

## CET Academic Policies

CET is committed to maintaining the highest academic standards in all 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 on-site.

### Course Load

All CET students must take a full course load regardless of individual credit requirements. Students may underload or overload in cases of a compelling need and written permission from 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

Students' written and submitted assignments are to represent their own thought and work product. 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.
- Using text written by an artificial intelligence (AI) generation system as one's own.
- 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 on-site academic staff.

### Research Ethics

Students who plan to conduct primary research on a CET program are responsible for ensuring that it conforms to the CET Human Subjects Research Policy as applicable, and adheres to ethical practices.

### Attendance

Attendance in class, orientation, field study course components, internship placements, and co-curricular activities as well as completing assignments and assessments as scheduled is an integral part of successful participation in a CET program. Attendance expectations are outlined in the CET Attendance Policy.

### **Academic Accommodations**

To the extent possible, CET will provide reasonable accommodations to students with a learning, physical, or mental disability as documented by their home institution's Disability Services Office. Provision of certain accommodations may vary by program site, and CET cannot guarantee accommodations for direct-enroll courses at host universities. Students are strongly encouraged to request any anticipated accommodations during the pre-departure process.

### **Course Add/Drop**

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 ('I') 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. To be eligible, students must have a passing grade, there must be 25 percent or less of the program time remaining, and academic circumstances must allow for completion of exams or final assignments after departure (if applicable). Additionally, students must have an approved CET Course Completion Plan, which articulates a clear plan and due dates (no later than 30 calendar days from the program end date) for all remaining coursework to be completed. If the student fails to complete the required work by the deadline, the 'I' will convert into an 'F' on the transcript.

### **Course Withdrawal**

If students wish to withdraw from a CET course after the add/drop period has concluded and within four weeks from the last day of class (two weeks for summer) they must complete the Request for Withdrawal from CET Course form, demonstrate a compelling academic, personal, or medical reason, and provide home school approval for the withdrawal. Students must maintain full-time enrollment without the withdrawn course and final approval is at the discretion of on-site academic staff. Courses from which a student has withdrawn are marked as 'W' on the student's transcript, and the student must continue to attend classes until receiving course withdrawal approval. Unauthorized withdrawal, or failure to complete a course, results in zeros being assigned for coursework not submitted and the final grade calculated accordingly.

Withdrawal from a direct-enroll course at a host university may differ from CET courses with regard to timing and what mechanisms for withdrawing, if any, might exist. Regardless, students should inform their home institution and CET staff of their intention to withdraw from a direct-enroll course before doing so.

### **Program Withdrawal**

Any student who must depart their program before the published end date is required to complete a CET Program Withdrawal Request form prior to departure to secure approval. If a student withdraws from the program after the add/drop period and is passing their courses at the time of departure, all courses are marked as 'W' on the student's transcript. CET faculty are unable to change the due dates or the format of remaining coursework submissions to accommodate program departure in non-emergency situations. Students who demonstrate a compelling academic, personal, or medical reason (as determined by CET staff) may request credit for coursework that is incomplete at the time of withdrawal. Courses for which the student is seeking credit are deemed Incomplete ('I') until outstanding coursework is completed. To be eligible, students must have a passing grade, there must be 25 percent or less of the program time



remaining, and academic circumstances must allow for completion of exams or final assignments after departure. Additionally, students must have an approved CET Course Completion Plan, which articulates a clear plan and due dates (no later than 30 calendar days from the program end date) for all remaining coursework to be completed. If outstanding coursework is not submitted by the stated deadline, the 'I' will convert into an 'F' on the transcript.

A completed CET Program Withdrawal Request form should be submitted prior to the student's departure, and no later than 10 days following departure from the program. If not received, the student will receive zeros for remaining assignments and exams which will be calculated into their final grade. CET does not grant partial credit for courses that are not completed prior to a student's departure. If a student is dismissed from a CET program following the add/drop period, they will receive an 'F' for all courses in progress at the time of departure.

### **Remote Learning**

CET programs are designed to be conducted in person to maximize learning in the context of the local setting. CET is not obligated to provide remote access to courses, but in emergency situations (affecting student physical and/or mental health) may be able to make temporary arrangements. CET faculty are unable to change the course delivery format from in-person to remote learning to accommodate individual students' program departure. Up to 20% of internship hours can be completed remotely in approved circumstances, dependent upon the internship host. In the rare event that the academic delivery of an entire program is disrupted (e.g., national emergency, civil unrest, natural disaster, or other health/safety-related reason) resulting in temporary suspension of in-person learning or program closure, CET, at its discretion, will make a reasonable effort to deliver academic coursework via virtual learning on-site or, in the case of a program closure, after returning home.

### **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.

### **Retaking Courses**

Students are discouraged from repeating a CET or direct-enroll course they have previously taken and passed (with a grade of 'D' or higher). However, in some circumstances students may receive an exception to retake a passed course at the discretion of on-site academic staff. Both instances of the course will appear on the student's transcript with the second attempt considered for credit and factored into the study abroad GPA. If permitted, the process for retaking a previously passed direct-enroll course at a host institution may differ from CET courses. Students retaking a previously passed CET or direct-enroll course must be registered for a full course load (minimum 12 credits) not counting the first course attempt.

### **Grade Appeals**

Students in CET courses have the right to appeal grades within 30 calendar days of being notified their final grades have been posted to their CET online account. Criteria for the basis of the appeal are outlined in the Grade Appeal Process and the Grade Appeal Form. Appeals made based on disagreement with an

instructor over a student's level of effort or quality of their academic work will not be considered. Once posted, final grades can only be changed through the Grade Appeal process.

Direct-enroll courses at host universities differ from CET courses regarding 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 for a direct-enroll course, but CET does not manage the process or have input into the decision rendered.

### **Transcripts**

Official transcripts are made available to students 8-10 weeks after the conclusion of the program. Depending on the type of academic documentation accepted by a student's home institution, official transcripts are either automatically sent to the home institution or students must request the transcripts be sent. Final grades are posted to student accounts 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 as specified for the duration of the program. Specific parameters of the language pledge are provided in on-site 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. Direct-enroll courses must be taken in an in-person format.

### **Grading**

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

<b>Quantitative Scale</b>		<b>Qualitative Scale</b>
A	93 to 100%	A range: Excellent. Consistently outstanding performance throughout the semester.
A-	90 to <93%	
B+	87 to <90%	B range: Good. A solid performance that is above average, but not outstanding.
B	83 to <87%	
B-	80 to <83%	
C+	77 to <80%	C range: Satisfactory. An average performance wherein the minimum criteria listed in the course syllabus has been achieved.
C	73 to <77%	
C-	70 to <73%	
D+	67 to <70%	D range: Minimal pass. Work is seriously deficient in multiple areas including reasoning, writing, attendance, and participation.
D	60 to <67%	

Quantitative Scale		Quantitative Scale
F	<60% 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 transcribed by US partners.