



Academic Manual for Students 2021-2022

CIEE 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 is built to familiarize you with the measures in place to ensure the highest possible academic standard of all our programs and to deliver positive experiences in the classroom for both students and faculty. We also need you to understand 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 host university are governed by that institution's rules. Do not assume these are the same as the policies of your school in the US. Students are expected to familiarize themselves with the rules that apply to 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 their Participant Agreement (contract). In case of any conflict between those documents, the policy in the Participant Agreement applies.

ACADEMIC CULTURE

Every society has its own academic culture. You will be introduced to your new local academic culture during orientation, but some generalizations might be helpful for fitting in:

- US higher education institutions tend to be less formal than many other cultures where CIEE holds programs. Students in other cultures often dress more like they are going to work than to school, instructors are addressed with titles and surnames (unless they invite you to use first names). Emails should always include a proper, formal salutation.
- Don't be surprised if faculty at local host universities or in CIEE centers are more distanced and seem less approachable than at home. It does not mean they will not help you if you are confused, but they will probably wait for you to raise the issue.
- You usually shouldn't eat or drink anything in a classroom.
- students in other countries tend to be more self-directed than in the US. Your instructors might not see it as appropriate to remind you of due dates, direct you to resources, or monitor your progress toward assignments that might not be due until later in the term. Your CIEE staff are a good resource if you ever feel lost.
- Feedback might feel more direct and even insensitive compared to what you might be used to. If you are criticized by an instructor or (local) student, try to hear it in the context of the local culture. That said, CIEE does not tolerate discrimination or harassment. If you think this is what is happening, report it immediately to our staff.

Since some CIEE instruction has an online component, please also review the Code of Online Student Conduct in Appendix D below.

CIEE COURSE STRUCTURE

The key components of any CIEE-taught course and what you need to know.

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 each syllabus will contain:

- course learning objectives and the strategies to achieve them
- course topics broken down by themes and/or weeks
- expectations for major assignments and (approximate) due-dates
- how your final course grade will be determined (percentages of assessment categories)
- course materials you need to prepare and where to find them
- 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 because each instructor customizes the course closer to the start of the term. The instructor may make further slight adjustments to the syllabus during the course as needed to meet the learning goals better or due to changes in local conditions. Revised syllabi supersede any previously distributed versions.

Canvas Learning Management System (LMS)

CIEE-taught courses are augmented by using an LMS. You should expect to use Canvas almost daily. It is the primary communication tool between you and your instructor and fellow students when you are not in a classroom together.

Canvas is used:

- to house the final syllabus for the course (there is no requirement for faculty to distribute printed copies)
- for the instructor to take attendance for all required course sessions
- to post all assignment due dates and events (Canvas calendar)
- to host digital course materials and/or provide links to same
- to communicate via the Inbox function (email), announcements, and discussion forums
- for you to submit most if not all assignments, take quizzes and exams, and to receive feedback according to assignment rubrics

as the course gradebook so you can stay informed on your progress.

CLASS ATTENDANCE

CIEE strives to create engaged learning communities among students and between instructors and students. Therefore, regular class attendance is required throughout the program. This includes all classroom meetings as well as required online or experiential (co-curricular) class sessions, and work hours at internships or service-learning projects. CIEE program class attendance standards are outlined below.

An absence in a CIEE course will only be considered excused if:

- it is a single, self-certified absence for illness (see below), or
- a doctor's note from a local medical professional is provided, or
- evidence of a family emergency is provided.

Additionally, advanced approval by the CIEE Center Director / Academic Director is required if absence is related to observance of a major religious holiday.

Personal travel and/or travel delays are not considered justifiable reasons for missing class. No make-up or re-sit opportunity will be provided.

Instructors may not excuse any absence. Permission may only be granted by the CIEE Center Director, Academic Director, or their designated staff member. While instructors should not be asked to excuse an absence, you are required to let your instructor know as soon as possible about any absence.

Attendance during Add/Drop Period

Students who transfer from one CIEE class to another during the on-site 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.

Tardiness/Early Departure

For CIEE classes, students will be marked absent if they miss more than 25% of class time in any given session, including tardiness or early departure. Attendance policies also apply to any required co-curricular class excursion or event, as well as to internship, service-learning, or other required field placement time.

Self-Certification of Illness

Self-certification of illness for absence is acceptable for only one absence per course. Students should inform the instructor of their absence before the class as soon as possible. Students must contact their Center Director / Academic Director (or designed staff) to complete the self-certification process and approve a plan to complete missed work or alternative assignments.

For missed assessments equal to or less than 5% of the final course grade, a 24-hour extension for submission applies, or an alternative assessment may be approved by the Center Director / Academic Director. When students are absent due to illness for more than one class and/or miss deadlines/assessments worth greater than 5% of the final course grade, students cannot self-certify. In this case, students must submit a doctor's note to the Center Director / Academic Director.

Absenteeism: Consequences and Grade Penalties

Students who miss **over 10%** of classroom or other required meetings/placements:

- instructor and local academic staff will contact student to inquire as to their well-being and remind about the expectation to attend class. Participation and any other graded work not completed due to absence is marked as zero unless absence is excused and make-up is feasible.

