

Name: \_\_\_\_\_ CMC ID# \_\_\_\_\_

**ACADEMIC POLICIES**  
**For English- Speaking Countries**  
**Fall 2009 or AY 2009-2010**

**Read these policies carefully and initial the country and program specific policies that apply to you. Return all pages. FAILURE TO FOLLOW THESE POLICIES WILL CAUSE YOU TO LOSE ONE CREDIT PER VIOLATION FOR NON-COMPLIANCE IN ADDITION TO LOSING OTHER CREDITS FOR NOT TAKING APPROPRIATE COURSEWORK.**

**Read & initial each Paragraph in this section:**

\_\_\_\_\_ **CONDUCT POLICY & DISMISSAL FROM STUDY ABROAD PROGRAM:** Students are expected to uphold the standards of conduct at the host institution or at the host program while abroad. The Off-Campus Study Committee would like to bring to students' attention that while Due Process is a right in this country, it might not be the case abroad. The Resident Director, the Program Sponsor or the Host Institution may, at their discretion, impose disciplinary measures or dismiss a student from the program for improper, offensive behavior, or failure to comply with host community regulations. Upon successful completion of a study abroad program, students are automatically allowed to return to campus. In the event of academic or conduct suspension or dismissal, students must petition the Academic Standards Committee for readmission to CMC. Deadlines for readmission are in March and October and readmission is not guaranteed. You are also subject to your sponsor's or host institution's refund policy.

\_\_\_\_\_ **ACADEMIC LOAD:** Students are required to enroll in a course of study equivalent to a regular semester course load at CMC (15-16 credits minimum per semester). If direct enrolled at a foreign university, CMC students are required to enroll in the same number of courses/modules/credits as the local students. The maximum number of credits students can earn abroad is four per semester. Full-time equivalent is described as follows: 15 or 16 US semester credits minimum, 12 US semester credits minimum for a term in a British/Irish university; 32 credits minimum for a one-year program.

\_\_\_\_\_ **GRADES AND GPA:** All courses and grades will be reflected on the CMC transcript but the grades will not be counted into the student's CMC GPA. Students are eligible to receive credit for courses in which they achieve grades of C or better (as long as CMC program-specific academic requirements were met). All grades, however, including C-, D+, D, D- and F, will show on the transcript. Credit is granted only when students do not repeat a course for which they have already received credit at CMC. Courses can only be taken for a letter grade and Credit/No-Credit is not an option abroad.

\_\_\_\_\_ **PROBATION, SUSPENSION AND DISMISSAL FOR POOR SCHOLARSHIP:** Students participating in Off-Campus Study are subject to the same policies that apply to students in Claremont, as detailed in Section V of The Statement of Academic Policy.

\_\_\_\_\_ **COURSES TOWARDS GE OR MAJOR REQUIREMENT:** Department chairs determine the number of credits which can be applied towards a major and the maximum is two courses per semester. Such courses must be equivalent to a minimum of three US semester credits or four quarter hours. Signatures are required in order to obtain credit. All other courses count as elective credit towards graduation, if approved by the registrar.

\_\_\_\_\_ **COURSE APPROVAL WHILE ABROAD:** Should your course selection change upon arrival abroad, students contact the CMC registrar and a department chair via email for course review. Students send a course title, course description or syllabus, and the number of credits assigned. Make sure the Off-Campus Study Office and the Registrar's Office are copied in on any approvals. It is the purview of each department chair to only approve credit towards the major after reviewing your coursework upon return.

\_\_\_\_\_ **DROPPING A CLASS:** Students may not drop a course if it results in being registered for less than a regular full course load (15 or 16 minimum US semester credits). Students may not take fewer courses than the host students when enrolled in regular university courses. Unless there are extenuating circumstances (i.e. medical reasons), dropping a class is not granted.

