

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

**ACADEMIC POLICIES**  
**For Non-English Speaking Countries**  
***In Europe – Fall 2009 or AY 09/10***

**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.

\_\_\_\_\_ **FOREIGN LANGUAGE REQUIREMENT:** Students are required to study the host language in all programs in non-English speaking countries. Enrolling in an introductory language course is not permitted i.e. beginning Italian taken in Spain unless it is one of the local languages. CMC students may not enroll in university courses taught in English in any country where English is neither the host nor the official language without special permission from the Off-Campus Study Committee in order to be eligible for credit. Students are not allowed to substitute another course for a required language course.

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\_\_\_\_\_ **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.

\_\_\_\_\_ **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!

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\_\_\_\_\_ **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:**

\_\_\_\_\_ **Austria – IES German Program:** German Language Track- Students are required to enroll in at least one university course during Spring Semester at the University of Vienna which will impact your return date. Enrolling in an introductory foreign language course is not permitted. Taking university courses in English requires special permission from the Off- Campus Study Committee to be eligible for credit.

\_\_\_\_\_ **Croatia – All Students:** I agree to abide by the general CMC Academic Policies.

\_\_\_\_\_ **Czech Republic – All Students:** I agree to abide by the general CMC Academic Policies.

\_\_\_\_\_ **Denmark - DIS:** Students are required to enroll in a minimum of 15 DIS credits including the Danish Language course.

\_\_\_\_\_ **France – AUCP Marseille:** I agree to abide by the general CMC Academic Policies. Students studying abroad for one semester may count two courses towards the French major, provided the course is not a language or grammar class.

\_\_\_\_\_ **France – Boston University – Grenoble:** Students who have completed *French 44* continue their study of French taking all their courses in French. Final course approval will be given by CMC Registrars' Office and Off-Campus Study based upon course selection and language placement exam upon arrival.

\_\_\_\_\_ **France – Middlebury Paris:** All students enroll in four courses two of which are taught at a local university and will receive 4 course credits at CMC. In addition to four classes, students may complete a non-credit internship. Students enrolled at Institut d'Etudes Politiques enroll in five classes at IEP for four course credits at CMC. Students studying abroad for one semester may count two courses towards the French major, provided the course is not a language or grammar class. Enrolling in an introductory foreign language course is not permitted. Taking university courses in English requires special permission from the Off-Campus Study Committee in order to be eligible for credit. Fall semester may end in Mid-January. Students studying abroad for one semester may count two courses towards the French major, provided the course is not a language or grammar class.

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\_\_\_\_\_ **France – Middlebury Bordeaux:** All students enroll in a full time course load while attending University of Bordeaux or Science Po, understanding that the actual number of courses depends upon the French credit system for each institution. Enrolling in an introductory foreign language course is not permitted. Taking university courses in English requires special permission from the Off-Campus Study Committee in order to be eligible for credit. Fall semester may end in Mid-January. Students studying abroad for one semester may count two courses towards the French major, provided the course is not a language or grammar class.

\_\_\_\_\_ **France – IES Paris & IES Nantes:** Students are required to enroll in at least one university course per semester. Enrolling in an introductory foreign language course is not permitted. Taking university courses in English requires special permission from the Off-Campus Study Committee in order to be eligible for credit. Fall semester may end in Mid-January. Students studying abroad for one semester may count two courses towards the French major, provided the course is not a language or grammar class.

\_\_\_\_\_ **France – Syracuse Strasbourg - Option I:** Students will receive a total of 4 CMC credits for the 18-19 Syracuse credit-units comprised of : 2 credit-unit *European Identity* Seminar, 4 credit-unit French language course, plus 12 units of additional courses; students can also complete an optional 1 US credit-unit internship over and above (but not a part of) the 18 required units. Students who complete a 3 credit-unit internship course as part of the 18 US credit-units will receive a maximum of 3.5 CMC credits for the semester. Students who have completed French 33 must take all courses abroad taught in French. Taking a course taught in English requires special permission from the Off-Campus Study Committee in order to be eligible for credit.

