



Academic Manual for Students

Academic Year 2024-2025

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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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.

institutions that report course workloads on a basis other than the U.S. semester-hour system. Final

Class Engagement

Engagement 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 and use of Canvas. Engagement activities will contribute to your final course grade just like other assessments.

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 fully support your health and safety by ensuring you are participating in all academic activities. Therefore, students are required to attend class meetings, be punctual, and remain for the entire session. 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 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 if absenteeism is connected to issues that question your suitability for continued participation.

When, in the opinion of CIEE, absences are caused by unavoidable, justified circumstances, every

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

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 instructor's discretion. Please make sure you understand your instructor's policy on make-up opportunities.

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.

- < 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

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