Students who miss **over 20%** of classroom or other required meetings/placements for unexcused absences will:

- be contacted by their instructor and local academic staff to inquire as to their well-being and remind them about the expectation to attend class.
- receive a **grade penalty of 10% off** the total course percentage (based on 100% maximum possible), lowering the final course grade accordingly. E.g. a final grade of 93% (A) is lowered to 83% (B) due to excessive absences.
- receive a warning letter sent to the student and their home institution.
- have any graded work not completed due to absence marked as zero, unless absence is excused by the CIEE Director or Academic Director, in consultation with CIEE Academic Affairs, and if make-up is feasible.

Students who miss over 20% of the absences for excusable reasons, as determined by the Center Director / Academic Director, will not be subject to the final attendance grade penalty.

Persistent and continuous absenteeism can become grounds for dismissal from a program. All students are required to remain at their program location until the final program date, and to complete and turn in all academic work, including examinations and papers, prior to departing the site.

CLASS PARTICIPATION

Participation is valued as meaningful contribution in the digital and tangible classroom, as well as the internship or service-learning placement, utilizing the resources and materials presented to students as part of the course/placement. Meaningful contribution requires students to be prepared in advance of each class session and to have regular attendance. Students must clearly demonstrate they have engaged with the materials as directed, for example, through classroom discussions, online discussion boards, peer-to-peer feedback (after presentations), interaction with guest speakers, and attentiveness on co-curricular and outside-of-classroom activities. Every class should try to provide students with enough different ways to participate meaningfully to fit all learner and personality types.

For any course taught entirely or primarily online, students must demonstrate engagement within the first week of the course or they will be dropped from that course. “Engagement” is more than just logging into the course on Canvas. Students must establish a record of participation in academically related activities in order to comply with this requirement. Academically related activities include, but are not limited to:

- submitting an academic assignment
- taking an exam or quiz
- attending a study group that is assigned by the instructor
- participating in an online discussion about academic matters, designed by the instructor; or
- initiating contact in Canvas with the instructor to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- logging into an online class without active participation
- contributing to or engaging in the CIEE Orientation or Community Course(s)

ASSIGNMENTS, GRADING, AND FEEDBACK

Every assignment must have a clear date/time when it is due and how to submit it (usually submission will be via Canvas):

Assignment Due Dates and Penalties

- All assignment submission deadlines must appear in Canvas (if used)
- Students will not be penalized for submissions up to and including 1 hour late
- Assignments will be accepted late up to and including 24 hours after the deadline
- Students submitting work from 1 hour and 1 minute late up to and including 24 hours late will be penalized 15% from the assignment

- Student work submitted from 24 hours and 1 minute late onwards and will receive a zero grade.

Truly exceptional circumstances causing a student to request special consideration to submit an assignment late must be approved by the Center Director / Academic Director — individual professors do not have the authority to grant exceptions. (Computer / Technical issues are rarely considered to be an acceptable reason for granting an exception – students need to be sure to regularly save back-up copies of all work.) If an exception is granted by the Center Director / Academic Director, the new deadline for the assignment will be set for the next earliest possible date for the student to reasonably submit the assignment.

Grading Policies and Procedures

Students are not permitted to take CIEE or host institution classes on a pass/fail or credit/no credit basis (with the exception of non-credit Survival Language courses). All classes must be taken for a grade with CIEE, regardless of whether or how the course credits or grades may transfer back to the student's home institution. CIEE is required to submit letter grades for all courses to your home school. Final authority for grade and credit transfer as well as any decision to allow pass/fail or credit/no credit rests with your school.

Grading Principles

Depending on where you are studying abroad, faculty and host institution grading practices may feel familiar or very different from your school in the US. You'll get an introduction to grading cultures during orientation. For courses administered by CIEE through our own faculty, you will find general overlap between US grading standards (A-F grades based on a 0-100 scale), but don't expect them to be identical. Grading for all assignments in CIEE-administered courses follows the **CIEE Rubric** (see Appendix A).

Your instructor is solely responsible for grading your work. 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**, however, as absence penalties, if any, are not yet factored in. Neither your instructor nor on-site CIEE staff can provide official final grades to you. For that, you have to wait for our Registrar to process the grades to your home institution. This can take several weeks so please be patient. Your grades appear in the CIEE online student portal once reported to your home school. For the final, official record of how your grades will count toward your degree, you must contact your home institution. CIEE will not release grades to participants over the phone at any time. Under no circumstances can onsite staff or a faculty member report a final grade, verbally or in writing. **Members of the CIEE Registration Team in Portland are the only individuals who are authorized to release final grades.**

A good tip for students is to keep copies of any significant assignments that you turn in for one year after the program end date, and it's good to have a hard copy print out where possible. Lost computer files, crashed hard drives, and deleted emails are not acceptable reasons for not having this information if CIEE or the home school requests the student to provide it.

Evaluation

CIEE welcomes student feedback on your academic experience while you are on site for your program. If you have questions or concerns, please discuss with your instructor. If your issues are not resolved, request a meeting with the program's academic staff. Locations with a Student Representative Council

(SRC) also have this body to bring issues to staff's attention. See "Feedback and Grievances" below for more information.

When the course is nearly over, you will receive an email prompt to complete a course evaluation survey. The link can also be found in your CIEE online account. We value student feedback greatly, and it helps us improve and maintain academic quality for future classes. Evaluations are private to promote honest and direct feedback, but please remember that only thoughtful and respectful commentary is useful and helpful to anyone. Please complete the course evaluation survey for each class you are taking and submit before the end of the term or before you depart from your program location.