\_\_\_\_\_ **France – Syracuse Strasbourg - Option III:** Students who have completed French 100 must enroll in Option III. Students must complete 15-16 credits of academic coursework in French in addition to the 2-credit *European Identity* Seminar; students can also complete an optional 1 US credit-unit internship over and above (but not a part of) the 18 required units. Students who are selected for a 3 credit-unit internship course at the Council of Europe as part of the 18 US credit-units will be granted a total of 3.5 CMC credits for the semester. Students may enroll in a maximum of ONE 1-credit course taught at IIEF. Taking courses in English requires special permission from the Off-Campus Study Committee in order to be eligible for credit. Students studying for one semester may count two courses toward the French major, providing the course is not a language or grammar class.

\_\_\_\_\_ **Germany – IES Berlin & IES Freiburg:** Students are required to enroll in one university course during spring semester. Enrolling in an introductory foreign language course is not permitted. Taking university courses in English requires special permission from the Off-Campus Study Committee in order to be eligible for credit.

\_\_\_\_\_ **Germany – IES European Union:** I agree to abide by the general CMC Academic Policies.

\_\_\_\_\_ **Greece – CYA Athens:** Students must enroll in 5 courses comprising of: One 300 level course, one 200-level course with the optional component of additional research and assignments, one Modern Greek Language course, and two additional electives at any level.

\_\_\_\_\_ **Greece – Arcadia Athens:** I agree to abide by the general CMC Academic Policies.

\_\_\_\_\_ **Hungary – CIEE Budapest:** I agree to abide by the general CMC Academic Policies.

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\_\_\_\_\_ **Hungary – Budapest Semester in Mathematics:** In addition to completing 3 courses in Mathematics, students who attend the Semester in Mathematics are required by CMC to enroll in the pre-session, to take Hungarian language during the semester, and one culture course, either European History or Hungarian Culture.

\_\_\_\_\_ **Italy – ICCS Rome:** Participants must enroll in either Latin or Greek during the semester. Taking Italian is optional.

\_\_\_\_\_ **Italy – IES Milan:** Students who have completed four semesters of college-level Italian continue their study of Italian, enroll in Italian-taught area studies courses and, depending on placement test results, a minimum of one university course each semester at Universita Cattolica or at Istituto Universitario di Lingue Moderne (IULM). Enrolling in an introductory foreign language course is not permitted. Taking university courses in English requires special permission from the Off-Campus Study Committee in order to be eligible for credit.

\_\_\_\_\_ **Italy – SACI Florence:** CMC students are required to take Italian language while enrolled at SACI.

\_\_\_\_\_ **Italy – Middlebury - Ferrara:** Students take all of their classes at the Universita degli Studi di Ferrara alongside Italian students. All Year students enroll in *In Lingua*, a grammar course, as well as four university courses fall semester and four university courses only during their second semester. Enrolling in an introductory foreign language course is not permitted.

\_\_\_\_\_ **Italy – Temple - Rome:** Students are required to enroll in a minimum of 15 credits comprised of an Italian language course and English-taught area studies courses.

\_\_\_\_\_ **Italy – Trinity - Rome:** Final course approval will be given by CMC Registrars' Office and Off-Campus Study based upon course selection and language placement exam upon arrival.

\_\_\_\_\_ **Italy – IES – Sienna:** Final course approval will be given by CMC Registrars' Office and Off-Campus Study based upon course selection and language placement exam upon arrival. Students who have completed four semesters of college-level Italian continue their study of Italian; enroll in Italian-taught area studies courses and, depending on placement test results, a minimum of one university course each semester. Enrolling in an introductory foreign language course is not permitted. Taking university courses in English requires special permission from the Off-Campus Study Committee in order to be eligible for credit.

\_\_\_\_\_ **Italy – Boston Padova, CIEE-Ferrara, Pitzer Parma, Syracuse Florence:** I agree to abide by the general CMC Academic Policies.

\_\_\_\_\_ **Russia – ACTR Moscow & ACTR St. Petersburg:** I agree to abide by the general CMC Academic Policies.

\_\_\_\_\_ **Russia – CIEE S. Petersburg:** Once on site, students must send Off-Campus Study and the Registrar their list of courses for final approval.

