



Academic Manual for Students Academic Year 2023-2024

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CIEE (Council on International Educational Exchange) is guided by its mission statement: to help people gain understanding, acquire knowledge, and develop skills for living in a globally interdependent and culturally diverse world. By providing life-changing learning experiences, we inspire and prepare our alumni to change the world for the better.

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Introduction

This manual familiarizes you with CIEE policies and practices to foster academic quality for our programs and to deliver positive experiences in the classroom. It also explains the rules and rights that you have as a student in a CIEE program and how to get assistance if you need it, so please take a careful look at this document.

Courses taught by CIEE follow the policies outlined in this document. Courses offered by a local university are governed by that institution's rules. Do not assume these are the same as the policies of CIEE or your school in the US. Students are expected to familiarize themselves with the rules that apply to all the courses they take on CIEE programs. If you have any questions, reach out to your local academic team.

In addition to the policies in this document, participants in CIEE programs are subject to the terms and conditions of the [Participant Agreement](https://www.ciee.org/sites/default/files/content/documents/college-study/2023-24_ciee_participant_contract.study.final_0423.pdf)https://www.ciee.org/sites/default/files/content/documents/college-study/2023-24_ciee_participant_contract.study.final_0423.pdf. In case of any conflict between these documents, the policy in the Participant Agreement applies.

Academic Culture

One of the benefits of study abroad is the chance to learn more about another academic culture. Your orientation introduces you to your new local academic culture, but please consider:

- US higher education tends to be less formal. Students in other cultures may dress more neatly, instructors may prefer titles and surnames, and emails may expect a proper, formal salutation.
- Faculty may seem less approachable. They will help you but may wait for you to raise the issue.
- You usually should not eat or drink anything in a classroom.
- Students may be more self-directed than in the US. Your instructors might not remind you of due dates, direct you to resources, or monitor your progress toward completing assignments.
- Academic feedback might feel more direct. If you are criticized by an instructor or (local) fellow student, try to hear it in the context of the local culture rather than take it personally.
- Words that are hurtful and offensive in the US might have a different connotation in your host culture. When in doubt, assume goodwill and ask questions. That said, CIEE does not tolerate discrimination or harassment. If you think this is happening, report it immediately to our staff.

Your Student Responsibilities

Students are solely responsible for:

- Knowing and adhering to policies of their home institution, CIEE, and host institution abroad, if any.
- Ensuring coursework completed at the home school prior to study abroad fulfills prerequisites (required or recommended) to be successful in courses.
- Reporting any concerns they may have regarding academic matters to the CIEE Center or Academic Director as they arise.
- Determining how academic work completed abroad is evaluated by the home institution, including how credit is counted towards the student's degree program and financial aid.
- Adhering to all stated policies in this manual, program [Terms and Conditions](#), and any additional policies specific to their location, program, and host institution (if applicable).

Course Registration

You may be offered the opportunity to select your courses or rank your course preferences before arriving at your program location. This will significantly increase the chances of you receiving the courses you want. Your CIEE Registration and local Academics teams will do their best to help you get the courses you need. However, course availability may change or be limited, and courses may be cancelled without advance notice. CIEE does not guarantee the availability of any course, even if previously offered for registration.

Course Loads, Credits, Equivalencies, and Grades

Students on CIEE programs are required to enroll in the required number of credits as defined by their program requirements. Taking an online course offered at a student's home institution is not an acceptable reason for a student to request a reduction in the required course load with CIEE.

Unless the advertised program indicates otherwise, no students can be enrolled in more than 18 U.S. semester credits without approval from the CIEE Center Director and the student's home institution Study Abroad Office. If permission is granted, you may incur additional tuition fees.

Online/Hybrid Courses

Some CIEE programs offer online or hybrid courses. CIEE defines online courses as those where all students participate remotely, while hybrid courses have both face-to-face and remote students in the same class. Whether you are face-to-face or remote in a hybrid course will depend on your location and section, and students cannot switch between formats. Regardless of delivery method, all CIEE courses must be taken entirely from your program location, as all CIEE courses are designed to build local experiential learning into the classroom experience. Whether taught by CIEE or a local university, students are responsible for getting their home school's academic approval for courses delivered in an online or hybrid format. Always check with your study abroad advisor before registration about what courses and delivery methods are allowed by your home institution. Be sure you understand and communicate to your advisor whether you will be face-to-face in the classroom or participating remotely.