Add/Drop Period

At most centers, when the program is not a "set" curriculum, students are permitted to make changes in their course selection during a brief period at the beginning of a term. However, CIEE Add/Drop periods may vary from program to program and may be earlier than the Add/Drop period of the host institution. In these instances, the CIEE Add/Drop deadline is the official deadline for all CIEE program participants, not the host institution deadline. In semester programs, the CIEE Add/Drop period will end no later than the second full week of regular classes for each academic term. In 6 - 10-week programs (block-based and some summer programs), the CIEE Add/Drop deadline will end no later than one week after classes begin. For programs under 6 weeks (January and summer short-term programs) the CIEE Add/Drop deadline will end no later than the end of the second day of classes. After the CIEE Add/Drop deadline, no changes are permitted in registration, other than those to correct clerical errors.

Later in the term, you need to confirm your registration in your CIEE online account. Failure to confirm registered classes does not keep the grades from being reported to the home institution—it is merely meant to be an opportunity for you to correct any administrative errors.

Students on CIEE programs are required to take a full course load as offered by each program, usually the equivalent of 15 - 18 U.S. semester-hour credits for one full semester. Unless the advertised program course load requirements indicate otherwise, no students are allowed to 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. Students requesting to enroll in more credits than advertised for the program will be advised in writing of any supplemental tuition fees that may be associated with the credit overload and will be responsible for payment to CIEE for any such incurred fees.

Online/Hybrid Courses

Whether taught by CIEE or a local host university, students are responsible for getting home school academic approval for courses delivered in an online format. Always check with your advisor before registration about what courses and delivery methods are allowed by your home institution.

Students are reminded of the requirement to remain on site for the entire duration of the program (weekend/vacation period travel notwithstanding). Students who participate in online/hybrid courses taught at your own program location are normally expected to attend face-to-face instruction. Students taking a class taught remotely from a different location are expected to participate only from the city of your CIEE program. For example, if you are at CIEE Berlin taking a course taught from CIEE London, you must attend class remotely from Berlin. This is because every course is "localized" by academic staff to allow you to engage the subject matter within the context of your program location as well as the location of instruction. You are reminded not to travel on days when instruction is happening.

Withdrawal from a Course

If you want to drop a course after the Add/Drop deadline, you must request a withdrawal. Withdrawing from a course is not a right: it must be approved. Students are required to be registered with CIEE for the total minimum credits as advertised for the program. If exceptional circumstances warrant, the student may request permission from the Center Director / Academic Director to withdraw from a course; however:

- Students participating in a semester program are not allowed to drop below a total of 12 U.S. semester credits
- Students participating in a block-based semester program are not allowed to drop below the minimum total number of advertised credits for the program and/or block
- January and Summer term program students are not allowed to drop below the minimum total number of advertised credits for the program and/or session.

Even if you don't need the credit for a course, you still need permission and must follow the withdrawal process.

In order to withdraw from a course, you will need to have permission from both the CIEE Center Director / Academic Director and home school study abroad office. A Course Withdrawal form must be completed by the student and CIEE Center Director / Academic Director. You must continue to attend classes until the course withdrawal is approved. **If you stop going without approval to withdraw, you will receive a failing grade (F) for the course.**

If the request takes place after the Add/Drop deadline, but before the Course Withdrawal deadline (usually the mid-point of the term) and is approved by CIEE and the home school study abroad office, a grade of "W" (Withdrawal) is entered on the CIEE Academic Record for the class.

Incomplete Courses

Incompletes are very rarely granted and then only for exceptional circumstances. Never count on getting an extension or incomplete for a course while on a study abroad program. Individual professors do not have the final 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 on site for review and final approval. **If you do not have an approved incomplete and plan to make up the work prior to departure, a grade of "F" will be assigned for all incomplete work.**

If an incomplete is warranted, CIEE staff will work with your instructor to draft a plan to finish the course requirements and record it in an Incomplete Course form. 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).

If the student misses the deadline for completing work for Incomplete courses, all Incomplete coursework will automatically be converted to failing grades (F), and no further extensions will be granted. Similarly, students who have been granted an Incomplete may not later request to receive a grade of "W" (withdrawal) for the course in question, regardless of circumstance. It is the student's responsibility to comply with the approved plan requirements and deadline for the Incomplete coursework and to remain in contact with the professor and/or Center Director / Academic Director

throughout this time.

Withdrawal from a Program

All students are required to remain at the program location until the final program date and to complete and turn in all academic work, including examinations and papers, prior to departing the site. Leaving early for a family event, for a job or internship, or due to the start of a term at your school back home will not be excused and any missing work will receive a grade of fail (F).

Any student who chooses to depart (voluntary withdrawal) a program early is required to complete a CIEE Program Withdrawal Form prior to departure and secure approval from the Center Director / 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 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 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 Withdrawal (W) 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 withdrawal date is after the Add/Drop deadline, but prior to the Course Withdrawal deadline**, a grade of Withdrawal (W) will be reported for any uncompleted courses. Any courses for which all scheduled class meetings have occurred and all coursework has been submitted, will have the earned grade and credits reported on the CIEE Academic Record.
4. **If the withdrawal date is after the Course Withdrawal deadline** and prior to the end of the program, or the student fails to complete and turn in all required academic work already due prior to departure, the student will receive a **failing** grade in his or her courses and/or for any outstanding assignments or exams.

