



## CET Academic Policies

Please read these *CET Academic Policies* and sign the accompanying *CET Agreement and Release of Liability*. All students are encouraged to share these documents with their parents.

CET is committed to maintaining the highest academic standards in all of its programs, and to equipping all CET students for academic success abroad. CET asks students to approach their academic work with seriousness, dedication, and honesty, and to respect the rights of their classmates, roommates, and faculty to do the same.

The following policies aim to safeguard these standards. Violation of the academic policies may result in grade reductions, disciplinary action and/or dismissal from the program. CET may be in touch with students' home institutions on any matter relating to their academic performance onsite.

### Course Load

All CET students must take a full course load regardless of individual credit requirements. Students may underload or overload only with a documented compelling need and the express permission of their home institution. Curricular requirements for each program are listed on the CET website.

### Credit Transfer

It is each student's responsibility to ascertain how work completed on a CET program transfers to their home institution, and what kind of documentation is necessary to ensure credit. CET strongly recommends that students confirm transferability of all course credits prior to their departure. Syllabi of record and information about CET credit recommendations are available on the CET website.

### Academic Integrity

Academic dishonesty of any kind during the program—from the start of the application process to the end of final examinations—is not tolerated. Academic dishonesty includes but is not limited to:

- Plagiarizing or using someone else's work without proper documentation.
- Cheating or helping a classmate cheat.
- Falsifying academic records.
- Submitting the same work in two different courses, or submitting work that has already received credit at another program or the home institution.

If students have any doubt about what might constitute plagiarism, it is their responsibility to consult with faculty or onsite academic staff. Academic dishonesty may result in failure of the course(s) in question, notification to the home university, and/or dismissal from the program.

### Research Ethics

Students who plan to conduct research on the program are responsible for ensuring that it conforms to best ethical practices and any requirements of their home school's Institutional Review Board (IRB).

### Attendance & Participation

Attendance in class, orientation sessions, internship placements, and co-curricular components of the program such as field excursions, traveling seminars, and on-site lectures – is an integral part of successful participation in a CET program. Program-specific attendance policies are communicated pre-departure and

at on-site orientation, and failure to follow them may result in grade penalties, academic probation, notification of the home institution, and/or dismissal from the program.

### **Exams and Assignments**

Students are required to take all exams as scheduled, and to submit all assignments on time. Exceptions are made only for documented academic, medical, or personal extenuating circumstances, and must be approved by program faculty and on-site academic staff.

### **Adding, Dropping and Withdrawal**

Students may add or drop courses within frameworks established by their CET program. Program-specific Add/Drop policies are made available pre-departure and in on-site orientation. Students must demonstrate a compelling academic, personal, or medical reason to withdraw from a course after the Add/Drop period has concluded, and permission to do so is subject to the discretion of CET on-site academic staff. Courses from which a student has withdrawn are marked as 'W' on the student's transcript. No withdrawals are permitted within four weeks of the conclusion (two weeks for summer) of the class; failure to complete the course after that point, or an unauthorized withdrawal from it, results in an 'F' for the course.

If a student withdraws from the program after the Add/Drop period, all courses are marked as 'W' on the student's transcript. Any arrangements for academic credit must be made according to terms outlined in the Withdrawal Form. Courses for which the student is seeking credit are converted to an 'I,' which must be converted into a letter grade by the established deadline or automatically converted into an 'F.'

### **Pass/Fail and Auditing**

Students may not audit courses or take a course on a Pass/Fail basis. As a policy, CET grants letter grades for all courses. It is ultimately at the discretion of students' home institution how CET-recommended grades are converted to the home school transcript.

### **Grade Appeals**

Students in CET courses have the right to appeal grades based on criteria outlined in the Grade Appeal Process and the Grade Appeal Form.

Direct-enroll courses at host universities differ from CET courses with regard to how they are managed and what mechanisms for grade appeal, if any, might exist. Given CET's partnership with the host university, the CET Academic Director must be informed of any grade appeals that a student intends to make to an instructor of a direct-enroll course, but CET does not manage the process or have any say in the decision rendered.

### **Transcripts**

Students receive an official transcript 6 to 8 weeks after the conclusion of the program. CET forwards official transcripts to home institution registrar offices within the same time frame. Additional transcripts may be requested for a fee.

### **Language Pledge**

Students participating in a CET language program are expected to speak the target language at all times for the duration of the program. Specific parameters of the language pledge are provided in onsite

orientation. Repeated violation of the language pledge damages the language environment for other students and may result in disciplinary action and/or including dismissal from the program.

### Direct Enroll Courses

Direct enroll courses at host universities are subject to the academic policies of that institution. Students should expect, and be prepared to comply with, different parameters for course management, evaluation, and the ability to appeal a grade. In view of the partnership with the host institution, CET expects its students to respect those policies, accept the differences, participate fully in the courses. Failure to do so may result in the student being withdrawn from those courses with no credit granted.

### Grading

All CET programs use the following scales in assessing student performance.

#### *Quantitative Scale*

A:	93-100%
A-:	90-92%
B+:	87-89%
B:	83-86%
B-:	80-82%
C+:	77-79%
C:	73-76%
C-:	70-72%
D+:	67-69%
D:	60-66%
F:	59% and below

#### *Qualitative Scale*

A range: Excellent. Consistently outstanding performance throughout the semester.

B range: Good. A solid performance that is above average but not outstanding.

C range: Satisfactory. An average performance wherein the minimum criteria listed in the course syllabus have been achieved.

D range: Minimal pass. Work is seriously deficient in multiple areas including reasoning, writing, attendance, and participation.

F: Failing. Work that fails to meet the minimum criteria in all aspects.

I: Incomplete. A placeholder for coursework that is being completed after withdrawal from or conclusion of the program, and will convert into an F if not completed within the required timeframe.

W: Withdrawal. Indicates that a student withdrew from the course or the program after arrival and/or the Add/Drop period.

*Please note: different grading scales may exist for direct-enroll courses at host institutions, and for programs transcribed by US partners.*