Add/Drop Period

Other than for programs with a required curriculum, students are permitted to make changes in their course selection during a defined Add/Drop period near the beginning of a term. The Add/Drop deadline will be shared with you during orientation. For programs offering courses at a host institution, the CIEE Add/Drop deadline is the official deadline for all CIEE program participants--not the host institution deadline.

CIEE reserves the right to approve or deny course change requests during the Add/Drop period. If a student is approved to change their course selection prior to the CIEE Add/Drop deadline, then the dropped course(s) will be removed from the CIEE Academic Record. After the Add/Drop deadline, all courses will be reported with a grade on the CIEE Academic Record. Dropping or withdrawing from a required course may also require a withdrawal from the program.

Verify Your Course Registration

After the Add/Drop period, you will be asked to verify your registration in CIEE My Account. You are responsible for confirming that the course registration visible to you in CIEE My Account accurately reflects the courses (titles, credits, codes) in which you are enrolled and as you expect them to be recorded on the CIEE Academic Record. Any perceived discrepancies should be reported immediately to your CIEE Center Director or Academic Director for review. If a course is noted on your registration and no grade is reported by the instructor for you, a grade of “F” will be assigned, regardless of whether you believe you were incorrectly registered in the course.

Course Withdrawal

If you want to drop a course after the Add/Drop deadline, you must request a course withdrawal. Withdrawals before the program’s course withdrawal deadline (normally mid-way through the term) are usually approved if they meet the conditions below. If granted, a grade of “W” (Withdrawal) is entered on your CIEE Academic Record for the course.

Requests to withdraw after the course withdrawal deadline are granted only rarely and for truly exceptional circumstances. If exceptional circumstances warrant, the student may request permission from the Center Director/Academic Director and their home school study abroad office to withdraw from a course. A student may not withdraw from a course if the withdrawal leaves the student registered for less than the minimum credits of the program. Students may not withdraw from any required courses for the program.

To petition a withdrawal, a Course Withdrawal form must be completed by the student and Center Director/Academic Director. You must continue to attend classes until the course withdrawal is approved by both CIEE and home school. If you stop attending class without approval to withdraw, you will be marked absent. Absences will result in a lower grade or even failing the course.

Program Withdrawal

Any student who chooses to depart a program early (voluntary withdrawal) is required to complete a CIEE Program Withdrawal form prior to departure and secure approval from the Center Director or Academic Director who will notify your home institution of the withdrawal date and academic consequences of the early departure (as outlined below):

1. If there are no pre-session courses offered on the program, and the program withdrawal date is prior to the Add/Drop deadline for the term in progress, you will have all courses dropped from the CIEE Academic Record.
2. If there are pre-session course(s) and the program withdrawal occurs:
 - prior to the midpoint of the pre-session course, all classes will be dropped from the CIEE Academic Record; or
 - after the midpoint of a pre-session course but prior to the end of the course, a grade of “W” (Withdrawal) will be reported for the pre-session course, and all other classes will be dropped from the CIEE Academic Record; or
 - after the end of the pre-session course, but prior to the Add/Drop deadline, a grade will be reported for the pre-session course only, and all other classes will be dropped from the CIEE Academic Record.
3. If the program withdrawal date is after the Add/Drop deadline but prior to the Course

Withdrawal deadline, a grade of “W” (Withdrawal) will be reported for any uncompleted courses.

4. If the program withdrawal date is after the Course Withdrawal deadline, the student will receive a zero grade for any outstanding assignments or exams and the final course grade will reflect these zero grades.