There are only a few circumstances that may warrant exceptional approval of a withdrawal after the Course Withdrawal deadline: a serious accident or illness, a severe psychological problem, or a severe family problem. If, in an emergency, a student needs to depart early or is unable to complete a requirement of one or more courses after the Course Withdrawal deadline, the student must ask permission from the Center Director / Academic Director who will consult with the Regional Director of Operations and CIEE Academic Affairs. In the rare instance that the CIEE grants an exception to the Course Withdrawal policy, CIEE will assign one of two grades for courses left uncompleted:

- a grade of Withdrawal (W) if the student leaves the program after the Course Withdrawal deadline, is passing the courses in question at the time of departure, and receives approval from the CIEE Academic Affairs
- a grade of Incomplete (INC) if the student leaves the program after the Course Withdrawal

Deadline and with less than 20% of the program remaining (calculated in days from the advertised program end date), and where academic circumstances allow a student to complete exams or submit final assignments that occur after his/her departure. Under these circumstances, students must receive written approval to be issued an INC for these courses, accompanied by a clear outline of completion requirements and due dates for all missed work, as noted below.

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, in an effort to help the home school determine whether they are willing and able to grant partial credit toward the home school transcript and/or degree program.

Dismissal from a Program

Participants are expected to comply with regulations established by CIEE, their home universities, and the host institution.

CIEE may dismiss without warning from the program any student who does not comply with the relevant regulations and requirements as outlined in the CIEE Participant Contract and these Terms & Conditions. This includes for academic reasons. At any point CIEE has knowledge that a student is failing 50% or more of the attempted courses in any one term of a multi-term study plan, the student may be subject to dismissal by CIEE at any point prior to completion of the original program terms beyond those to which the student was accepted. This means that you will not be allowed to start subsequent terms (semesters, blocks, sessions) if you are failing more than half of your current courses. Similarly, requests for extensions to study for additional terms beyond those to which the student originally applied will be denied. In some but not all cases, the Center Director / Academic Director issues a warning letter to students and/or require students to provide periodic, written academic progress reports from professors, if they are not acting in compliance with program regulations or performing well in classes. If a warning letter is issued, you are expected to take responsibility for changing their behavior or risk early dismissal and consequent loss of time, money, and academic credit. CIEE does not grant program fee refunds to students who are dismissed from their programs. 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.

Academic Disruptions

Occasionally, sites will be impacted by circumstances outside of their control that impact student's academics, for example university strikes by professors, staff, or students; natural disasters; and government shutdowns. CIEE will do whatever it feasibly can to help you complete your courses on site or after returning home, if it is necessary to leave, but such disruptions may lead to missed or cancelled classes, disruption of exams, or a dissolution of the term as a whole.

FEEDBACK and CONCERNS

Students have the right to bring forward academic concerns about their classes, their performance, their program, or their peers, but must do so in a manner that does not openly disrupt the learning environment. If students wish to submit formal complaints while on site and during the program, they may do so through the following procedure.

General Procedure

Wherever possible, concerns raised by students should be resolved informally without recourse to formal procedures. If you have a complaint about any aspect of the student academic experience, it should be raised first directly with your instructor or, in the case of another student disrupting your educational experience, directly with that person. If you are unable to resolve the complaint informally, please bring your concern directly to site staff (Center Director or Academic Director, ideally). You can also bring the matter to the attention of the Student Representative Council (SRC) if your program has an SRC.

In the case of academic complaints, it is important to note that individual instructors do not have the final authority to extend assignment deadlines beyond the end of the program, make special arrangements for students, or otherwise modify the CIEE academic policies. Any special arrangements tentatively proposed by instructors must be submitted to the Center Director / Academic Director on site for review and final approval, and in some cases authorization from the CIEE Portland office may need to be sought.

Early Resolution

It is expected that the staff person to whom a complaint is brought informally should seek to resolve any concerns that have been raised. Staff may also recommend that a facilitated discussion take place. Both are voluntary and will only take place if all parties agree. However, CIEE encourages the early resolution of issues through these means where appropriate.

Student Representative Council Review

The SRC, if your program has one, will raise any received complaints from students in the regular meeting with CIEE staff and the complaint will be addressed in the meeting in which the complaint is raised or the subsequent meeting.

On receipt of the complaint from the SRC, the Center Director will work to manage a quick resolution where possible.

Grade Appeals

On occasion, a student may appeal a grade s/he thinks is unfair. When the course in question is one taken at a host institution (as opposed to a CIEE-administered class), students should first avail themselves of any appeal processes available at the host institution. If it is not possible for you to appeal a grade with the host institution directly, or if the course in question is a CIEE-administered class, the CIEE Portland Registration Team will manage the appeal process, including outreach to onsite staff to request information that will allow the CIEE Academic Appeals Committee to adjudicate the appeal. Following the Appeals Committee's consultation with the Center Director / Academic Director, the Committee will recommend that the grade be changed or the appeal be denied. Faculty and on-site staff cannot change grades.

Students wishing to file a Grade Appeal after the end of the program must contact the CIEE Registration Coordinator for the program, by writing to registrar@ciee.org.

ACADEMIC HONESTY

CIEE subscribes to standard U.S. norms requiring that students exhibit the highest standards regarding

academic honesty. Cheating and plagiarism in any course assignment or exam will not be tolerated and may result in a student failing the course or being expelled from the program. Standards of honesty and norms governing originality of work differ significantly from country to country. We expect students to adhere to both the U.S. American norms and the local norms, and in the case of conflict between the two, the more stringent of the two will preside.

