



# Academic Manual for Students 2022-2023

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 their [Participant Agreement](#) (contract). 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 society's 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 tends to be less formal than in many other cultures where CIEE holds programs. Students in other cultures often dress more like they are going to work than to school, instructors may be addressed with titles and surnames. Emails should always include a proper, formal salutation.
- Do not be surprised if faculty at local universities or in CIEE centers seem less approachable than at home. It does not mean they will not help you but they may wait for you to raise the issue.
- You usually should not 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 completing assignments that might not be due until later in the term. Your CIEE staff are a valuable resource if you ever feel lost.
- Academic feedback might feel more direct or insensitive than at home. If you are criticized by an instructor or (local) student, try to hear it in the context of the local culture rather than take it personally.
- The cultural, social, and political contexts that inform your home environment usually will not apply 1:1 in your foreign context. Words that are hurtful and offensive in the US might have a different connotation where you are studying now, even if you are both native speakers of the language (which is rare). When in doubt, assume good will and ask questions. That said, CIEE does not tolerate discrimination or harassment. If you think this is happening, report it immediately to our staff.

Please also review the Code of Academic Conduct below (Appendix A) for more on behavior expected of you as a CIEE student.

## 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.

Students on CIEE programs are required to take a full course load as defined by their program requirements. 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 Center Director and your home institution. If permission is granted, you may incur additional tuition fees.

### Online/Hybrid Courses

CIEE defines online courses as those where all students participate remotely, while hybrid courses have both face-to-face and remote students. CIEE does not offer “flex” courses where the student can choose when to be in-person or remote. Whether taught by CIEE or a local university, students are responsible for getting their home school academic approval for courses delivered in an online or hybrid format. Always check with your 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 via Zoom, for example.

### Add/Drop Period

Other than for programs with a required curriculum, students are permitted to make changes in their course selection during a defined period near the beginning of a term. CIEE Add/Drop periods may vary from program to program and may be earlier than the Add/Drop period of the host institution. The CIEE Add/Drop deadline is the official deadline for all CIEE program participants, not the host institution deadline.

Add/Drop Period by Program Type:

- Semester programs: the Add/Drop period will end no later than the second full week of regular classes for each academic term.
- 6 - 10-week programs (block-based and some summer programs): the 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 Add/Drop deadline will end no later than the end of the second day of classes. After the Add/Drop deadline, no changes are permitted in registration.

After the Add/Drop period, you will be asked to confirm your registration in your CIEE online account. This is your opportunity to finalize your registration and verify it is correct. Please note that failure to confirm your registration will not change your course enrollments, nor is this a way to drop a course!

### Withdrawal from a Course

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

Requests to withdrawal after the course withdrawal deadline are granted only rarely and for truly exceptional circumstances. Please make sure you know what deadlines apply to your courses.

In either case, withdrawing from a course is not a right: it must be approved. If exceptional circumstances warrant, the student may request permission from the Center Director/Academic Director to withdraw from a course; however, you may not withdraw if that would leave you registered for less than the minimum credits of the program. You may also not withdraw from any required courses. This would result in a withdrawal from the program itself.

To withdraw from a course, you need permission from both the Center Director/Academic Director and your home school study abroad office. 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. If you stop attending class without approval to withdraw, you will be marked absent (unexcused).

### Withdrawal from a Program

All students are required to remain 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. 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). Some programs offer students the opportunity to take or re-take final examinations after the program departure date. Please consult your program information and discuss with local staff if you have questions.

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 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 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 program 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.
4. **If the program withdrawal date is after the Course Withdrawal deadline** and prior to the end of the program, the student will receive a **failing** grade in his or her courses and/or for any outstanding assignments or exams, *unless* all scheduled class meetings have occurred and all coursework has been submitted before departure. In that case, the student will have the earned grade and credits reported on the CIEE Academic Record.