Program start and end dates were available to you before you applied to participate. All students are expected to attend class sessions at their program location until the program end date and to complete all academic work, including final examinations and papers, prior to departing the site, otherwise you will be considered absent from class meetings missed, and assignments that must be submitted or completed in a face-to-face environment will be graded as zero. At the discretion of the instructor, in consultation with the Academic Director/Center Director, a student who informs staff of an early departure may still submit and receive a grade for work that was already scheduled to be submitted online via Canvas with no in-person requirements, but due dates and submission requirements will not be changed to accommodate early program departure.

Leaving early for a family event, for a job or internship, or due to the start of a term at your school back home are not acceptable reasons to request a program or course withdrawal or modification of assignment or exam dates. In rare cases, a program withdrawal is voluntary but unavoidable, for example due to a serious accident, illness, or family emergency. In such cases and where an Incomplete (see below) is not feasible, the student must ask permission from the Center Director/Academic Director. If the program withdrawal is granted with a provision for exceptional circumstances, CIEE will assign a grade of “W” (Withdrawal) if the student is passing current courses at the time of departure.

CIEE does not grant partial credit for courses that are not completed prior to a student’s departure. However, in exceptional circumstances and as is practicable, CIEE will provide as much information about the courses and the work already completed by the student to help the home school determine whether they are able to grant partial credit.

Academic Disruptions

Occasionally, sites will be impacted by circumstances outside of their control that disrupt a student’s academic activity, for example strikes, natural disasters, military conflicts, or government shutdowns. Such disruptions may lead to missed or cancelled classes, disruption of exams, or a suspension of the term. Students will be informed of the academic repercussions by the Center Director/Academic Director. CIEE will do whatever is feasible to help you complete your courses on site or after returning home if CIEE suspends a program location.

CIEE Course Structure and Requirements

For CIEE-administered courses, a block of fifteen 50-minute direct instruction sessions (contact hours) is equivalent to one semester hour of credit. An additional two hours per class session is assumed for preparation and homework. Some courses may include activities such as conversation hours, applied arts sessions, movie viewing, or visits to museums. These types of learning activities are counted at a rate of three hours of activity to one contact hour unless they are instructor-led (co-curriculars). Similarly, lab and internship placement hours are also counted at a rate of three hours of activity to 1 contact hour. Therefore, a single credit = 45 hours of time on task. CIEE individually evaluates host institutions that report course workloads on a basis other than the U.S. semester-hour system. Final authority for the published credit equivalency rests with CIEE Academic Affairs.

Syllabus

The syllabus is the road map for your CIEE course. You are responsible for reading the syllabus and asking questions if there is something you do not understand.

Syllabi vary in level of detail, but at minimum will contain:

- Course Description
- Learning Objectives
- Prerequisites
- Assessments
- Schedule
- Topics, readings, and other academic content
- How and where to contact your instructor outside of classroom hours

Syllabi posted to the CIEE web site or distributed to you from your study abroad office pre-departure may differ from the final syllabus you get in class. The instructor may make further adjustments to the syllabus during the course as needed to meet the learning goals better, to take advantage of experiential learning opportunities, or due to changes in local conditions. Academic content in revised syllabi supersedes any previously distributed versions. Policies in this Academic Manual supersede any CIEE policies in your final syllabus.

Class Participation

Participation is valued as meaningful contribution in the digital and tangible classroom, as well as the internship or service-learning placement. “Meaningful contribution” requires students to be prepared in advance of each class session, to listen and respond thoughtfully, respectfully, and constructively to others, to stay on subject, and, of course, to have regular attendance.

Course Attendance

We recognize that you may not have an attendance requirement for your classes at your home university, however CIEE strives to create engaged, experiential learning communities at our program locations. Additionally, we have an obligation to your home school to support your health and safety to the fullest extent possible by ensuring you are participating in all academic activities. Therefore, regular class attendance is required throughout the program.

Absences—for any reason—affect your overall academic performance, as it becomes increasingly difficult to catch up on material or to create reasonable accommodations that achieve the course learning objectives.

Persistent and continued absenteeism that threatens satisfactory academic progress may result in course withdrawal (for exceptional circumstances outlined in this manual), course failure, or dismissal from a program.