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\_\_\_\_\_ **WITHDRAWING FROM STUDY ABROAD:** Should you change your mind to study abroad next fall/spring after December 1 and July 1 respectively, but before the first day of classes at CMC, you must notify the registrar in writing of your intention to return to CMC. Before withdrawing, a student should inquire about the refund policy of their Program Sponsor. Please note that after December 1/July 1, on-campus housing is **not** guaranteed. If you are planning to be away from CMC for two semesters, your name will be removed from all CMC housing rosters and priority lists. Should you decide to return to the College prior to the end of your scheduled off-campus study, there is no guarantee that you will receive a housing assignment on campus.

\_\_\_\_\_ **WITHDRAWING FROM PROGRAM ALREADY IN PROGRESS:** Should you withdraw after a program is in progress, you will be required to petition the Academic Standards Committee for readmission to CMC. Deadlines for readmission are in March and October and readmission is not guaranteed.

\_\_\_\_\_ **INTERNSHIPS:** CMC grants one-half credit for internships completed abroad as long as such internship includes an academic component (i.e. course) which must be completed for a letter grade. Receiving one-half credit for an internship abroad may mean that students receive three and one half course credits instead of four for the semester.

\_\_\_\_\_ **INDEPENDENT STUDY PROJECT (ISP) RESEARCH PAPERS:** Students participating in a program including an ISP (example: SIT, Pitzer, some CIEE), must file a copy of their ISP with the Off-Campus Study Office before final transcripts will be processed by the Registrar.

\_\_\_\_\_ **LOSS OF CREDITS:** CMC expects its students to follow academic policies. Failure to follow them will result in loss of credit for your semester abroad. You will lose one course credit for each CMC requirement you do not meet. Replacing a requirement with another course is not an option. For example, if you are enrolled full-time, you are required to take a language or a university course, and you choose not to, you will lose credit for the course you did not attend, plus you will lose an additional credit for violating CMC policy. If there is any question about the requirements for your program, please ask our office!

\_\_\_\_\_ **CMC PROGRAM EVALUATION UPON COMPLETION OF STUDY ABROAD:** Students will complete and submit the CMC Program Evaluation prior to study abroad transcripts being processed and posted.

**Students who will be off-campus for more than one semester (Washington Program plus Abroad; Academic or Calendar Year Abroad; or Abroad in Two Locations/Programs) need to read & initial the following Paragraph:**

\_\_\_\_\_ You are planning to be away from CMC for two semesters and as such, your name will be removed from all CMC housing rosters and priority lists. Should you decide to return to the College prior to the end of your scheduled off-campus study, there is no guarantee that you will receive a housing assignment on campus. Any available housing is likely to be in temporary quarters, with two or three other students. You will be assessed a fee of \$350. This fee will be refunded to your student account if you follow through with your initial plans to enroll off-campus during the second semester.

**Initial all Country Specific and/or Program Specific paragraphs that pertain to your study:**

**AFRICA:**

\_\_\_\_\_ **South Africa** – I agree to abide by the general CMC Academic Policies.

**ASIA:**

\_\_\_\_\_ **Singapore** – National University Singapore: Students enroll in four courses at the 300 level, and may count Introductory Chinese as one of these courses. Once on site, students must send Off-Campus Study and the Registrar their list of courses for final approval.

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## EUROPE:

\_\_\_\_\_ **England – UCL, Kings, Queen Mary, Manchester, Sussex, Warwick**: Students are required to enroll in the same number of courses/modules/credits as the local students during the semester. Students enrolled for the academic year must enroll in 120 to 130 UK credits to be eligible for 30-32 U.S. semester credits (8 courses). Students must take all exams, including end-of-the year or degree exams, when permitted by the instructor. Students will not receive credit for a course in which he/she chooses not to take an examination required of the other class participants.

\_\_\_\_\_ **England – Hansard Society London Internship**: Students will receive 3 course credits for completing 15 credits for a letter grade.

\_\_\_\_\_ **England – University of Warwick**: Students take the same number of courses as the local students. The actual number of courses will vary from department to department. All courses must be pre-approved by the CMC registrar.

