

An aerial photograph of the Wake Forest University campus in Winston-Salem, North Carolina. The image shows a mix of historic and modern buildings, including a prominent stone building with a conical roof in the foreground. A tall, white steeple is visible in the background. The scene is surrounded by trees with autumn foliage. A white title box with a black border is positioned at the top center of the image.

WFU/Cambridge INSTEP Student Handbook

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Contents	
Introduction	3
Pre-Departure	3
Orientations	4
Arrival in Cambridge	5
Directions to Cambridge INSTEP	5
On-Site Orientation	6
Transportation in Cambridge	6
Academics	7
Class Attendance Policy	8
Academic Support	9
Honor Code	9
Housing and Meals	10
Health and Insurance	11
Meet With Your Doctor	11
Medications Abroad & Vaccinations	11
Counseling and Mental Health	12
Health Insurance Coverage	12
Insect-Borne Illness	13
Money	13
Credit Cards	13
Chip Readers and PINs	13
Getting Local Currency	14
ATMs	14
Budgeting Tips	14
Communication	15
Cell Phone Policy	15
Internet	16
Mail	17
Co and Extracurricular Activities	17
Safety	18
WorldAware	19
Emergency Numbers	20
Independent Travel	20
Smart Traveler Enrollment Program	21
Student Guide to Sexual Harassment Abroad	21
Diversity Abroad	24
WFU Code of Conduct	25
Academic Administrative Review	26

Introduction

Congratulations on your decision to study away! You are about to embark on a unique and academically enriching experience. This guide aims to help acquaint you with your host city and prepare you to live in a new environment with different cultural norms. Throughout this handbook, there are a number of reminders and tips to prepare you for, and keep you safe during, your time away. Remember, the entire Center for Global Programs and Studies (GPS) team is here to help you before, during, and after your experience.

Pre-Departure

Once you have paid your program deposit and confirmed your spot on the program, you will need to begin submitting your post-decision materials. It is your responsibility to ensure you meet all deadlines and remain eligible for the program.

To find these materials you will need to login to your WakeAbroad account by visiting studyabroad.wfu.edu. The most important items to complete are:

- Health form
- Emergency contact and health insurance
- Passport copy submission
- Assumption of risk and release form

Not completing all steps in WakeAbroad on time may result in your removal from the program, incorrect billing, and more.

If you have never had a passport or have a child's passport that you received before the age of 16, you will need to apply for an adult passport. This will require an in person meeting at a passport acceptance facility.

Your **passport** must be valid for at least six months after your planned return home. If your passport does not meet this requirement, **you must renew it immediately**. For information on renewing or applying for a passport, visit the US Department of State's passport information page (<https://passports.state.gov>). Once you have confirmed that your passport is valid, you should make photocopies of your passport to have with you during your semester abroad.

Pro Tip: Sign your passport

Your passport will be considered invalid if it is not signed.

A **visa** is official permission in your passport to enter a country and stay for a determined period of time. You must have a valid passport to apply for a visa. Each country establishes their own visa process and determines whether a visa is needed based on citizenship, program duration, and activities.

All students travelling on the Cambridge INSTEP program will be required to have a *Letter of Certification* before departing for the program. This letter will be mailed to you by INSTEP. It confirms your status as a full-time WFU student attending the Cambridge INSTEP program for your semester abroad. Once you receive your letter, it is important that you confirm your name is spelled correctly, and report any mistakes to GPS immediately so that we can send you a revised letter. You must carry the original letter with you through Customs and Immigration when you enter the United Kingdom and on all subsequent travels in and out of the country. It is imperative that you keep this letter with your passport at all times while on the program.

For US passport holders, this letter will act as your visa application for the semester. You will not need to apply for a visa before your arrival in the UK. You will receive a short-term study visa in your passport once you clear Customs in the UK.

For non-US passport holders, you may need to obtain a visa **prior to your arrival** in Cambridge. It is **your responsibility** to research this process and apply for the visa, however, GPS and INSTEP are here to help and can assist with obtaining necessary documentation. The *Letter of Certification* is just one of the documents you may need for your application.

If you plan to travel to other countries during your semester, you may need to obtain a visa. To learn about entry requirements for other countries, US citizens should visit the US State department website (<https://travel.state.gov/content/travel.html>). You should research visa requirements for countries you plan to visit **before** you depart for the semester.

We encourage you to register for *INS 150. Preparing for Cross-Cultural Engagement Abroad*. This half-semester, one-credit course is taken before you study away. It introduces you to cultural basics and skills needed for understanding and interacting with people in other cultures. For more information on INS 150 contact Kim Snipes (snipeskb@wfu.edu) or visit the Cross-Cultural Engagement website (<https://global.wfu.edu/global-abroad/cross-cultural-engagement/>).

Orientations

You are required to attend a pre-departure orientation for the Cambridge INSTEP. This orientation is held in the semester prior to your departure and will cover important information related to academics, health and safety, travel and culture, and more.

In anticipation of your time abroad, we encourage you to begin reading online local newspapers, websites, blogs, etc. Previous students have found it helpful to read or watch the following:

- **BBC News** (<https://www.bbc.com/news>) The news branch of the British Broadcasting Corporation.
- **The Times** (<https://www.thetimes.co.uk/>) Britain's oldest national daily newspaper.
- **TimeOut Cambridge** (<http://www.timeout.com/Cambridge>) A useful guide to arts, culture and going out in Cambridge.

- **Visit Cambridge** (<http://www.visitCambridge.com>) A comprehensive guide to visiting Cambridge.

When packing for your time abroad you will need US to UK plug adapters and converters (when necessary), and clothes to account for multiple seasons based on your program calendar. Do not bring valuable jewelry, hair dryers/straightening or curling irons, or excessive electronic equipment. You should not bring items with a heating element (e.g. hair dryers/straightening or curling irons, etc.) because the outlets produce a higher voltage than outlets in the US. Using these items will cause a power outage and likely ruin the items. Plugging in excessive electronic equipment could also cause a power outage.

Bedding, towels, and basic kitchen supplies (pots, pans, plates, silverware, etc.) will be provided at Cambridge INSTEP. A great resource for you to use when thinking about packing are Global Ambassadors, former students who have studied abroad. Visit the Center for Global Programs and Studies for information about Global Ambassadors who have studied in the UK.

Arrival in Cambridge

You will need to make your own travel arrangements to Cambridge. In the term prior to your time abroad, you will be given the start date for your program. **All students must arrive on the program start date.** Students arriving earlier will be responsible for finding their own housing until the start date of the program. There are no group flights arranged for this program.

Cambridge INSTEP is located at:
Warkworth House
Warkworth Terrace
Cambridge CB1 1EE
England

When booking your flight, **DO NOT** fly to the UK via the Republic of Ireland as it is not part of the UK. Your flight from the Irish Republic to the UK will be regarded as a domestic flight and you will not have your passport stamped as entering the UK with a Short Term Study Visa on the day you arrive, which will lead to immigration problems for you.