Students are reminded to be sure they know the final schedule, provided by your instructor at the start of the term, of all required academic activities before booking personal travel. All earlier schedules are preliminary and may differ from the final version. Instructors are not permitted to re-schedule class sessions, assignment deadlines, or grant make-up work to accommodate travel plans.

Courses taught by a local university follow their own policy, which may differ from the CIEE attendance requirements.

Attendance Policy for CIEE-Taught Courses

Students are required to attend class meetings, be punctual, and remain for the entire session.

Attendance policies also apply to any required co-curricular class excursion or event, as well as to internship, service-learning, independent research, or other required field placement time.

Students are responsible for notifying instructors if they will miss class for any reason and are responsible for any materials covered during their absence.

Students with repeated absences totaling over 10% of classroom or other required meetings/placement hours will be contacted by CIEE Center Staff to inquire about their well-being and remind them of the expectation to attend class. Depending on the circumstances of the absences, a warning letter may also be sent to the student and copied to the student's home institution.

Students who miss 25% or more of the total classroom or other required meetings/placement hours will fail that course. Additionally, disciplinary action, including possible dismissal from a program, may be pursued. When in the opinion of CIEE absences are caused by unavoidable, justified circumstances, a grade of W (withdrawal) will be recorded.

Tardiness/Early Departure from Class

It is disruptive to arrive late or leave class early. Participation grades may be lowered for tardiness or early departure, and students who miss more than 15 minutes of any given class session may, at the instructor's discretion, be considered absent for the entire class meeting. Students remain responsible for any information and assignments conducted during that class session.

Attendance during Add/Drop Period

Students who transfer from one CIEE class to another during the Add/Drop period will not be considered absent from the first session(s) of their new class provided they were marked present for the first session(s) of their original class. Otherwise, the absence(s) from the original class carries over to the new class.

Attendance in Online/Hybrid Courses

All CIEE courses are meant to be taken only at your program location. Hybrid classes are not intended to support independent travel. Students taking a hybrid class taught from a different location are expected to participate from their CIEE program location, in part to take advantage of local experiential learning activities. Additionally, and where feasible, program staff may require you to join your remote class from the local CIEE facility to promote academic cohesion and for health and safety reasons.

If you are in a Hybrid or online course remotely, you must have your camera on during all synchronous meetings or you will be considered absent.

Responsibility to Remain at the Program Site

Students are required to arrive on the day the program starts and not leave before the program end

date (except for temporary personal travel recorded with local staff). Should a student miss any class sessions or assignment deadlines due to late arrival or early departure, the student is considered absent and missing assignments are graded as zero except in the following situations:

- Late arrival/early departure are due to unavoidable or emergency circumstances beyond the student's control. The attendance policy will apply but work will be made up or excused, if reasonable and feasible.
- Student has petitioned for and received an Incomplete or other accommodation for an unavoidable absence.
- Missed assignments or exams are allowed to be submitted online for all CIEE students in the course, as long as the assessments were not designed for completion and submission during a class session. Students can submit their work even if they have left the program location; grade penalties due to lack of attendance in any remaining class sessions apply, however.

Please note: under no circumstances will CIEE faculty change the due date or submission format of assignments or exams to accommodate non-emergency early departure from a program location.

Programs with Host Institution Examinations After the Program Ends

Some local universities may schedule final examinations or have assignments due after the program end date. Students are responsible for finding out when final examinations will be offered, as this may vary from course to course. If a student is required to remain on site after the program has concluded to complete a final examination or assignment, site staff will assist with housing and support (additional fees may apply).

Host institution faculty may provide an opportunity to complete all course requirements before the CIEE program end date. Students should make this request to their faculty as soon as possible; CIEE staff are not able to require faculty of local institutions to make such accommodations.

If final examinations or assignments are due after the program end date and if the instructor provides an opportunity to complete these assessments remotely or online, then *and only with approval of CIEE and the student's home institution*, may the student depart before completing all coursework for the local university courses.

Incomplete Courses

When warranted, a student may be allowed to finish course work after a course has concluded. Incompletes (extensions) are very rarely granted and then only for exceptional circumstances, for example due to program departure because of an emergency. To request an Incomplete, a student must have already completed at least 80% of the course. Incompletes are granted at the sole discretion of CIEE and only with permission from your home school.