\_\_\_\_\_ **England – London School of Economics**: Students at LSE receive two grades for each course. CMC will average the LSE class grade and LSE exam grade and round up, if necessary.

\_\_\_\_\_ **England – Oxford and Cambridge**: CMC grants a maximum of eight course credits for the academic year.

\_\_\_\_\_ **Ireland – ALL Students**: CMC students must enroll in the same numbers of courses/modules/credits as the local students or 30 ECTS credits per semester. A typical load is six courses. To receive course credit towards a major at CMC, a course completed abroad must be worth at least three U.S. semester credits which can be difficult to achieve in Ireland. Students are advised to work closely with their department chair and the CMC Registrar. For example, a five ECTS course will translate into 2.5 U.S. semester credits and would be ineligible to count towards the major.

\_\_\_\_\_ **Ireland – University College Cork**: At Cork, all fall or AY students must enroll in a full-time semester equivalent (30 ECTS credits) in addition to the Early-Start Program for a total of four CMC credits. Spring semester students at UCC enroll in the standard 30 ECTS credits for a total of four CMC credits.

\_\_\_\_\_ **Ireland – University College Dublin & National University Galway**: Students must enroll in 30 ECTS credits for the semester.

\_\_\_\_\_ **Ireland – Queens University, Belfast**: Students must enroll in three courses for 60 CATS credits or 15 U.S. semester credits.

\_\_\_\_\_ **Ireland – Trinity College**: Students must enroll in 30 ECTS Trinity units for the semester. The actual number of courses will vary from department to department.

\_\_\_\_\_ **Scotland – University of Edinburgh**: Students enroll in a total of 60 Edinburgh credits for a total of 4 CMC credits per semester, not to exceed eight course credits for the academic year.

\_\_\_\_\_ **Scotland – St. Andrews**: Most students take two to four courses per semester depending on the departments and levels of each course. Each course is typically worth 20 or 30 St Andrews credits per semester. You must register for a total of 60 St Andrews credits per semester for a total of 3 CMC credits fall and 4 CMC credits spring.

## NORTH AMERICA:

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\_\_\_\_\_ **Canada – McGill University:** Students must enroll in a minimum of 15 or 16 US semester credits, normally 5 classes.

**OCEANIA:**

\_\_\_\_\_ **Australia – All Students:** The Australian health insurance covers students while in country only. Students are not covered during travel to and from Australia nor to other countries.

\_\_\_\_\_ **Australia – University of Melbourne:** Full-time load at the University of Melbourne is 50 points. No credit will be granted for the course “Experiencing the Australian Landscape.”

\_\_\_\_\_ **Australia – University of Adelaide:** Full-time load at the University of Adelaide is 12 points.

\_\_\_\_\_ **Australia – University of Sydney:** Full-time at the University of Sydney consists of 24 points.

\_\_\_\_\_ **Australia – James Cook University:** Full-time load at the James Cook University is 12 points.

\_\_\_\_\_ **Australia – University of Queensland:** Full-time load at the University of Queensland is 8 points. CMC requires students to take their courses at St. Lucia main campus.

\_\_\_\_\_ **New Zealand – University of Auckland:** Students enroll in a full-time UA course load of 60 AUK points for a total of four CMC credits.

\_\_\_\_\_ **New Zealand – University of Otago:** Students enroll in a full-time UO course load of 54 – 60 Otago points for a total of four CMC credits.

\_\_\_\_\_ **New Zealand – Victoria University of Wellington:** Full time load is 60 Victoria University Credit Points for a total of four CMC credits.

*I have read and understand these “Academic Policies for Study Abroad,” and have initialed next to the relevant paragraphs that pertain to my program.*

*I understand that I am expected to fill out an evaluation form upon my return and that I may have to meet with the Director of Study Abroad in order to receive pre-registration materials for the following semester.*

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date