Three important principles are considered when defining and demanding academic honesty. These are related to the fundamental tenet that one should not present the work of another person as one's own.

The first principle is that final examinations, quizzes, and other tests must be done without assistance from another person, without looking at or otherwise consulting the work of another person, and without access to notes, books, or other pertinent information (unless the professor has explicitly announced that a particular test is to be taken on an "open book" basis).

The second principle applies specifically to course work: the same written paper may not be submitted in more than one course. Nor may a paper submitted at another educational institution be submitted to satisfy a paper requirement while studying abroad.

The third principle is that any use of the work of another person must be documented in any written papers, oral presentations, or other assignments carried out in connection with a course. This usually is done when quoting directly from another's work or including information told to you by another person (the general rule in U.S. higher education is that if you have to look something up, or if you learned it recently either by reading or hearing something, you have to document it).

There are three levels of escalation establishing the seriousness of the plagiarism in question:

- **Level one plagiarism** is minor or unintentional plagiarism leading to passable grade/failing grade on the assignment, depending on perspective of lecturer. No opportunity for resubmission.
- **Level two plagiarism** is significant plagiarism, but potentially due to poor referencing rather than intellectual property theft. This leads to a failing grade (potentially zero points) on the assignment. No opportunity for resubmission.
- **Level three plagiarism** is significant plagiarism, requiring investigation by the Center Director / Academic Director, and subsequent disciplinary panel.

Faculty will report any suspected circumstances of plagiarism to the Center Director / Academic Director immediately. Faculty can, if they deem it appropriate, require students to submit the Plagiarism Declaration Form (Appendix B) with each assignment as it is submitted.

In any case where academic honesty is in question and may impact the grade for the assignment in question, the CIEE Academic Honesty form (Appendix C) will be completed by the Center Director / Academic Director, signed by the professor, and delivered to the student for signature. For any Level three violation, or repeated lower-level violation, the Center Director / Academic Director will inform the student's home institution of the infraction and subsequent penalty. Please note that instances of academic irregularity discovered after a student has left the program will still be investigated and sanctions may be applied even retroactively.

Final Considerations

For anything that is not discussed here or remains unclear, please consult your CIEE academic program staff directly. This academic manual is subject to change without notice. If we do need to make changes, CIEE will do its best to communicate the changes to you.

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

APPENDIX A
CIEE Grading Rubric

Grade	1000-Level Course	2000-Level Course	3000-Level Course	4000-Level Course
92.50-100 A	<p>Exceptional answer which:</p> <ul style="list-style-type: none"> • Is accurate • Is presented in a clear manner • Makes reference to appropriate material • Makes effective use of language • Displays some of the following characteristics: • integration of a wide range of learning resources • originality of exposition or treatment • evidence of insight • critical evaluation 	<p>Exceptional answer which:</p> <ul style="list-style-type: none"> • Is comprehensive and accurate • Is presented in a clear and cogent manner • Makes full reference to appropriate material • Makes effective use of language • Displays some of the following characteristics: • integration of a wide range of learning resources • originality of exposition or treatment • evidence of insight • critical evaluation 	<p>Exceptional answer, an exemplary piece of work showing:</p> <ul style="list-style-type: none"> • A good degree of criticality • An in-depth knowledge and understanding across all the relevant areas • Very thorough coverage of the topic • Significant evidence of wide use of learning resources 	<p>Exceptional answer, an exemplary piece of work showing:</p> <ul style="list-style-type: none"> • A very high level of critical analysis • A very high level of insight in the conclusions drawn • An in-depth knowledge and understanding across a wide range of the relevant areas including areas at the forefront of the discipline • Very thorough coverage of the topic • Confidence in the appropriate use of learning resources to support arguments made
89.50-92.49 A-	<p>Excellent answer showing some of the following characteristics:</p> <ul style="list-style-type: none"> • integration of a range of learning resources • mostly original exposition or treatment • evidence of emerging insight • nascent critical evaluation 	<p>Excellent answer showing some of the following characteristics:</p> <ul style="list-style-type: none"> • integration of a wide range of learning resources • originality of exposition or treatment • evidence of insight • critical evaluation 	<p>Excellent answer showing:</p> <ul style="list-style-type: none"> • A degree of independence of thought and critical judgement • A thorough understanding of the main issues involved • Knowledge and understanding beyond course content • A degree of originality 	<p>Excellent answer showing:</p> <ul style="list-style-type: none"> • Considerable independence of thought and critical judgement with sustained critical analysis. • A well-developed ability to analyze concepts and ideas at an abstract level • A thorough understanding of all main issues involved

				and their relevance <ul style="list-style-type: none"> • A substantial degree of originality • Substantial evidence of wide, relevant and critical use of learning resources • Good understanding of complex and problematic areas of the discipline
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Grade	1000-Level Course	2000-Level Course	3000-Level Course	4000-Level Course
86.50-89.49 B+	Very good answer which to some extent: <ul style="list-style-type: none"> • Is generally accurate and reasonably detailed • Displays an emerging understanding of the main principles and a burgeoning grasp of details • Shows coherent argumentation • Is presented in a logical fashion • Makes reference to appropriate material • Makes effective use of language 	Very good answer which to some extent: <ul style="list-style-type: none"> • Is generally accurate and reasonably detailed • Displays a good understanding of the main principles and a reasonable grasp of details • Shows strong and coherent argumentation • Is presented in a logical fashion • Makes frequent reference to appropriate material • Makes effective use of language 	Very good, comprehensive answer showing: <ul style="list-style-type: none"> • A good awareness of the main issues involved at this level • The ability to analyze concepts and ideas at an abstract level • A good knowledge and understanding of course material • Evidence of use of learning resources beyond required texts or course material 	Very good, comprehensive answer showing: <ul style="list-style-type: none"> • Good understanding of relevant wider issues • Well-developed arguments with evidence of independent thought • A good understanding of course material coupled with ability to relate this to new ideas and concepts • Evidence of wide and relevant use of learning resources • Synthesis / integration of material from other courses or experiences as well as the current course • Evidence of independent or autonomous learning