If an Incomplete is warranted, CIEE academic staff will work with you and your instructor to draft a plan to finish the course requirements. The plan must include the earliest feasible final date for submitting all incomplete materials, no later than one semester (or six months, whichever is earlier) after the on-site final exam date of the course(s). Students who have been granted an Incomplete may not later request to receive a grade of "W" (withdrawal) for the course in question.

Instructors do not have authority to extend deadlines, make special arrangements for students, or

otherwise modify CIEE academic policies. Any special arrangements tentatively proposed by professors must be submitted to the Center Director/Academic Director for review and final approval. If you do not have an approved Incomplete and plan, a grade of zero will be assigned for all incomplete assignments or exams. If the student misses the deadline for completing work for an incomplete course, all missing assignments or deliverables will automatically be converted to a grade of zero and factored into the final grade calculation for the course. No further extensions will be granted.

Canvas Learning Management System

CIEE-taught courses are supported with an online Learning Management System (LMS) called Canvas. You should expect to use Canvas almost daily.

Canvas is used to:

- house the final syllabus for the course (there is no requirement for faculty to distribute printed copies).
- record attendance for all required course sessions.
- display all assignment due dates and events (Canvas calendar).
- host or link to digital course materials.
- communicate via announcements, discussion forums, or the Inbox function (email).
- submit assignments, take quizzes and exams, and to receive feedback according to assignment rubrics.
- act as the course gradebook so you can stay informed on your progress.

Please go to the Profile section of your Canvas account and make sure your time zone is set for your program location. Please also add an (appropriate) profile picture so instructors know who you are.

If you have any trouble using Canvas, please use their help features. The most common issues are resolved by re-setting your password or with a quick search in the help menu. If you use Canvas at your home school, you will have a separate account with CIEE accessed through ciee.instructure.com.

Assignments and Grading

All course work must be turned in directly to the instructor (submission will usually be via Canvas) unless the student has received explicit, documented instructions to the contrary. Students are recommended to keep back-up copies of all their assignments for one year after the official program end date in case of any discrepancies.

Assignment Due Dates

All assignment submission deadlines should appear in Canvas.

- Individual instructors do not have the authority to grant exceptions for assignments worth more than 5% of the final course grade.
- Any accommodations must be reasonable and feasible within the context of the duration and nature of the program.
- Requests should be reserved for truly exceptional circumstances and require presentation to CIEE Center Staff of medical documentation or evidence of an emergency. Medical

documentation must be timely and directly related to the immediate reason for requesting the extension. CIEE allows documentation stemming from both local and telemedicine consultations. Your doctor may not be your family member.

- Personal travel and/or travel delays are not considered justifiable reasons for requesting assignment extensions or to grant make-up work.
- Students are not permitted to miss class to attend family events, start (or end) a job or internship during their CIEE program, or for any other event that conflicts with program class schedules. No accommodations will be granted for classes or assignments missed.
- Computer or other technical issues are rarely considered to be an acceptable reason for granting an exception.
- Accommodation requests related to a major religious observation typically accommodated by U.S. universities must be submitted to CIEE Center Staff **at the start of the term**. Some programs may have limited flexibility for adjustments to attendance policies, assignment deadlines, and assessment dates. It may not be possible to make up work or receive deadline extensions in all cases.

Late Submission Penalties

Students submitting work:

- 1-24 hours late will receive a grade penalty of 10% off the assignment's maximum potential points.
- over 24 hours late will receive a zero grade.

Requests for assignment extensions or make-up work due to absence for graded assessments worth **greater than 5%** of the final course grade are evaluated on a case-by-case basis and must be made in writing to the CIEE Center Director or Academic Director within 24 hours of the assignment's submission deadline. Students must submit documentation to support these requests. For assessments equal to or **less than 5%** of the final course grade, assignment extensions or make up opportunities are granted at the discretion of the instructor.