It will be most beneficial for you to arrive in the early morning since this will allow you to adjust to the time difference (you will be tired) and to get to Cambridge with enough time to check in to your housing. Your first newsletter will provide more details on the exact dates and times you will need to arrive in Cambridge. To ease your transition and get you to Cambridge as quickly as possible, try to have a plan in place before you get off the plane.

If you are going to be in London before your program start date, you will need to find your own housing. If you chose to stay in London before arriving in Cambridge there are trains from London King's Cross Railway Station to Cambridge that run every 30 minutes.

Directions to Cambridge INSTEP

You should visit <https://tfl.gov.uk/plan-a-journey/> to plan your trip from the airport to Cambridge INSTEP. While you can fly into Gatwick (LGW), it is highly recommended

that you fly into Heathrow (LHR) since your trip to Cambridge will be much shorter.

The third Pre-Departure Newsletter that will be published in your INSTEP portal dedicates much of its content to travel and arrival in the UK. A hardcopy of that information will also be sent via Fed-Ex, along with your Letter of Certification, to your home address as listed in your INSTEP profile. Please be sure to keep this information up to date. This mailing will include detailed instructions for getting to Warkworth House as well a map of the local area.

Getting to Cambridge

Heathrow has an hourly coach (bus) service to Cambridge. There will be more information about this bus service in the final newsletter.

On-Site Orientation

Once you arrive in Cambridge, you will meet your on-site Resident Director, Doreen Woolfrey. She is your first point of contact in an emergency and if you have questions about living in Cambridge. During your first few days in Cambridge, Doreen will host an orientation meeting with the group. This meeting will discuss the program rules, your academic expectations, and British culture. She will also coordinate a walking tour of Cambridge and cultural activities to help you become acquainted with your new home for the semester.

Transportation in Cambridge

You will find that Cambridge is a very walkable city. Nearly everything you will need during the semester (classes, shops, railway station, entertainment, etc.) is within a 20 minute walk of your housing. Despite this, it is still helpful to be aware of other transportation options that are available to you.

Taxis

Taxis can be expensive, but are sometimes worth it, especially if you are out late at night.

Uber

Another option for you to consider is to use Uber. If you are going to take an Uber home, be sure that you confirm the license plate and driver's information match what is on your app and that they know who you are. You need to familiarize yourself with the app's safety features.

NEVER GET IN AN UNLICENSED/UNMARKED CAB OR UBER WHICH PULLS UP AND ASKS FOR YOUR BUSINESS!

Train

For train travel in the UK: www.thetrainline.com or www.nationalrail.co.uk

For train travel to Europe: www.raileurope.com

**Make sure to get a student railcard if using trains more than once. It is a very significant discount and well worth the money.

Coaches (Buses)

Coaches are a slow but cheap way to travel—not recommended for faraway places over a weekend. Check the National Express website for times, routes, and prices.

(<http://www.nationalexpress.com>)

Academics

The academic program at INSTEP usually consists of five main seminars/supervisions per semester. Whenever possible, INSTEP schedules the seminars and supervisions Monday through Thursday to allow weekends open to experience Cambridge or travel. While you will register for course prior to your departure, the actual timetable for the seminars and supervisions will be given to you during orientation on site. Your classes will be held either in your faculty's office in their Cambridge colleges or in the classroom located in Warkworth House.

Most British faculty tend not to have office hours like faculty in the US. If you need to speak with your professor, you should try to catch them before or after class. If that will not work, you can also email them and see if they could schedule some time to meet with you. If your professor does decide to hold office hours, they will let you know during the first week of the program.

If you have a question about how to approach the local faculty or if you find yourself in a particularly confusing situation, reach out Doreen for advice. Additionally:

- Don't expect faculty to go out of their way to find out what you need or want.
- If you disagree with an opinion expressed in class, kindly approach the professor after class and address the issue with them directly.
- Let the professor know that you are truly interested in the material.
- Don't approach your professors with late work expecting that they will accept it without consequence.

In the true British teaching style, most INSTEP seminars and supervisions will not follow one textbook. Instead, the faculty member will set a list of readings that may or may not be required based on the student's interests. For this reason, all possible required readings will be made available to you on site and you will not be required to purchase books prior to your departure, although, you may choose to once you get into the seminar or supervision.

Your grades from the semester will be factored into your Wake Forest GPA. Add/drop will follow Reynolda Campus calendar, and you must maintain full time enrollment while abroad (at least 12 credit hours).

If you have to make any changes to your academic schedule, you must contact your study abroad advisor AND Jessica Francis (francija@wfu.edu) before the end of the add/drop period.

It is recommended that you meet with your academic advisor before you depart for Cambridge INSTEP to discuss your registration for the semester you return to campus. Check your email frequently during March (spring) or October (fall) for important registration information. The

course schedule, dates for major/minor registration and elective registration times and dates are sent out during these months.

Prior to registration, log onto WIN and check your account for holds. (Go to “Virtual Campus”, “Academics”, “Check Registration Holds & Appointment Times”). If you have a hold on your account you will not be able to register for either major, minor or elective classes. Only the office that places a hold on your account can remove the hold.

A copy of the upcoming term’s course schedule will be emailed to your WFU account as a Word document attachment; you can also access the schedule through WIN. The most reliable source of registration information is on WIN since any changes to the course schedule are posted and class openings are listed there.

Email your major/minor departments’ administrative assistant the major/minor courses you hope to take by their required deadline. You will also need to email your academic adviser to get your registration PIN. You will be notified of the dates and times of both major/minor registration and elective registration via email by the Registrar’s Office.

Directions for registering on WIN

1. Log onto WIN, then go to Virtual Campus
2. Click on “Register for Classes using Class Search”
3. Select appropriate term and click submit
4. Choose the appropriate subject and course number and click submit at the bottom of the page
5. Choose the appropriate course and follow the prompts to register
6. You will be asked for your PIN which you should receive from your adviser

If you have any problems or questions concerning registration while abroad, you can contact Richard Titus at titusr@wfu.edu or call (336)-758-5208.

Class Attendance Policy

Even though some of your classes will be taught in Warkworth House, you are expected to act as you would in a classroom while on the Reynolda Campus. You should attend class regularly, arrive early, and not show up in your pajamas. Students who study away are considered sufficiently mature to appreciate the necessity of regular attendance, to accept personal responsibility, to demonstrate the self-discipline essential for such performance, and to recognize and accept the consequences of failure to attend. Any student who does not attend classes regularly or who demonstrates other evidence of academic irresponsibility is subject to such disciplinary action as the Center for Global Programs and Studies and the Committee on Academic Affairs may prescribe, including, but not limited to immediate removal from the program.

Your attendance in each class will be recorded and factored into your final grades for the semester. Each course has a limited number of excused absences allowed; however, students missing 20% or more of total course hours may be removed from the course or the program (reviewed on a case-by-case basis).