<p>82.50-86.49 B</p>	<p>Good answer which to some extent:</p> <ul style="list-style-type: none"> • Is reasonably accurate and well informed, albeit with some minor omissions or inaccuracies • Presents a limited range of learning resources • Makes some reference to appropriate material • Makes acceptable use of language, with some inaccuracies 	<p>Good answer which to some extent:</p> <ul style="list-style-type: none"> • Is reasonably accurate and well informed, albeit with some minor omissions or inaccuracies • Is limited to the main issues • Presents a limited range of learning resources • Makes some reference to appropriate material • Makes acceptable use of language, with some minor inaccuracies 	<p>Good, detailed answer showing:</p> <ul style="list-style-type: none"> • Developed and consistent critical arguments • Good knowledge of central issues • Evidence of understanding relevant wider issues • Comprehensive use of learning materials • Fair integration of some learning resources from outside the course 	<p>Good, detailed answer showing:</p> <ul style="list-style-type: none"> • Developed, consistent, and coherent arguments • A good understanding of the course content and a fair understanding of critical ideas and concepts • A fair understanding of relevant wider issues • Comprehensive use of the course learning materials • Good integration of some learning resources from outside the course
<p>79.50-82.49 B-</p>	<p>Good answer which to some extent:</p> <ul style="list-style-type: none"> • Is reasonably accurate, albeit with omissions or inaccuracies • Presents a limited range of learning resources • Makes some reference to appropriate material • Makes acceptable use of language, with inaccuracies 	<p>Good answer which to some extent:</p> <ul style="list-style-type: none"> • Is reasonably accurate and well informed, albeit with some minor omissions or inaccuracies • Is limited to the main issues • Presents a limited range of learning resources • Makes some reference to appropriate material • Makes acceptable use of language, with some minor inaccuracies 	<p>Good answer showing:</p> <ul style="list-style-type: none"> • Reasonably developed arguments, • Knowledge of the main issues involved at this level • A satisfactory understanding of course material • Little reference to resources outside course material 	<p>Good answer showing:</p> <ul style="list-style-type: none"> • The ability to draw reasonable conclusions • Knowledge and awareness of the main issues • A satisfactory understanding of course material • Little reference to resources outside course material

Grade	1000-Level Course	2000-Level Course	3000-Level Course	4000-Level Course
76.50-79.49 C+	<p>Fair answer which to some extent:</p> <ul style="list-style-type: none"> • Displays evidence of understanding of the main principles in broad terms • Contains inaccuracies or omissions • May lack a coherent structure • May answer the question indirectly or may lack supporting evidence • Makes minimal reference to relevant material • Shows poor use of language, although the meaning is understandable 	<p>Fair answer which to some extent:</p> <ul style="list-style-type: none"> • Displays evidence of understanding of the main principles in broad terms • May contain minor inaccuracies or omissions • May lack a coherent structure • May answer the question indirectly or may lack supporting evidence • Makes minimal reference to relevant material • Shows poor use of language, although the meaning is understandable 	<p>Fair answer which:</p> <ul style="list-style-type: none"> • Demonstrates an acceptable level of critical consideration of the course content, including key concepts and ideas • Utilizes significant range of learning resources from the course • Makes limited references to materials from outside the course 	<p>Fair answer which:</p> <ul style="list-style-type: none"> • Demonstrates a reasonable amount of knowledge of course content • Presents fair level of critical consideration of key concepts • Shows familiarity with wider relevant issues and resources outside the course • Has an acceptable level of critical writing and expression
69.50-76.49 C	<p>Adequate answer which:</p> <ul style="list-style-type: none"> • Displays evidence of understanding of the main principles in broad terms • Contains important inaccuracies or omissions • May lack a coherent structure • May answer the question indirectly or may lack supporting evidence • Makes minimal reference to reference material • Shows poor use of language, although the meaning is somewhat understandable 	<p>Adequate answer which:</p> <ul style="list-style-type: none"> • Displays evidence of understanding of the main principles in broad terms • May contain important inaccuracies or omissions • May lack a coherent structure • May answer the question indirectly or may lack supporting evidence • Makes minimal reference to relevant material • Shows poor use of language, although the meaning is understandable 	<p>Adequate answer which:</p> <ul style="list-style-type: none"> • Shows weak to fair understanding of main issues • Makes no reference to resources outside course material • Makes arguments that are weak • Has a low but acceptable level of written expression 	<p>Adequate answer which:</p> <ul style="list-style-type: none"> • Shows fair understanding of main issues • Shows little familiarity with resources outside course material • Makes arguments that are not strong • Has a low but acceptable level of written expression