Grading Principles

Depending on where you are studying abroad, grading practices may feel different from your school in the US. You will be informed of the local grading culture during orientation for host university courses. CIEE-taught courses generally align with US grading standards (A-F grades based on a 0-100 scale).

CIEE Grade Scale

Grading for all CIEE-taught courses, including course assignments and final grades, follows the CIEE Grade Scale.

CIEE Course Grades	Recommended U.S. Grade Equivalent
92.50 - 100.00	A
89.50 - 92.49	A -
86.50 - 89.49	B +

79.50 - 82.49	B -
76.50 - 79.49	C +
69.50 - 76.49	C
59.50 - 69.49	D
0.00 - 59.49	F

Pass/Fail and Audit

Pass/fail registrations are not permitted on CIEE programs. All CIEE courses must be taken for a letter grade and students may not register for host institution courses that are offered pass/fail.

A student who carries a full courseload for credit may audit additional courses only at some CIEE locations, with a) written authorization from the study abroad office at the home institution, and b) the approval of the CIEE Center Director. A student is not allowed to change from audit to credit status, or vice-versa, after the end of the Add/Drop period.

CIEE will report letter grades for all registered (attempted) coursework, including failing marks, regardless of any pass/fail grading policy at the home university. Grades are awarded for student performance using a U.S. system of letter grades, a host-country system of letters, numbers, and/or descriptors, or a combination of these methods. Final authority for grade and credit transfer rests with the student’s home school, whose policies may determine that the student will receive credit/no credit or pass/fail grades on their own transcript.

Please attempt to earn a passing grade in all courses you are registered for after the course withdrawal deadline. Students often mistakenly believe that Fs don’t matter if they do not need the course to count toward their degree or if they do not intend to request it to appear on their university transcript. CIEE is required to report all your grades earned and this means an F may appear on any transcripts you submit later to graduate or professional school.

Academic Records

Upon completion of the program, all student grades will be reported to the student’s home institution, or directly to Autonomous students, by CIEE Academic Record or, School of Record (Tulane University) transcript. Courses that use Canvas give you the opportunity to see your grades as the instructor enters them. The cumulative grade in Canvas is not necessarily your final grade for the course.

Timing of Grade Reports

Home institutions typically receive final grades from CIEE approximately ten to twelve weeks after the program ending date, however, there are some locations that take longer to report grades to CIEE. If your home institution requires a School of Record transcript, you should expect up to an additional three weeks for processing. Inquiries about grades status should be directed to the CIEE Registration Department, not to the local program staff nor to the School of Record.

CIEE Academic Records are not released to credit-seeking students, since students should request their final, earned grades from their home institution (or School of Record, if applicable), that officially grants credit for the program. However, students will be able to view an unofficial record of their final grades via their CIEE online account once the CIEE Academic Record has been sent to their home schools or School of Record. Once grades are processed by your home institution, the final official record of how your grades will count toward your degree is your home institution transcript.

The CIEE Registration staff are the only people authorized to release your final grades. CIEE will not release Academic Records for participants who have outstanding financial or administrative obligations, with the exceptions of participants who have earned failing grades in two or more of their attempted courses, or in one course if the program only offers one course for credit. CIEE will not release academic records to participants through any unofficial method at any time. Requests from participants must be made in writing to CIEE using the instruction on the [CIEE Grades & Transcripts](#) page.

Academic Accommodations

CIEE is committed to equal opportunity in reaching course learning objectives by supporting students with reasonable academic accommodations.

It is your responsibility as the student to present current documentation that details recommended accommodations from your sending school or a medical professional as early as possible: ideally before the start of the program. Early disclosure enables the student and CIEE to gather information and plan for the access available in the host country.

During the first week of the program, you should make an appointment with the Center Director or Academic Director to discuss potential accommodations and develop an implementation plan that addresses the specific context of the study abroad program.

Any accommodations must be reasonable and feasible for the location of study and take into consideration local conditions and cultures, as well as the duration and nature of the program. Students may experience, but cannot expect, support to mirror what they may receive in their home communities and campuses. In addition, the time-compressed, intensive nature of some programs may limit flexibility and adjustments to attendance policies, assignment deadlines, and exam dates, for example.

