CET Academic Policies

CET is committed to maintaining the highest academic standards in all of our programs, and to equipping our 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 and faculty to do the same.

The following academic policies aim to safeguard these standards. Violation of these 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 outlined 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 departure. Syllabi of Record and information about CET credit recommendations are available on the CET website.

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

- Plagiarizing or using someone else's work without proper citation.
- 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 academic dishonesty, it is their responsibility to consult with faculty or onsite academic staff.

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

Attendance & Participation
Attendance in class, orientation sessions, internship placements, field-based course components, and co-curricular activities is an integral part of successful participation in a CET program. Attendance requirements are outlined in the CET Attendance Policy.

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

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.

Incompletes

Incompletes are temporary grade placeholders that may be requested if extenuating medical, personal, or academic circumstances prevent completion of coursework before the conclusion of the program. Permission to grant an Incomplete is subject to the sole discretion of the faculty member. Students must make arrangements directly with the faculty member to complete the course no later than one month after the program has ended, and must document in writing to onsite academic staff prior to departure the requirements and timeline for completion of coursework. If the student fails to complete the required work by the deadline, a grade will be assigned on the basis of work completed.

Course Withdrawal

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 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 the grade being assigned on the basis of work completed.

Program Withdrawal

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 Incomplete, which must be converted into a letter grade no later than one month after the conclusion of the program.

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 institution's 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

Official transcripts are sent to students' home institutions 6 to 8 weeks after the conclusion of the program. Unofficial transcripts are uploaded to student accounts within that 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 scale in assessing student performance.

Quantitative Scale		Qualitative Scale
A	93-100%	A range: Excellent. Consistently outstanding performance throughout the semester.
A-	90-92%	
B+	87-89%	B range: Good. A solid performance that is above average, but not outstanding.
B	83-86%	
B-	80-82%	
C+	77-79%	C range: Satisfactory. An average performance wherein the minimum criteria listed in the course syllabus has been achieved.
C	73-76%	
C-	70-72%	
D+	67-69%	D range: Minimal pass. Work is seriously deficient in multiple areas including reasoning, writing, attendance, and participation.
D	60-66%	
F	59% and below	F: Failing. Work that fails to meet the minimum criteria in all aspects.
I	N/A	I: Incomplete. A placeholder for coursework that is being completed after the conclusion of the program, or due to an early withdrawal from it. If the coursework is not completed by the established deadline, the final grade will be calculated on the basis of the work performed.

Different grading scales may exist for direct-enroll courses at host institutions, and for programs transcripted by US partners.