Grade	1000-Level Course	2000-Level Course	3000-Level Course	4000-Level Course
59.50-69.49 D	<p>Minimally passable answer which:</p> <ul style="list-style-type: none"> • Displays some evidence of understanding of the main principles in broad terms • Contains several important inaccuracies or omissions • Lacks a coherent structure • May answer the question indirectly or may lack supporting evidence • Makes no reference to relevant material • Shows poor use of language 	<p>Minimally passable answer which:</p> <ul style="list-style-type: none"> • Displays evidence of understanding of the main principles in broad terms • May contain important inaccuracies or omissions • May lack a coherent structure • May answer the question indirectly or may lack supporting evidence • Makes no reference to relevant material • Shows poor use of language 	<p>Passable (just acceptable) answer which:</p> <ul style="list-style-type: none"> • Is weak in material and understanding of course content • Contains significant omissions and/or inaccuracies • Recognizes the aim of the question and has attempted to answer it • Level one plagiarism; minor or unintentional plagiarism: • Leading to passable grade/failing grade, depending on perspective of lecturer • No opportunity for resubmission 	<p>Passable (just acceptable) answer which:</p> <ul style="list-style-type: none"> • Contains some relevant material • Contains significant omissions and/or inaccuracies • Recognizes the aim of the question and has attempted to answer it • Level one plagiarism; minor or unintentional plagiarism: • Leading to passable grade/failing grade, depending on perspective of lecturer • No opportunity for resubmission
44.50-59.49 F	<p>Failing answer which:</p> <ul style="list-style-type: none"> • Displays very limited understanding of the aim of the question • Is sparse in material and lacking in organization • Contains material that is inappropriately used or of limited relevance • Proceeds by way of assertions unsupported by appropriate evidence • Shows poor use of language with significant grammatical and other errors 	<p>Marginally failing answer which to some extent:</p> <ul style="list-style-type: none"> • Displays a very limited understanding of the aim of the question • Is sparse in material and lacking in organization • Contains material that is inappropriately used or of limited relevance • Proceeds by way of assertions unsupported by appropriate evidence • Shows poor use of language with significant grammatical and other errors 	<p>Marginally failing answer which:</p> <ul style="list-style-type: none"> • Meets some of the necessary requirements • Has some major inaccuracies • Shows limited knowledge of the main issues • Level one plagiarism; minor or unintentional plagiarism: • Leading to passable grade/failing grade, depending on perspective of lecturer • No opportunity for resubmission 	<p>Marginally failing answer which:</p> <ul style="list-style-type: none"> • Meets some of the necessary requirements • Has some major inaccuracies • Shows limited understanding of the course content • Level one plagiarism; minor or unintentional plagiarism: • Leading to passable grade/failing grade, depending on perspective of lecturer • No opportunity for resubmission

Grade	1000-Level Course	2000-Level Course	3000-Level Course	4000-Level Course
29.50-44.49 F	<p>Unsatisfactory, poor answer which:</p> <ul style="list-style-type: none"> Shows a complete lack of understanding of the question Provides very little of any relevance and value to the question Makes an incoherent argument Shows poor use of language with significant grammatical and other errors Level two plagiarism; significant plagiarism, but potentially due to poor referencing rather than intellectual property theft. This leads to a failing grade (zero points) on the assignment. No opportunity for resubmission. 	<p>Unsatisfactory, poor answer which:</p> <ul style="list-style-type: none"> Shows a complete lack of understanding of the question Provides very little of any relevance and value to the question Makes an incoherent argument Shows poor use of language with significant grammatical and other errors Level two plagiarism; significant plagiarism, but potentially due to poor referencing rather than intellectual property theft. This leads to a failing grade (zero points) on the assignment. No opportunity for resubmission. 	<p>Unsatisfactory answer which:</p> <ul style="list-style-type: none"> Meets very few of the necessary requirements Shows some recognition of the meaning of the question Shows little familiarity with the main issues Indicates that knowledge is vague and skimpy Has many major inaccuracies 	<p>Unsatisfactory answer which:</p> <ul style="list-style-type: none"> Fails to meet most of the necessary requirements Shows little understanding of the major issues Indicates that knowledge is vague and skimpy Has many major inaccuracies
14.50-29.49 F			<p>Poor answer in which:</p> <ul style="list-style-type: none"> There are few points relevant to the question The bulk of the answer is irrelevant/inaccurate <p>There are major misunderstandings of the material</p>	<p>Poor answer in which</p> <ul style="list-style-type: none"> There are few points relevant to the question The bulk of the answer is irrelevant/inaccurate There are major misunderstandings of the material
0-14.49 F			<p>Answer meeting none of the necessary requirements with:</p> <ul style="list-style-type: none"> Minimal or no material of value to the question asked No recognition of the question <p>Level two plagiarism; significant plagiarism, but potentially due to poor referencing rather than intellectual property theft. This leads to a failing grade (zero points) on the assignment. No opportunity for resubmission.</p>	<p>Answer meeting none of the necessary requirements with:</p> <ul style="list-style-type: none"> Minimal or no material of value to the question asked No recognition of the question Level two plagiarism; significant plagiarism, but potentially due to poor referencing rather than intellectual property theft. This leads to a failing grade (zero points) on the assignment. No

				opportunity for resubmission.
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APPENDIX B

Plagiarism Declaration Form (to be submitted with assignment)

Name: _____

Course: _____

Declaration I know that plagiarism is wrong. Plagiarism is to use another's work and pretend that it is one's own. I have used the following convention for citation and referencing. Each contribution to, and quotation in, this essay/report/project/ from the works of other people has been attributed, and has been cited and referenced

- APA
- MLA
- Chicago
- Turabian
- Other (Please name): _____

This essay/report/project is my own work

- Yes
- No

I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.