In some 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 who will consult with the Regional Director of Operations and CIEE Academic Affairs. If the program withdrawal is granted with a provision for exceptional circumstances, CIEE will assign a grade of Withdrawal (W) if the student leaves the program after the Course Withdrawal deadline and is passing the courses in question 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 dissolution of the term. In extreme cases where the term is cancelled, 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**

### **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 - outlines general course content and goals
- Learning Objectives
- Prerequisites
- Assessments – with descriptions of assignments, how much they are worth, and when they are due
- Schedule – with topics, readings, and other corresponding 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 in small but important ways 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 or due to changes in local conditions. Revised syllabi supersede any previously distributed versions, however, the policies in this Academic Manual supersede any CIEE policies that may be in your final syllabus if they are in conflict.

### **Canvas Learning Management System (LMS)**

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)
- take attendance for all required course sessions
- post all assignment due dates and events (Canvas calendar)
- host digital course materials and/or provide links to same
- communicate via the Inbox function (email), announcements, and discussion forums
- submit most if not all 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.

## **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 and to have regular attendance. Students must clearly demonstrate they have engaged with the materials as directed, for example, through classroom discussions, Canvas discussion boards, peer-to-peer feedback, 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 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.

## **CLASS ATTENDANCE**

CIEE strives to create engaged learning communities in class. Therefore, regular class attendance is required throughout the program. Attendance policies also apply to any required co-curricular excursions or events, as well as to internship, service-learning, independent research, or other required field placement time.

Absences are only considered excused as follows:

- for medical reasons: a doctor's note is required
- due to a family emergency: evidence is required (note from a doctor, clergy, etc.)
- for observance of a major religious holiday: you must get permission in advance from your Center Director/Academic Director.

Absences for all other reasons are unexcused and may result in a grade reduction.

Personal travel and/or travel delays are not considered justifiable reasons for missing class. Students are reminded to be sure they know the final schedule of all required academic activities before booking travel. Instructors are not permitted to re-schedule courses or activities or grant make-up work to accommodate your travel plans.

**Instructors may not excuse any absence.** Permission may only be granted by the 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 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, independent research, or other required field placement time.

### Attendance in Online/Hybrid Courses

All CIEE courses are meant to be taken only at your program location. Students on program at the site of instruction must normally attend class in person. Students taking a hybrid class taught remotely from a different location are still expected to participate only from the city of their CIEE program to take advantage of local experiential learning activities. Additionally, and where feasible, your program staff may require you to join your remote class from the local CIEE facility rather than from your dorm or other location. This is to promote academic cohesion and for health and safety reasons.

Hybrid classes are not intended to support independent travel. Students enrolled in online or hybrid courses are reminded of the requirement to remain on site for the full duration of your program. Early departure from the program requires withdrawal from courses regardless of their delivery format. If you leave your program early and without permission, you may receive a failing grade for your course(s), hybrid or not.

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.

### Absence Due to Minor Illness

If you are too sick to attend class but not sick enough to warrant a visit to a doctor, you should stay home. Let your instructor know you are ill. This will not excuse the absence but will give your instructor a chance to help you stay caught up. You should still try to complete any assignments via Canvas when you are out for a minor illness to avoid grade penalties.

### Missed Assignments When Absent Due to Minor Illness

For missed assessments equal to or less than 5% of the final course grade, no late penalty will be assessed if the assignment is submitted via Canvas within 24 hours of the original due date. This assumes timely notification to your instructor that you are out sick. No make-up is possible, however, for assignments due in class (presentations, in-person quizzes, etc.). When students are absent due to illness for more than one class session and/or miss deadlines for assignments worth greater than 5% of the final course grade, students should request assistance to get medical attention and a doctor's note is needed to excuse the absence. Only then can the Center Director/Academic Director ask your instructor to allow for late submission or make-up work.

### Absenteeism: Consequences and Grade Penalties

Students whose unexcused absences total **over 10%** of classroom or other required meetings/placement hours will:

- be contacted by their instructor and local academic staff to ask of their well-being and remind them about the expectation to attend class.
- receive a grade of zero for participation and any other work not completed due to absence.

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

- be contacted by their instructor and local academic staff to ask of their well-being and remind them about the expectation to attend class.
- receive a warning letter, also copied to their home institution.
- have any graded work not completed due to absence marked as zero.
- receive a **grade penalty of 10%** off the total course percentage (based on 100% maximum possible), lowering the final course grade accordingly.