An absence for a course will only be considered excused if:

- A doctor's note from a local medical professional is provided
- A WFU staff member verifies that the student was too ill to attend class
- Satisfactory evidence is provided of a family emergency
- The on-site Administrator or Resident Professor approves an absence related to an observance of a religious holiday

Additional rules regarding the attendance policy:

- Tardiness to class may be considered absenteeism
- Attendance policies also apply to any required class excursion
- Students are not permitted to travel away from the program site while classes are in session, unless part of a WFU-organized excursion. Weekend travel is permitted, as long as the *WFU Independent Travel Form* is submitted
- Standard doctor's visits only qualify as a justification for absence from class if the doctor provides a note confirming that the visit could not have been arranged at another time, or that the student was too ill to be able to attend class at all on the day of the visit
- Personal travel and/or travel delays are not considered justifiable reasons for missing class

Academic Support

If you have a diagnosed learning disability, you will need to provide GPS with documentation to ensure proper arrangements for your academic needs abroad. Make sure to meet with the Center for Learning, Access, and Student Success (CLASS) (<https://class.wfu.edu/>) on the Wake Forest campus. They will provide you with documentation of the current services you receive on campus, and you will need to bring this documentation to your study abroad advisor **as soon as possible**.

You will need to work closely with your professors and your advisor in GPS to confirm that your accommodations can be met. Please note that not all CLASS/WFU accommodations can be met while abroad. Speak early and often with your study abroad advisor about any CLASS accommodations.

Wake Forest University and the Cambridge INSTEP staff work hard to allow study away students to observe religious holidays without penalty to their academics. If you wish to be excused from class to observe a Holy Day, you will need to contact your professors and inform them of this at the beginning of the semester. The disposition of missed assignments will be arranged between instructor and student. For the Holy Day Observance policy and a list of Holy Days visit the [Religious Life Calendar](#) on the Office of the Chaplain's website.

Honor Code

Remember that while you are away, you are still held to the standards of the Wake Forest University Honor Code and judicial system. Wake Forest University is firmly committed to principles of honor and ethical conduct. Membership in the student body signifies a student's commitment to the [Honor Code](#) and judicial system. It is the responsibility of every student to

act honorably in all phases of student life, to understand student rights and responsibilities, and to preserve the integrity of the Honor Code.

The [Honor System](#) is an integral part of living and learning in our community with its values and ethos. Violations of the Honor Code are documented and become a part of your academic record, which is a reflection of your personal Wake Forest legacy. Students found in violation of the Wake Forest Honor Code or study away program rules (provided to students during onsite orientation) will be subject to the Wake Forest judicial system.

Housing and Meals

You will live in Warkworth House, which is also where the INSTEP Cambridge office is located. Situated in the heart of Cambridge, your housing is a short walk to any of the central Cambridge Colleges, the Cambridge Union Society and the University Centre. In addition, it is an easy stroll to Market Square, the River Cam, the city's museums, galleries, shops, pubs and restaurants. Warkworth House is a three minute walk to the bus station servicing all the London airports and only a 15 minute walk from the railway station with frequent direct trains to Central London and beyond.

The rooms in the INSTEP House are shared rooms consisting of double and triple rooms. A small number of single rooms also available. Each room has its own bathroom facilities. In the basement there is a shared, fully furnished kitchen, a student lounge with cable television and a classroom. Linens and towels are provided and are changed weekly.

Students are responsible for their own grocery shopping and meals; there is no meal plan at Cambridge INSTEP. To help with budgeting, it is recommended that you prepare the majority of your meals in the house.

Since Cambridge INSTEP is a Wake Forest program, you will still be held to the same housing and living expectations as if you were on Reynolda Campus. Be sure to visit the Office of Residence Life and Housing's [Policies and Procedures](#) page for information on housing policies.

If you have any questions, concerns, or issues with your housing before your program, you can reach out to your study abroad advisor. If you need to discuss your housing while in Cambridge, speak to the on-site staff.

While you are away, you will need to register for your housing for the following semester. If you are abroad during fall semester, then Residence Life and Housing will be in touch with you in early December regarding your housing options for the next semester. If you are abroad during spring semester, then you will choose housing in the same manner and timeline that you would if you were still on campus.

Health and Insurance

Before you depart for your semester, you will be required to complete a health form. This must be printed, signed, and returned to GPS in Reynolda 116. This form can be accessed in your WakeAbroad account and is for you to disclose all health information. You do not need to visit your doctor to complete the form. The information you provide will remain confidential and will not affect your participation on the program.

Meet With Your Doctor

Before going abroad, it is strongly recommended that you meet with your primary physician, this meeting will give you an opportunity to talk to your doctor about any concerns you may have as well as discuss any medications you may need to take while abroad (see below). Before you go abroad, you should also consider meeting with your dentist.

Medications Abroad & Vaccinations

Some medications are considered “controlled substances” abroad, and you may not be able to take them into your country of study without proper documentation or an import license. Check the UK’s government website for details regarding controlled substances. If you determine that your prescription is considered a controlled substance in the UK, you will need to follow their procedures to secure documentation and/or an import license.

Students often find that the drugs used to treat ADD and ADHD are classified as controlled substances abroad. Review the UK’s regulations carefully and prepare accordingly to ensure that you will have the medications you need for the semester.

In most cases, immigration will permit you to take a 60-90 day supply of medication without needing any special paperwork; however, it is still recommended that you have a letter from your doctor. If you plan to take more than a 60-90 day supply, you will need to obtain a letter from your doctor to prove to customs officials that your medications are for personal use and not resale.

Your doctor should provide the following information on their **official letterhead**:

- Number of days that you will be in the UK
- Amount of the drug you take (dose/strength)
- Amount of pills with which you will travel
- Generic and brand name of drug

Please note that you should pack prescription medications in your carry-on luggage and carry them in their original containers with pharmacy labels. It's also a good idea to carry copies of each prescription with you.

The WFU Student Health Service International Travel Clinic is available for students traveling overseas. The Travel Clinic provides information and services specific to your travel locations, including personal immunization review and immunization recommendations. Most immunizations are available at Student Health, but in the case that they are not, they will refer you to a local provider. Email shstravel@wfu.edu to schedule an appointment. You can also

always check the Center for Disease Control website at <http://cdc.gov/> to review the recommended vaccinations for the country you will be visiting. The CDC has a webpage for students studying abroad www.cdc.gov/travel/study_abroad.htm, and country specific vaccination recommendations and resources.

Counseling and Mental Health

If you are currently in counseling, discuss your plans to study away with your mental health provider. Your counselor is a great resource to help you plan and maintain a healthy experience abroad. Check with your counselor to see if it's possible for you to continue working together via periodic phone, Skype, or e-mail sessions while you are overseas. If you cannot continue your sessions abroad, set up an alternative plan with your counselor so that you will continue to receive the help you need while away. To get in touch with the WFU University Counseling Center, visit their website: <http://counselingcenter.wfu.edu/>

****For urgent mental health needs, the [Counseling Center](#)'s After-Hours Crisis Support Services can be reached by calling 1-336-758-5237.**

GPS can provide you with guidance about counseling resources available to you in your host country.

Health Insurance Coverage

Participants will need to maintain their regular health insurance coverage while they are abroad. Since you are participating on a WFU semester abroad program, you will be automatically enrolled in a comprehensive international insurance plan through GeoBlue International Health Insurance, which will supplement your regular coverage. This plan is not intended to replace your domestic health insurance. GeoBlue is an international health insurance provider, which will allow you to have access to health care anywhere in the world, except for the United States or your home country of residence.