Signature _____ Date _____

APPENDIX C
CIEE Academic Honesty form

PART 1: To be completed by the instructor:

Student Name: _____

Student Email Address: _____

Instructor Name: _____

Instructor Email Address: _____

Program and Location: _____

Course Name and Code: _____

Semester/Year of Incident: _____

Description of alleged violation(s) – please attach supporting documentation:

Proposed academic sanction(s):

Recommended disciplinary sanction(s): No Yes

If yes, indicate suggested disciplinary action:

I have discussed, either orally or in writing, the allegation(s), academic sanction(s) and all related evidence with the student.

Instructor / CIEE Staff Signature Date

PART 2: To be completed by the student

Please read the following statements:

I understand my rights and responsibilities as described in the CIEE Participant Agreement.

I understand that I have the right to accept or contest the allegation(s) and/or academic sanction(s) assigned by the instructor.

I understand that if I choose to contest the allegation(s) and/or academic sanction(s), CIEE’s Academic Honesty Committee will decide the outcome of the process.

I understand that I am required to return the signed Academic Honesty Form indicating my decision to either accept or contest the allegation(s) and/or academic sanction(s) within five (5) business days of the date of the form. If I do not respond within that period, the case will be considered closed.

I understand that if I decide to contest the allegation, I may be asked to provide additional information to the CIEE Academic Honesty Committee. If the Committee finds me responsible for committing a violation of academic honesty, the academic sanction recommended by the Committee will be imposed. No further appeals are permitted.

I understand that I may be subject to additional sanctions not identified on this form if it is determined that I have prior academic integrity violations.

I understand that, per the terms of my CIEE Participant Contract, CIEE may, at its discretion, decide whether or when to notify my home school of these allegations.

Please choose and initial one of the following statements:

_____ I ACCEPT the allegation(s) and academic sanction(s).

_____ I CONTEST the allegation(s) and/or academic sanction(s) and wish to exercise my right to a review.

Please sign and date:

APPENDIX D

CIEE Code of Online Student Conduct

Introduction

Your CIEE course may be partially or even entirely delivered online. Just like classrooms, an online course is a learning environment where certain ground rules apply. These ground rules are designed to ensure everyone, students and faculty alike, enjoy a respectful and supportive exchange of ideas. The online student code of conduct intends to help us further CIEE's mission even in the virtual classroom:

To help people gain understanding, acquire knowledge, and develop skills for living in a globally interdependent and culturally diverse world by bringing the world together through the most meaningful exchange programs available.

Code of Conduct

1. We 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 us. We assume all contributions to our learning are offered in this spirit. The (online) classroom is a safe space for which we are all responsible.
2. We recognize and value diversity as a benefit to any learning environment. Participants should try to be conscious of and open to the fact that different backgrounds and experiences may lead to different ways of understanding. This is not a barrier to be overcome but an enrichment to our learning.
3. We assume everyone has earned a place in the discussion and that no one's ideas or opinions should be privileged over another's. Prerequisite to this is a commitment to prepare all course materials thoughtfully and come to "class" ready to engage based on the expectations set by the instructor and fellow students.
4. We know that tone matters. All participants should be addressed properly by the names/titles they prefer. Responses to student and faculty contributions should address the ideas and not the author. Choose words carefully with attention to nuance of meaning in different situations and cultures. If you wouldn't say it in a classroom, don't "say" it in an online classroom. All caps is shouting. Don't shout.
5. We learn better when we know who is in the "room." Respond appropriately to faculty invitations to introduce yourself to the class. Use a profile picture in Canvas that is suitable for a work/study environment. You are under no obligation to share what you are uncomfortable disclosing, but at the same time, do not share what does not need to be shared.
6. We communicate within an academic context. Comments, promotions of commercial or non-commercial activities, links, images, and sound files that do not directly relate to and address the academic work going on are not appropriate to share. Unsolicited, unwelcome, or unwarranted communication to fellow students and faculty could be seen as harassment and in violation of [CIEE's Participant Terms and Conditions](#).

7. We agree that classroom standards for decorum are required during all academic meetings and co-curricular activities, regardless of whether the meeting is in person or online. No use of intoxicating substances, even if legally permitted in your location) is allowed during instruction. Appropriate and respectful attire is also expected and appreciated.
8. We respect time limitations and distances in online learning. Questions and comments might not get an immediate reply, so be patient. If the timeline for responses is not clearly articulated, ask the instructor to set it more clearly. Communicate through the Canvas Inbox and not via SMS, calls, or messenger apps in order to respect the privacy of others. If you need help with the platform, use the help feature of Canvas or any other learning tool.
9. We adhere to the laws governing Internet usage in the location where we are working. We respect copyright laws and do not upload to Canvas any materials we do not have the right to use or that could violate local regulations. It is everyone's responsibility to know what those regulations are.
10. We value academic integrity. All policies of the CIEE Student Academic Manual apply in an online setting, too.
11. For whatever we have left out or remains unclear, contact your CIEE Center 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 conduct can result in disciplinary sanctions as per the [Participant Terms and Conditions](#).