Academic accommodations are individually determined by the CIEE Center or Academic Director in conversation and consultation with the student and the home school (when applicable). At sites offering direct enrollment at a local university, CIEE will create options to support students in coordination with (but perhaps also limited by) procedures and deadlines at those institutions.

Students cannot seek retroactive use of academic accommodations for any graded assessments completed prior to the presentation of documentation and the development of an implementation plan.

Academic Integrity

CIEE expects you to exhibit the highest standards of academic honesty. Any attempt to gain an unfair academic advantage is potentially a violation of these standards and may result in failing an assignment, course, or even being dismissed from the program. Standards of honesty and norms governing originality of work differ from country to country. We expect students to adhere to both U.S. and local

norms, in the case of courses at local universities, and in the case of conflict between the two, the more stringent standards will apply.

The following are examples of expectations of academic integrity:

- Examinations, quizzes, and other assignments, whether completed in or outside of class, must be done without assistance from another person, without consulting the work of another person, and without access to notes, books, or other materials or tools, including artificial intelligence (AI) tools, unless the professor has explicitly invited collaboration or the use of resources or tools.
- The same work may not be submitted in more than one course, nor may work submitted at another educational institution be submitted to satisfy a requirement while studying abroad.
- The work of another person or source must be documented in any written papers, presentations, or other assignments. This usually is done when quoting directly from another's work or including information told to you by another person (the general rule is that if you must look something up, or if you learned it either by reading, viewing, or hearing something, you must document it).

Additionally, sharing course materials, whether copywritten or not, without the author's expressed, written consent, is a violation of academic integrity and may also violate intellectual property laws in your program location. This includes, but is not limited to:

- uploading any course texts, presentations, lecture notes, or assignment/test submissions (including your own if it could give another student an unfair advantage) to web sites like "Course Hero" or similar repositories of papers and study materials.
- duplicating and distributing course materials that are not public domain in your program location.
- sharing any materials posted to the course Canvas site with anyone not registered for the course, including discussion entries and instructor comments.

Finally, any other behavior that, in the opinion of CIEE, may lead to an unfair academic advantage is a violation of academic integrity standards. This is true even if the behavior itself is not directly cheating or academic in nature, for example, feigning illness or securing medical documentation for an absence under false pretenses in order to get more time to complete an assignment.

The consequences for violating academic integrity standards can range from a grade reduction or failure in a particular assignment (for relatively minor, perhaps unintentional mistakes) to failure of an entire course for flagrant violations. Faculty will report any suspected violations to the Center Director/Academic Director immediately. Faculty can, if they deem it appropriate, require students to submit an academic integrity declaration form with each assignment. Please note that academic irregularity discovered after a student has left the program will still be investigated and sanctions may be applied retroactively.

Program Dismissal

Participants are expected to comply with all academic and behavioral regulations established by CIEE, their home universities, and the host university. CIEE may dismiss any student who does not comply

with the regulations and requirements in this academic manual and the [CIEE Participant Contract and Terms & Conditions](#).

Students who are failing 50% or more of their attempted courses in any one term of a multi-term study plan may be prevented from continuing into the next program term for failure to remain in good academic standing. Your Center Director may issue a warning letter and/or require you to provide periodic, written academic progress reports from their course instructors if you are not acting in compliance with program regulations or performing well in classes. If a warning letter is issued, students are expected to take responsibility for changing their behavior or risk early dismissal and consequent loss of time, money, and academic credit.

A student dismissed from a CIEE program, following the Add/Drop period, will fail all academic classes not yet completed and a grade of “WF” (Withdrawn Failing) will be reported for all classes not yet completed. A student dismissed prior to the end of the Add/Drop period will have no grades reported for any registered coursework. CIEE does not grant program fee refunds to students who are dismissed.

Feedback

CIEE welcomes your feedback on your academic experience while on your program. If you have questions or concerns, please discuss them with your instructor. If your issues are not resolved, request a meeting with CIEE academic staff. Locations with a Student Representative Council (SRC) also have this body to bring issues to staff’s attention.