A month before departure, GPS will enroll you in GeoBlue's system. You will receive an email from GeoBlue with instructions on how to login to your account. You will also receive a digital handbook with more information about your international coverage as well as information on how to access your digital insurance card. Please read through this book carefully and share it with your parents.

If you have a non-emergency medical issue, you should contact GeoBlue and they will help you locate a health care provider that works with their insurance. You can be seen by that provider and not be responsible for any out-of-pocket expenses. If you have an emergency medical issue and do not have time to call ahead, you should be treated and file a claim for reimbursement with GeoBlue.

More information about GeoBlue can be found on their website: www.geo-blue.com. On-site program staff are familiar with GeoBlue and are available to answer questions and provide guidance.

Insect-Borne Illness

Although your study away program may take place in an industrialized country, bug bites there can still spread diseases. Just as you would in the United States, try to avoid bug bites while spending time outside or in wooded areas.

You can reduce your risk by taking steps to prevent bug bites by following these personal protective measures (this is not an exhaustive list):

- Wear long-sleeved shirts and long pants
- Use mosquito netting over bedding when travelling in rural areas
- Use insect repellents on bedding and netting
- Use insect repellents on skin and clothing
- DEET-containing products (e.g. Off, Off Deep Woods, Jungle Juice, and Muskol) may be used on skin in concentrations up to 30-40% and on clothing in higher concentrations. Permethrin (Permanone) may also be used on clothing

Money

You'll find that abroad, people pay with cash much more often than with a credit card, and many vendors will only accept cash. You will need a debit card for cash withdrawals and a credit card for larger purchases (i.e. plane or train tickets, some meals, souvenirs, etc.). Before you leave, contact your bank and your credit card company to let them know what countries you'll be visiting and the dates you'll be in each. If you don't, most banks and credit card companies will put a fraud alert on your account the first time you use your card abroad, and you will not be able to use it again until it clears, leaving you without access to funds.

Credit Cards

We recommend that you bring at least one credit card with you for the semester. Visa and MasterCard are the most widely recognized cards internationally. American Express is not widely accepted. You can use your credit card to withdraw cash if it has a PIN code. However, such cash advances charge high transaction fees and interest rates, contact your credit card company to learn about their fees.

Pro Tip: Checking your Balance

Check your account balance on a secure, private internet connection at least once a week.

Chip Readers and PINs

Many restaurants and shops will use the chip and PIN system. When you pay your check/bill, you may be given a portable card reader and will have to enter your PIN. It is uncommon for your credit or debit card to leave your sight when you pay outside of the US.

Pro Tip: Beware of 800 Numbers

800 numbers cannot be accessed from overseas. Be sure to find non-800 number contact information for all of your financial institutions, including your bank and credit card company. All credit cards have a non-800 number listed on the back.

Getting Local Currency

Before you depart for your semester abroad, it is recommended that you obtain British pounds (£). It is smart to have the equivalent of \$200 US dollars in small bills when you first arrive in the UK. This will give you enough money to pay for transportation (if needed) as well as to get snack or a small meal once you get to your housing.

There are three basic options for exchanging currency.

1. Buy British pounds from your bank. This option may take up to 3 weeks if they do not have much foreign currency on hand.
2. Exchange your money at the airport before departure, or when you land in-country. While this is a convenient option, it is not always economically sound. The currency kiosks may say they have no fees, but often have an unfavorable exchange rate.
3. Find an ATM at the airport. If you opt for this method, be sure you have notified your bank in advance so you don't run the risk of your card being taken by the ATM.

Pro Tip: Be safe when exchanging your money

Never exchange currency with someone you meet on the street, only exchange it with locally recognized and approved currency exchanges.

ATMs

The simplest way to get money in most locations will be through ATMs. Before you leave, confirm that your bank allows foreign cash withdrawals and ask about fees. Be sure to ask your bank if they have any agreements with international banks as such agreements may save you on fees. ATMs will be widely available in most locations, but in developing countries you may only find them in the larger cities, so plan accordingly.

Every time you withdraw money, your home bank will charge you a fee. To cut down on these fees, we recommend that when you withdraw from an ATM, take out larger amounts and stash what you don't need somewhere safe in your room at Cambridge INSTEP. Remember, when possible, only carry on you what you need.

Always use ATMs that are located in a bank. This will reduce your chances of using an ATM that has a skimmer device used to steal your information. Be sure to check every ATM you use for skimming devices before inserting your card. It's also a good idea to go to the ATMs with someone you trust from your program; this will reduce your risk of being a target for pickpockets.

Budgeting Tips

The cost of living varies widely around the world. With intentional preparation, you can develop a budget to help you manage your money abroad. These ideas can get you started:

- Build your bank cards' foreign transaction fees into your budget. Some credit cards do not charge a foreign transaction fee, so we suggest exploring your options.
- Buy food from your local grocery store and cook for yourself when you can.
- If you eat out, opt for a deli or carry-out rather than full service restaurants.

- During the day, avoid taxis when you can; walk or use public transportation instead.
- When you are shopping, factor in the currency conversion from the local currency to US Dollars.
- Use a currency converter app or website when needed. A popular site is XE (<http://www.xe.com/>) along with their app XE Currency.
- When you develop your budget, make a second version that is converted to your host country's currency.

Pro Tip: Attend a budgeting workshop hosted by the Center for Global Programs & Studies Each semester, GPS hosts budgeting workshops that offer a hands-on, practical guide to budgeting for your abroad program. See when our next workshop will be held by going to “Announcements & Events” at <http://studyabroad.wfu.edu/events/>.

Communication

Cell Phone Policy

All students who participate on a WFU program will be required to have a cell phone with them for the duration of the program. This phone does not have to be a smartphone. However, it **MUST** be able to receive SMS (text) messages and make/receive phone calls in case of emergencies. It is important that students have their phone charged and turned on at all times.

Determine if your current phone is internationally capable. Your provider might already offer an international plan. While this is convenient, it may not be the most affordable. Once students have a phone with an international phone number, they must provide that number to the local WFU staff. This must be done within **48 hours** of arriving in the host country.

There are two main options you should consider as you choose an option for a phone while abroad.

1. “Unlock” your phone (or a spare phone) before departing. This step will allow you to purchase a SIM card with a phone number specific to your host country.
2. Buy a phone overseas with a “pay as you go” plan.

Unlocking Phones:

Unlocking your phone allows you to use any cell phone carrier's SIM card. This is not an illegal act, nor will it damage your phone in any way. You will need to contact your cell phone provider to discuss how to unlock your phone if it is not already unlocked. Do not wait until the last minute to do as it may take some time for this to happen.

SIM Card and Mobile Phone Options Abroad:

Some of the top phone providers in the UK are: EE (ee.co.uk/), O2 (www.o2.co.uk), Vodafone (www.vodafone.co.uk), 3 (www.three.com) (please note we are not endorsing any particular company/brand). Be sure to look at the providers to see which one offers you the best option for your time abroad and your phone/data needs. Phones and SIM cards purchased in one country may not work in another country, check with your cell provider before travel.

