/or criminal prosecution in Italy. Drug paraphernalia, including bongs, clips, pipes and other items used in preparing or consuming illegal drugs, are not allowed.

**Housing Infractions:**

Housing guidelines, rules and regulations are described in individual rental contracts and addendums and/or the OU in Arezzo Community Living Guide.

**Procedure:**

In the event of an infraction of the housing regulations set forth or behavior that negatively impacts individual housing situations, the following procedure will begin:

1. The OU in Arezzo Director will provide the student(s) with a written warning stating the infraction and delineating which article(s) of the Student Code, the OU in Arezzo Community Living Guide or housing facility guidelines has been violated.
2. The Director will provide the student with a written document outlining the consequences for further or repeated infractions.

**Consequences:**

The following are possible consequences that the OU in Arezzo Director may impose on a student who is found guilty of a housing infraction:

a. An apology letter to the complainant and/or OU in Arezzo Director  
b. Payment of a sanction  
c. Other action deemed appropriate to the specific case

NOTE: Repeated offenses or severe infractions of the housing rules and regulations may result in expulsion from the housing facility without notice and/or expulsion from the OU in Arezzo study abroad program.

**Unauthorized Absences:**

Students are required to notify the Director of Student Affairs of any expected absences that entail an overnight stay outside of Arezzo or Italy. Absences from scheduled classes must be approved by the individual course instructor prior to the date of absence. All OU in Arezzo courses have mandatory class attendance requirements.

- If a student misses two consecutive class days without explanation or prior approval, the OU in Arezzo Director will seek to determine the location of the student via telephone, cellular phone and email.  
- If the student cannot be located, it will be considered an emergency situation. The Arezzo police will be notified and the emergency contacts listed in the student’s file will be contacted.  
- If, after investigation, it is determined that an emergency situation does not exist, the student will be given a written document that delineates the mandatory notification policy.
NOTE:

• A student who, through his or her absences, demonstrates that he or she has withdrawn from the program without obtaining an official withdrawal will be reported as having failed all OU in Arezzo courses.

• Consideration will be given for the student who leaves the program because of an emergency situation or illness (either personal or of a family member). Whether it is before or after departure, the student must submit a written statement of withdrawal to OU in Arezzo and will be subject to the withdrawal and transfer policy.

• A student who leaves the OU in Arezzo program without formally withdrawing forfeits any and all fees or deposits paid to the University. Such students will remain responsible for payment of tuition and fees, study abroad program fees, rent for his/her apartment in Arezzo and all outstanding utility bills. Failure to pay the resulting balance on the student’s bursar account may result in an enrollment or other hold.