Course/Program Evaluation

Your thoughtful evaluation of your courses and your program is crucial to CIEE. We value student feedback to improve and maintain academic quality for future classes. Please complete the course evaluation survey for each class you are taking before the end of the term. Make sure also to complete the program evaluation before you depart from your program location. You will receive an email prompt to complete each evaluation survey. The link can also be found in your MyCIEE account.

Note: program evaluations ask you to rate your “CIEE” and “Host Institution” academic experience. Remember only to answer for both if you are taking courses taught both by CIEE instructors as well as courses taught at/by a local university.

Grade Appeals

CIEE believes that, except in rare cases of administrative error, obvious discrimination, or other unfairness, each instructor has the final authority, in alignment with CIEE academic policies and standards, to assess and evaluate work submitted by the students.

A student who has credible evidence their final course grade is inaccurate because it deviates from the course requirements as expressed in the final syllabus may file an appeal. Students wishing to appeal a grade must contact the CIEE Registration Coordinator for the program by writing to Registrar@ciee.org. When the course in question is one taken at a local university (as opposed to a CIEE-taught class), students should first avail themselves of any appeal processes available at that school.

For CIEE-taught classes, or host institution classes where there is no local grade appeal process available, students have three months from when grades are posted to their CIEE online accounts to file an appeal

with CIEE. If a student has a grade hold for any reason, CIEE will not consider the student's request to file a grade appeal until the hold has been resolved, and students with holds have no more than 5 months from the advertised program end date to resolve the hold and submit a grade appeal.

The CIEE Registration team will manage the appeal process, including outreach to onsite staff to request information that will allow the CIEE Academic Appeals Committee to decide the appeal. The outcome of appeals is final.

Please note that appeals may take at least 2-3 months to be fully adjudicated, though CIEE makes every attempt to process any appeals received as soon as possible. CIEE will not consider requests for exceptions to the appeal submission timeline.

Final Considerations

For anything that is not discussed here or remains unclear, please consult your CIEE academic program staff directly.

We wish you an amazing and rewarding study abroad learning experience with CIEE!

Appendix

CIEE Code of Academic Conduct

Introduction

These ground rules, applicable to in-person and online class sessions, are designed to ensure everyone, students and faculty alike, enjoys a respectful and supportive exchange of ideas.

Students are expected to:

1. **Arrive on time and stay for the entire class or co-curricular session.** If you need to step out, do so politely and only briefly. Let your instructor know if you need to miss or leave class for any reason. It will be appreciated and helpful, but remember that *all* absences, including missing part of a class session, will result in a lower participation grade for any affected CIEE course.
2. **Create a respectful and inclusive learning environment.** Engage in the course subject matter, materials, and discussions with a spirit of openness and respectful curiosity for opinions and ideas that might be new or different to you. Recognize and value diversity as a benefit to any learning environment. Assume all contributions to our learning are offered in this spirit.
3. **Come prepared and contribute constructively.** Prepare all course materials thoughtfully and come to class ready to engage based on the expectations set by the instructor and fellow students. Let everyone speak and listen to everything that is offered. Ask questions to advance—not derail—the conversation.
4. **Remain engaged.** Turn off your phone. Use your computer, if allowed by the instructor, only for the work at hand. Avoid side conversations or chats: they distract the instructor and other participants. If joining remotely, keep your camera on. Use a virtual background if you want to protect the privacy of your space.
5. **Do not eat or drink in class**, even remotely, unless invited to do so by the instructor and permitted by the facility.
6. **Dress appropriately** and be mindful of local cultural definitions of what is “appropriate.”
7. **Address instructors respectfully.** Unless invited to do differently, refer to them as “professor.” Use proper, complete greetings in written correspondence (emails). Do not send texts. Ask questions but do not make demands.

For whatever we have left out or remains unclear, contact your Center Director or Academic Director. Please report any violations of this code to any member of the CIEE Academic Affairs team, as well. Violations of the Code of Academic Conduct can result in disciplinary sanctions contained in this manual and the [Participant Terms and Conditions](#).