If you do not have a phone that you will be able to take abroad or do not have funds to purchase one in country, please speak to your abroad advisor. A limited supply of phones will be available for rent from the program; your abroad advisor will have more details on this process.

If you purchase a phone with a “pay as you go” plan, you can still stay in contact with your friends and family by putting your phone in airplane mode for the semester and using Wi-Fi to communicate. There are multiple options for using a phone abroad to stay in contact with friends and family. The most popular options for students have been:

- Skype: Allows free video chat with other Skype users and has cheap rates on calls to international phones.
- WhatsApp: Mobile app that operates on Wi-Fi to make voice calls, one to one video calls and to send text messages.
- Viber: Another mobile app that operates on Wi-Fi to send instant messages, exchange images, and video and audio messages.

Internet

The Cambridge INSTEP center and accommodations have wireless internet for you to use. Please note that internet connections abroad may be slower than what you are used to on campus.

Tech Support

[Wake Forest University Information Systems](#) (IS) will do their best to support you while you are away. You can find a list of technology resources specific to students abroad on their website.

International electrical outlets have a different current than outlets in the United States. Your computer’s power adapter should be manufactured to handle these different currents. However, you will be responsible for the purchase of a "plug adapter" which attaches to the end of your computer’s power adapter. You can find an adapter in electronics or luggage stores.

Run a virus scan with the Symantec virus protection software that is installed on your computer before you leave. You may also run scans with Malwarebytes or Spybot to identify and remove any types of malware or spyware that may be installed on the computer. Contact the Wake Forest Service Desk (is.wfu.edu/help) if any of these scans find viruses or malware that cannot be deleted.

Your data is the most important part of your computer; be proactive and backup your data before you leave to ensure that it is not lost while you’re abroad. Your password expires every 6 months. To circumvent needing to change it abroad, change it before you leave campus. This approach will give you the maximum amount of time before it expires.

Before you depart, it’s necessary to prepare your WFU Google account (with 2-Step Verification enabled) for use in a different country. **You will need to have additional steps set up prior to leaving the US.** WFU Information Systems has created a helpful page to assist you in preparing your WFU Google account for use while abroad.

<https://is.wfu.edu/help-articles/preparing-google-account-abroad/>

Contact the Service Desk at The Bridge as your first point of support. The Service Desk can help with re-imaging, hardware repair, and troubleshooting problems while you're abroad. The service desk can be reached:

- By phone: 1.336.758.4357
- By Skype: E-mail the Service Desk to set up a time for a Skype appointment
- By AskDeac: Submit an online request via this website: help/wfu.edu

You should make sure you use your VPN to do things like change your password, access campus resources such as the ZSR Library databases, and remain safe if you are connected to an unknown or insecure Wi-Fi network.

Mail

Receiving mail and packages while abroad can be difficult. Depending on what is being sent, and how, it could take two weeks or longer to arrive. Quite often, packages are held up in customs and they may be subject to excessive charges, which may be more than the value of the package contents; this is typically true for electronics. There have been instances reported of items going missing while in Customs or packages arriving after the semester has ended.

Wake Forest is not responsible for paying any receiving fees on packages - this is your responsibility if you choose to have a package sent to you. Wake Forest cannot send any mail or packages to you if they arrive after the semester is over.

Co and Extracurricular Activities

While you are on your program, we encourage you to register for INS 151 Cross-Cultural Engagement Abroad. This half-semester, one credit course helps you maximize your immersion and exposure to different aspects British culture. For more information on INS 151 contact Kim Snipes (snipeskb@wfu.edu) or visit the Cross-Cultural Engagement website (<https://global.wfu.edu/global-abroad/cross-cultural-engagement/>).

All Cambridge INSTEP students are temporary members of The [Cambridge Union Society \(CUS\)](#). The CUS is home to the historic Cambridge debate chamber, a private library and student run cafe. It's here that you can attend a lecture or debate, grab a meal in the cafe or just find a quiet place to study. The CUS is also a great place to meet and interact with Cambridge students.

Cambridge INSTEP students are also encouraged to join a club or society through the [Cambridge University Student Union \(CUSU\)](#). There are currently more than 500 clubs and societies sponsored by CUSU that range in topics such as academic interests, sports, food and drink, culture and outdoors activities. While not all clubs and societies are open to INSTEP students, many are. To name just a few, past INSTEP students have participated in clubs and societies focusing on American football, ice hockey, fencing, economics, wine, mathematics and religion.

Doreen is also a great resource for you if you would like to learn about other opportunities

available to you while abroad.

Safety

Safety is our top priority for all WFU semester programs. Remember though that you are the one who will be responsible for your own health and safety. Most incidents can be prevented by being cautious, using common sense, and staying aware of your surroundings.

Most crime in the UK and Europe in general is opportunistic, which means tourists are often the victims of these crimes. There is no certain look of a pickpocket; some pickpockets can be young children, or they may even be an innocent looking elderly person. It is important that you are always aware of your surroundings. Know where your possessions are at all times. If you're in a crowded place, keep a hand on your bag or in your pocket; don't store valuables in back pockets where they are easily accessed. If you are wearing a backpack in a crowded area, move it in front of you, if you are wearing a purse, be sure you have it slung across your body. Also, be cautious with your cell phones in public. Thieves on motorcycles/scooters have been known to ride by and snatch phones from the hands of unsuspecting pedestrians.

Below are some tips for general travel safety:

- **Avoid excessive alcohol consumption.** Every year, study abroad students are hurt or killed because alcohol has impaired their judgement and/or made them a more vulnerable target.
- Do not import, purchase, use, or have drugs in your possession. **You will be removed from the program.**
- Keep your phone charged at all times.
- Tourists are common targets for pickpockets, especially on crowded transportation, so stay alert.
- Put your UK phone number in your purse or wallet, so that in case of loss or theft, someone has a chance to return your property. But remember, do **NOT** include your Cambridge address—that puts the whole house at risk.
- Use the hotel safe.
- Keep a photocopy of your passport, credit cards and all-important documents in your room.
- Always travel in a small group and be sure all of you are accounted for.
- Only carry what you need when you go out, only carry enough money for the day.
- Always let someone know where you are going and when you plan to return.
- At night, don't take shortcuts or walk down deserted streets. If the metro is closed, take a cab home.
- **If you visit London:** Even though the Tube has some 24 hour lines, it is highly recommended that you do not take the Tube between midnight and 7:00 am. If you will be out during these times, you should take a clearly marked taxi.
- Only take taxis clearly identified with official markings. Beware of unmarked cabs.
- Do not accept rides from anybody you do not know.
- Do not sleep on public transportation.
- Know and obey local laws.