\_\_\_\_\_ **Spain – Hamilton Madrid and IES Salamanca:** CMC's approval is conditional upon students enrolling in at least one university course each semester and enrolling in a total of 15 or 16 credits. Enrolling in an introductory foreign language course is not permitted. Taking university courses in English requires special permission from the Off-Campus Study Committee in order to be eligible for credit. Students studying abroad for one semester may count two courses towards the Spanish major, provided the course is not a language or grammar class.

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\_\_\_\_\_ **Spain – CIEE-Seville:** Students take all their courses in Spanish. Students who have completed *Spanish 44* continue their study of Spanish, enrolling in Spanish-taught courses and a minimum of one university course each semester based upon language placement exam. Final course approval will be given by CMC Registrars' Office and Off-Campus Study based upon course selection and language placement exam upon arrival. Students interested in the Flamenco course (CC) may take it but only in addition to taking 15 credits of academic coursework for the semester.

\_\_\_\_\_ **Spain – IES Granada:** Students take all their courses in Spanish. Students who have completed *Spanish 44* continue their study of Spanish, enrolling in Spanish-taught courses and a minimum of one university course each semester based upon language placement exam. Final course approval will be given by CMC Registrars' Office and Off-Campus Study based upon course selection and language placement exam upon arrival.

\_\_\_\_\_ **Spain – IES Madrid:** Students take all their courses in Spanish. Students who have completed *Spanish 44* continue their study of Spanish, enrolling in Spanish-taught area studies courses and a minimum of one university course each semester. Students who have completed five or more semesters of Spanish are encouraged to enroll in more than the one required University course, in addition to IES Spanish-taught area studies courses. Taking university courses in English requires special permission from the Off-Campus Study Committee in order to be eligible for credit. Enrolling in an introductory foreign language course is not permitted.

\_\_\_\_\_ **Spain – Sweet Briar Seville:** Students enroll in *Estudio Intensivo* at the beginning of the semester for one credit and then select four additional courses among SB seminars or cursos concertados, and at least one regular course at Universidad de Seville for a total of five courses. Students interested in the Flamenco course (CC) may take it but only in addition to taking 15 credits of academic coursework for the semester. Students studying abroad for one semester may count two courses towards the Spanish major, provided the course is not a language or grammar class.

\_\_\_\_\_ **Spain – Syracuse Madrid:** Students take all their courses in Spanish. All students complete 15 credits of academic coursework, students complete the two-credit Mare Nostrum Seminar, and may enroll in a one or two-credit internship. During the spring semester students who have completed four semesters of Spanish must enroll in a university course; enrolling in an introductory foreign language course is not permitted, and taking university courses in English requires special permission from the Off-Campus Study Committee in order to be eligible for credit. Students studying abroad for one semester may count two courses towards the Spanish major, provided the course is not a language or grammar class.

\_\_\_\_\_ **Spain – USAC San Sebastian:** Students with two semesters of Spanish before departure enroll in track II, comprised of 12 credits of Spanish language and one content course taught in English. Track II students enrolling in additional course taught in English for a total of 18 USAC credits receive no more than 4 CMC credits. Normally, students who have completed *Spanish 33* enroll in track III and enroll in 12 credits of Spanish language and one content course taught in **Spanish**. CMC will not grant credit for courses taken in English for students who have completed *Spanish 33*. All students, track II or track III, are strongly encouraged to enroll in one-credit cultural courses, but only in addition to taking the minimum 15 credits of academic coursework for the semester. Students studying abroad for one semester may count two courses towards the Spanish major, provided the course is not a language or grammar class.

\_\_\_\_\_ **Switzerland – SIT:** I agree to abide by the general CMC Academic Policies.

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\_\_\_\_\_ **The Netherlands – IES:** Students are required to enroll in 17 credits per semester comprised of the 2 credit IES Dutch language and culture course and 15 credits of University of Amsterdam courses.

\_\_\_\_\_ **Turkey – Bogazici University:** Students are required to enroll in the same number of courses/modules/credits as the local students during the semester comprised of Turkish language and English-taught academic courses. Students fluent in Turkish who choose to enroll in Turkish-taught academic courses are exempt from the required Turkish Language course. 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.

*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