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

## ASSIGNMENTS AND GRADING

All assignments should have a clear date/time when due and how to submit it (usually submission will be via Canvas).

### 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 local university courses. CIEE-taught courses generally align with US grading standards (A-F grades based on a 0-100 scale).

Grading for all assignments in CIEE-taught courses follows the CIEE Grade Rubric (see Appendix B).

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. Only CIEE Registration staff are authorized to release final grades. Grade reporting may take several weeks. If you require grades urgently, to graduate, for example, please contact us at: [Registrar@ciee.org](mailto:Registrar@ciee.org). 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.

### Grading Policies and Procedures

Students are not permitted to take CIEE or local university classes on a pass/fail or credit/no credit basis (except for non-credit Survival Language courses). All classes must be taken for a letter grade, regardless of whether or how the course credits or grades may transfer back to the student's home institution. If a CIEE transcript is required by a student for any reason, it will include the final letter grade regardless of your home school policy.

### Assignment Due Dates and Penalties

- All assignment submission deadlines appear in Canvas.
- Students will not be penalized for submissions up to 1 hour late.
- Assignments will be accepted late up to 24 hours after their deadline, however:
  - students submitting work 1-24 hours late will be penalized 10% on the assignment
  - work submitted over 24 hours late will receive a zero grade.

Truly exceptional circumstances causing a student to request a late submission must be approved by the Center Director/Academic Director; individual professors do not have the authority to grant exceptions. Computer or other technical issues are rarely considered to be an acceptable reason for granting an exception.

### Incomplete Courses

When warranted, a student may be allowed to finish required 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. In order to request an Incomplete, a student must have already completed at least 80% of all course requirements. 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 "F" will be assigned for all incomplete work. 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.

## ACADEMIC INTEGRITY

CIEE follows U.S. norms requiring students exhibit highest standards of academic honesty. Cheating and plagiarism will not be tolerated and may result in a student failing the course or being dismissed 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 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 will apply.

The following are examples of expectations of academic integrity:

- 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* invited collaboration or announced that a test is to be taken on an “open book” basis. This applies also to “take-home” exams.
- The same 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 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 must look something up, or if you learned it recently either by reading 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) 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 other materials posted to the course Canvas site with anyone not registered for the course, including discussion entries and instructor comments.

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 exam or 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 a plagiarism 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.

## Dismissal from a Program

Participants are expected to comply with all academic and behavioral regulations established by CIEE,

their home universities, and the host university, if any.

CIEE may dismiss any student who does not comply with the regulations and requirements in 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. 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.

## FEEDBACK

### Course/Program Evaluation

Your thoughtful evaluation of your courses and your program is crucial to CIEE. We value student feedback, and it helps us 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 if you don't see the email.

## CONCERNS

### General Procedure

CIEE welcomes student feedback on your academic experience while you are on 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.

### Grade Appeals

A student may appeal a grade she or he thinks is inaccurate. Faculty and on-site staff cannot change grades. 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. If it is not possible for you to appeal a grade with the local university directly, or if the course in question is a CIEE-taught class, 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. 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. The outcome of appeals is final.

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](mailto:Registrar@ciee.org).

## **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 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, enjoy a respectful and supportive exchange of ideas.

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.

1. **Arrive on time and stay for the entire session.** If you need to step out, do so politely and only briefly. Let your instructor know if you need to miss class for any reason. Though it may not be an excused absence, it will be appreciated and helpful.
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** unless invited to do so by the instructor and permitted by the facility. Do not drink alcohol when in class, even remotely.
6. **Dress appropriately** and be mindful of local cultural definitions of what is “appropriate.”
7. **Address your instructor respectfully.** Unless invited to do differently, refer to him or her as “professor.” Use proper, complete greetings in written correspondence (emails). Do not send texts. Ask questions but do not make demands.
8. **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 conduct can result in disciplinary sanctions as per the [Participant Terms and Conditions](#).

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

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

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

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

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

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