- Be conscious of your noise level in public places to avoid attracting unwanted attention.
- Avoid participating in demonstrations and other political activities.
- Learn how to firmly and emphatically say ‘NO’ in each language. Follow your instincts. If a situation feels bad or unsafe, there is a good chance that it is.
- Practice ATM security
- Do not open your door for strangers
- Keep your doors locked.
- Make a note of the traffic direction in the UK and other countries you visit.
- Be aware of your surroundings

WorldAware

Wake Forest has partnered with WorldAware International, a leading risk management service, to provide travelers with additional safety, security, and support resources to include the following:

- **Worldcue Traveler** system enrollment: Receive automated email alerts for your country of travel. The alerts cover notable safety, security, and health issues.
- **Worldcue Mobile** App: App includes: *Hotline Button* (to connect with WorldAware hotline number dedicated uniquely to WFU); *Check-in Button* (to confirm location and safety during a security event); and *Crisis Button* (to request immediate emergency assistance). It is your responsibility to download this app to your phone once you arrive abroad and have obtained a local phone number.
- **Hotline:** WFU’s dedicated emergency number is [1-312-894-3199](tel:1-312-894-3199). *Save this number to your phone contacts!*

The month before your program, GPS will enroll you in WorldAware’s Worldcue Traveler system. Once you have been enrolled, you will receive a welcome email from WorldAware. Complete the registration steps as soon as you have received that email. The email will also include instructions for downloading the Worldcue mobile app. Three days before your program starts, you will begin to receive email alerts for your program’s location (this includes all activities within the appropriate country, not just city). The alerts cover notable safety, security, weather and travel issues.

In case of an emergency, think about who will be able to meet your needs immediately. If you need immediate help, contact the on-site team or the UK emergency phone number. Your local on-site staff will provide you with a phone number to reach them in case of emergency. If you are somewhere unfamiliar or cannot reach local resources, contact WorldAware, or activate the emergency function of the WorldAware app. You can also call the WFU dedicated emergency number or campus police (336-758-5911).

If the situation is not urgent, you should start with the onsite team as they are best prepared to help you. You can always call GPS, please note that the GPS phone number is staffed during normal US business hours and it may take some time before we get back to you.

Emergency Numbers

Cambridge INSTEP phone numbers:

Resident Director's Mobile (emergency only): 011-44-771-169-6607

*For all calls within the UK, omit the 011-44 and add a 0.

Important UK Contacts

Police/Emergency: 999

Operator: 100

Directory Assistance: 188 500 (national) OR 188 505 (international)

Directory Assistance website: <http://www.thephonebook.bt.com>

US Embassy London

33 Nine Elms Lane

London

SW11 7US (mailing postcode) OR SW8 5DB (driving/GPS postcode)

United Kingdom

Website: <https://uk.usembassy.gov/>

Phone: [44] (0)20 7499-9000

Independent Travel

If you will be traveling on your own and not staying in the Cambridge INSTEP program provided housing, you will need to let your on-site team and GPS know. To make this process as simple as possible, you will have access to an independent travel form. This Google form will be sent to you in an email once you arrive and you should bookmark this page. Some of the information collected in this form includes where you are going, where you are staying, how you can be contacted, and with whom you will be travelling. The information you provide in this form will help the on-site team and GPS contact you in the event of an emergency.

During your orientation the on-site team will provide you with information and resources about what to do in a crisis situation. At some point during your semester, you will have one or more emergency drills with the on-site team. It is important that everyone on your program be prepared for any possible crisis, however unlikely they may be. If there is a crisis while you are abroad you will receive an alert from the Worldcue app and you will be contacted by the on-site team. You may also be contacted by GPS.

In the event of a crisis situation you should:

- Confirm your safety in the Worldcue app.
- Contact the on-site team.
- Contact your family.
- If you are outside of Cambridge, contact the nearest US Embassy or Consulate or your home country's consulate.
- Avoid places of unrest.

- Keep informed of the situation through your program, the US Embassy (or that of your home country) and local news media.

Smart Traveler Enrollment Program

If you are a US citizen or national, it is highly recommended that you enroll in the Smart Traveler Enrollment Program (STEP), a free service that allows you to enroll your trip with the nearest US Embassy or Consulate. You can register online at <https://step.state.gov/step/>. By registering with STEP, the US will know where you are in case of a political, economic, or safety crisis. You will also receive occasional emails with global health and safety information.

The State Department also has a website specifically for students abroad and their parents or guardians. This website is a great resource for vaccination requirements, passport replacement, travel warnings, and cultural information by country. Explore the information by visiting <https://travel.state.gov/content/studentsabroad/en.html>.

Student Guide to Sexual Harassment Abroad

While you begin learning about the host culture and the features of your program, it is essential to prepare for a variety of safety threats that may be faced abroad, including sexual misconduct. The purpose of this information on sexual misconduct is to raise awareness of the issue, highlight some of the ways in which entering another culture may increase vulnerability, and advise students on available resources.

Wake Forest expects all members of its community to act in respectful and responsible ways toward each other—whether on campus, in our home communities, or abroad. Information on sexual assault, harassment, or misconduct and how you can keep yourself and other safe can be found at:

- <http://studyabroad.wfu.edu/planning-your-experience/before-you-go/#Safety%20Abroad>
- <https://studentconduct.wfu.edu/undergraduate-student-handbook/honor-code-and-conduct-system/#Sex&GenderDiscrimination&HarassmentPolicy>
- <https://prod.wp.cdn.aws.wfu.edu/sites/299/2020/08/WFU-Sexual-Harassment-and-Sexual-Misconduct-Policy-8.14.2020.docx.pdf>

What is Sexual Misconduct?

The [*WFU Student Sexual Misconduct Policy*](#) defines sexual misconduct as “any act of a sexual nature perpetrated against an individual without effective consent or when an individual is unable to freely give consent.” **In cases of sexual misconduct, the victim is never responsible for the attacker’s actions.** Sexual misconduct includes, but is not limited to:

- Attempted or completed intercourse or penetration
- Sexual touching
- Sexual exploitation
- Sexual harassment
- Sexual intimidation (stalking, cyber-stalking, indecent exposure, etc.)

What is Effective Consent?

Wake Forest defines effective consent as “informed, freely and actively given, mutually understandable words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity.” Mutual effective consent is mandatory in every instance of sexual activity.

Adjusting to Cultural Norms

Each host culture varies tremendously in their attitudes toward men and women, response to crime, and resources available to victims of sexual misconduct. Prior to departing for your study abroad experience, it is important to familiarize yourself with the general attitudes of your host culture toward men and women, Americans, communication styles and cues, dress, and acceptable behaviors. Unknowingly, students studying abroad may communicate or dress in ways that may be misinterpreted by members of the host culture and increase their vulnerability.

Drink Responsibly

Although the victim is never responsible for an attacker’s sexual misconduct, there are preventative measures one can take to reduce one’s risk of being targeted. Students studying abroad will likely have increased access to alcohol because of lower legal age limits for purchasing alcoholic beverages. “Binge drinking” behavior common across U.S. college campuses is not as prevalent in cultures abroad. Students abroad may be unaware of higher alcohol content in drinks and therefore may become intoxicated more quickly. It is important that students are both careful of what they drink and are sure to not leave their beverage unattended to prevent the addition of any unknown substances. Knowing your limits and sticking to them is one of the most effective things you can do to decrease your risk of sexual misconduct.

Maintain Open Communication

Sexual partners have the right and responsibility to know and vocalize their sexual limits. It is important that each partner communicates clearly and clarifies their partner’s wishes if confusion or ambiguity arise at any time. Speak up about what you want and don’t want, and encourage your partner to do the same. Although this can be difficult, NOT talking can contribute to confusion and misinterpretation of cultural norms and nonverbal behaviors (flirting, touching, kissing, etc.).

Trust Your Instincts

Across all host countries, students often experience an illusion of safety while abroad. A general sense of adventure or a desire to fit into a new culture may cause students to relax their personal boundaries. If you find yourself in a situation in which you don’t feel comfortable, you have the right to say (or shout), “Stop – I don’t want this!” or to leave the situation and get help. Many victims of sexual misconduct later express having felt uncomfortable or afraid before the incident(s) happened, but they dismissed these feelings because it would have been embarrassing or difficult to act on them. Always trust your instincts.

Preventative Safety Measures

Measures to prevent vulnerability to sexual misconduct include but are not limited to:

- Paying attention to your surroundings at all times
- Making sure that someone always knows where you are
- Keeping your room, windows, and doors locked at all times
- Walking in well-lit areas and in groups at night
- Studying in populated areas, particularly on weekends and holidays

- Saying no to rides from strangers
- Staying in populated areas if you think you're being followed

Resources for Help

In the event that you or a friend is a victim of sexual misconduct, your host country may have the best resources available for crisis response and immediate support. Always get to a safe place and seek immediate medical assistance first. Then, seek out resources for emotional support as well as information on safety and reporting options. If you have it, save any evidence like notes, voice messages, emails, and gifts.

If your friend is a victim of sexual misconduct, it can be difficult to know what emotional help they need. Some strategies for supporting a friend are:

- Affirming that it is not their fault
- Understanding each person responds differently to sexual misconduct
- Being a good listener
- Encouraging your friend to report the misconduct to the Title IX Coordinator and/or law enforcement
- Urging medical attention, and in stalking situations, law enforcement assistance as well
- Continuing your support during the recovery process

Options for Reporting

Victims are strongly encouraged to first contact local law enforcement in their host country to both report the crime and to receive medical attention. Whether on campus, in our home communities, or abroad, Wake Forest community members are also encouraged to report incidents of sexual misconduct to the University. Should you contact another faculty or staff resource on campus, please note that they are required to report any knowledge of alleged sexual misconduct to the University as mandated by Title IX. Further resources for both safety concerns and reporting sexual misconduct abroad are:

WFU Safe Office (Rape Crisis Center)	Provides confidential support and consultation for students	24/7 line: (336) 758.5285
WFU Title IX Coordinator	Private reporting options for students to report sexual misconduct to WFU	8:30am-5:00pm EST: (336) 758.7258 titleixcoordinator@wfu.edu
WFU Center for Global Programs & Studies , David Taylor Jessica Francis	First point of contact for students abroad on a WFU program to coordinate health & safety response	8:30am-5:00pm EST: (336) 758-5938 taylordf@wfu.edu francija@wfu.edu
WFU University Police	Available 24/7 to help students abroad contact campus resources in emergency situations	24/7 line: (336) 758.5911 dispatch@wfu.edu
WFU Office of the Dean of Students , Adam Goldstein	Reporting option for students interested in pursuing a judicial hearing	8:30am-5:00pm: (336) 758.5226 deanstud@wfu.edu

References

Lost in Translation: Helping Study Abroad Students Understand Sexual Violence. New Jersey: Rutgers Study Abroad, 2008. Print.

Sexual Misconduct: Keys to Prevention and Resources for Help. North Carolina: Wake Forest University, 2011. Print.

Diversity Abroad

Diverse students come from all backgrounds. Diversity includes, but is not limited to people in varied socio-economic status, sexual orientation, race, religion, nationality, ethnic identity, and gender. Diverse people may demonstrate a history of overcoming adversity such as a physical, mental, and/or learning disability.

While studying and traveling abroad, you will encounter countries and cultures that may have different attitudes than the US or your home country. Studying abroad may be the first time you experience situations and spaces where you may be in the minority. You may be judged on your ethnic identity, gender, sexual orientation, disability, race, and religion. Whatever happens, don't let the possibility of discrimination discourage you from experiencing the world and enjoying your time away.

Studying abroad can be a transformative experience that allows you to grow personally and interculturally. To get the most out of your time away, it is encouraged that you identify resources to assist in your transition. Being secure in your full identities, and learning self-care, will help prepare you for your time abroad. Use the following resources as a starting point for your own research as you prepare for your semester away.

Asian American Experiences & Support

- https://cdn.ymaws.com/www.diversitynetwork.org/resource/resmgr/asianamerican_global_educu.pdf
- <https://cetacademicprograms.com/study-abroad-asia-heritage-learner/>
- <https://frontiersjournal.org/wp-content/uploads/2015/09/VANDERMEID-FrontiersIX-AsianAmericans.pdf>
- <https://www.diversitynetwork.org/news/459631/Asian-American-Students-in-Study-Abroad-Resources-Representation-and-Awareness-.htm>

Black/African American Experiences & Support

- <http://www.travelnoire.com/>
- https://digitalcommons.uri.edu/cgi/viewcontent.cgi?article=1099&context=oa_diss
- <https://www.nytimes.com/2018/10/23/travel/racism-travel-italy-study-abroad.html>

Latino/ Latinx Experiences & Support

- <https://www.naspa.org/constituent-groups/posts/a-latinas-study-abroad-journey>
- <https://www.goabroad.com/articles/free-ebook-meaningful-travel-tips-ales-latino-travel>

LGBTQ+ Experiences & Support

- <https://www.npr.org/sections/ed/2018/08/22/606018920/know-an-lgbtq-student-itching-to-study-abroad-here-are-some-things-to-think-about>
- <https://studyabroad.unc.edu/files/2018/05/LGBTQ-Study-Abroad-Resources.pdf>

- <https://www.nafsa.org/professional-resources/browse-by-interest/lgbtq-student-advising-guide-education-abroad-professionals>

WFU Campus Partners		
Women's Center Porter B. Byrum Welcome Center	336.758.4053	Director: Shelley Sizemore Program Coordinator: Antayzha Wiseman
LGBTQ Center Benson 311	336.758.4665	Director: Dr. AJ Mazaris Program Coordinator: Antayzha Wiseman
Intercultural Center Benson 346	336.758.5864	Director: Monique Gore Assistant Director: Savannah Baber
Safe Office Ground floor of Reynold Gym	336.758.5285	Counselor/Advocate: Bethany Miller, Stephanie DeAngelis
Counseling Center Reynolda 117	336.758.5273	Administrative Coordinator: Rachel Wilson
Student Health Service Wellbeing Center, Ground Floor	336.758.5218	Director: Dr. Cecil Price
Office of Diversity and Inclusion Reynolda 302	336.7583824	VP: José A. Villalba Assistant VP: Dr. Malika Roman Isler
Office of the Chaplain Reynolda 22A	336.758.5210	University Chaplain: The Rev. Timothy Auman Administrative Coordinator: Shlomit "Shula" Cooper
Office of Wellbeing Reynolds Gym, Room 321	336.758.4065	Director: Dr. Ashleigh Hala Assistant Director: Marian Trattner

WFU Code of Conduct

Even though you will be away from campus for the semester, you will still be responsible for adhering to the [WFU Student Code of Conduct](#).

Disciplinary Policy for Wake Forest Study Away Programs

Wake Forest University is firmly committed to principles of honor and ethical conduct. Membership in the student body signifies a student's commitment to the [Honor Code](#) and judicial system. It is the responsibility of every student to act honorably in all phases of student life, to understand student rights and responsibilities, and to preserve the integrity of the Honor Code.

The [Honor System](#) is an integral part of living and learning in our community with its values and ethos. Violations of the Honor Code are documented and become a part of a student's academic record, which is a reflection of each student's personal Wake Forest legacy.

The Honor Code and judicial system are still applicable to students studying away from the Reynolda Campus. Students found in violation of the Wake Forest Honor Code or study away program rules (provided to students during on-site orientation) will be subject to the Wake Forest judicial system.

For every violation, an incident report will be submitted to the Center for Global Programs & Studies and the Office of the Dean of Students. Students will then be contacted regarding any sanctions or hearings related to their charge. Students wishing to contest a violation may submit a letter to their resident professor, the WFU Center for Global Programs & Studies, and the Associate Dean of Students for Student Conduct.

Students endangering their own life, the lives of others, or found to be breaking local laws may be dismissed from the program. Students terminated from a program are not eligible for a refund and typically receive grades of “F” for all coursework.

While abroad, students are bound by the laws of the host country. If a student is found breaking a law, there is often little that Wake Forest University or the United States can do on the student’s behalf. The United States government/Embassy can only seek to ensure that its citizens are not discriminated against; that is that they receive the same treatment, as do citizens of the country in which they are arrested who are charged with the same offense. Penalties for drug violations in other countries are often harsher than those of the US. Students should use good judgment and be informed of the laws of the country they are visiting.

Causes for Dismissal from the Program (Not an Exhaustive List)

- No overnight guests are allowed. Students found breaking this rule will be immediately dismissed from their program
- Use or possession of illegal drugs
- Alcohol abuse
- Endangering the life of oneself or that of other program participants
- Violation of local laws
- Behavior or conduct that brings disrepute to Wake Forest
- Disrupts the educational function of the program, or is otherwise detrimental to its operation
- Multiple unexcused absences as agreed upon with the Resident Professor or on-site director during on-site orientation
- Taking fewer than 12 credits

ON-SITE RULES

- All students will receive program-specific rules during their onsite orientation
- Students are encouraged to speak to the onsite team regarding any questions or confusion about the program rules

Academic Administrative Review

Honor System

Wake Forest University upholds the ideals of honor and integrity. The [Honor System](#) is central to University life; its essence is a commitment by each person to do what is right and abide by community standards. Each student is pledged to be trustworthy in all matters, and a violation of that trust is an offense against the community as a whole. In the specific terms of the Honor Code, a student pledges in all phases of life not to cheat, plagiarize, engage in other forms of

academic or social misconduct, deceive, or steal. The strength of the Honor System derives from the commitment of each and every student to uphold its ideals.

The undergraduate student conduct system is jointly administered by the Office of the Dean of the College, the Office of the Dean of Student Services, and the Judicial Council. Complete details are available at the Offices of the Dean of the College and the Dean of Students.

Student Complaints

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the University or has a complaint about the performance, actions, or inaction of the staff or faculty affecting a student. There are mechanisms in place for the reporting and resolution of complaints regarding specific types of concern (student conduct, honor system, bias, grade dispute, harassment and discrimination, for instance), and these should be fully used where appropriate. Students are encouraged to seek assistance from faculty advisers, deans' offices in the College or Business School, or the Office of the Dean of Students when evaluating the nature of their complaints and deciding on an appropriate course of action.

The complaint process outlined below is meant to answer and resolve issues arising between individual students and the University and its various offices when a mechanism for reporting and resolution of the specific type of concern is not already in place. A complaint cannot be filed on behalf of another person. A complaint should first be directed as soon as possible to the person or persons whose actions or inactions have given rise to the problem—not later than three months after the event.

For complaints in the academic (i.e., classroom) setting, the student should talk personally with or send a written complaint explaining the concern directly to the instructor. Should the student and instructor be unable to resolve the conflict, the student may then turn to the chair of the involved department (in the Wake Forest School of Business, this would be the dean) for assistance. The chair (or dean) will communicate with both parties, seek to understand their individual perspectives, and within a reasonable time, reach a conclusion and share it with both parties. If the student's complaint is not resolved by these procedures, he/ she should consult with the Office of Academic Advising for assistance. Finally, a student may appeal to the Committee on Academic Affairs, which will study the matter, taking input from all parties, and reach a final decision concerning resolution.

For complaints outside the academic setting, the student should talk personally with or send a written complaint explaining the concern directly to the individual involved. Should the student and individual be unable to resolve the concern, the student may then turn to the appropriate administrative channel for assistance, which may be an immediate supervisor, department head, or Dean. The immediate supervisor, department head, or dean will meet or communicate with both parties, seek to understand their individual perspectives, and within a reasonable time, reach a conclusion and share it with both parties.

Finally, a student may appeal to the vice president with administrative responsibility for the issue that is the subject of the concern. The vice president will study the matter, work with the parties, and reach a final resolution. Students uncertain about the proper channels are encouraged to seek

advice from faculty advisers, deans' offices, or the Office of the Dean of Students.

Probation/Suspension

Any student who is placed on probation because of honor code or conduct code violations may be placed on such special academic probation as determined by the Committee on Academic Affairs. The Committee on Academic Affairs may at any time suspend or place on probation any student who has given evidence of academic irresponsibility, such as failing to attend class regularly, failing to complete papers, examinations, or other work on time, failure to earn more than six grade points in any semester, or failing to maintain a minimum GPA (see Requirements for Continuation in the Wake Forest Bulletin).

If poor academic performance is attributable to circumstances over which the student clearly had no control (e.g., serious injury or illness), the student may, after consultation with an academic counselor or dean in the Office of Academic Advising, petition the Committee on Academic Affairs for further consideration of his or her status. In deciding whether to permit exceptions to the foregoing eligibility requirements, the Committee on Academic Affairs will take into account such factors as convictions for violations of the College honor code or social conduct code, violations of the law, and any other behavior demonstrating disrespect for the rights of others.

Any student convicted of violating the honor code and, as a result, suspended from the University or assigned the penalty of "activities suspension" is ineligible to represent the University in any way until the period of suspension is completed and the student is returned to good standing. Such students also may not be initiated into any fraternity or sorority during the time of the sanction.

No student suspended from Wake Forest may take coursework at another institution and have that work transferred to Wake Forest for credit.