

Name: _____ CMC ID# _____

ACADEMIC POLICIES
For Non-English Speaking Countries
In Non-European Destinations
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.

_____ **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!

_____ **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.

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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:

_____ **All Countries:** I agree to abide by the general CMC Academic Policies.

ASIA:

_____ **China – All Students:** I agree to abide by the general CMC Academic Policies. I will make certain that my international insurance company has offices in China.

_____ **Hong Kong - CUHK:** In addition to studying Chinese Language through the IASP department, students enroll in a minimum of three area studies courses for a full-time course load.

_____ **India – SIT India:** I agree to abide by the general CMC Academic Policies. Independent study must be cleared by the CMC registrar.

_____ **India – CIEE India:** I agree to abide by the general CMC Academic Policies. Independent study must be cleared by the CMC registrar.

_____ **Japan – Pomona ICU:** In addition to studying Japanese, students also take three electives (one half course credit each) taught in English from the Japan Studies program. To receive course credit towards a major at CMC, a course completed abroad must be worth at least three US semester credits. Students should be aware that the program design can make it difficult to get two courses to transfer towards some majors. Consult with the registrar and your department chair early on.

_____ **Japan – CIEE Sophia, IES Tokyo & Pomona Kyoto:** I agree to abide by the general CMC Academic Policies.

_____ **Korea – Yonsei:** Students will receive credit for their initial language placement. They need to clear language placement with CMC by e-mail. All academic courses must be cleared through the CMC Registrar and Off-Campus Study Office.

_____ **Mongolia – SIT:** I agree to abide by the general CMC Academic Policies.

_____ **Thailand – CIEE Khon Kaen:** I agree to abide by the general CMC Academic Policies.

_____ **Vietnam – SIT:** I agree to abide by the general CMC Academic Policies.

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LATIN AMERICA:

_____ **Argentina – IFSA- Butler and CIEE:** 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 use two courses towards the Spanish major, provided the course is not a language or grammar class.

_____ **Argentina-IES Buenos Aires:** Students take all courses taught in Spanish. Students having completed Spanish 44 or the equivalent are required to enroll in at least one university course each semester and enroll in a total of minimum 15 credits (normally 5 courses). Enrolling in an introductory foreign language course is not permitted unless it is one of the local languages. 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 use two courses towards the Spanish major, provided the course is not a language or grammar class.

_____ **Argentina – SIT:** I agree to abide by the general CMC Academic Policies.

_____ **Brazil – All Students:** I agree to abide by the general CMC Academic Policies.

_____ **Chile – IES Santiago:** CMC’s approval is conditional upon students enrolling in at least one university course each semester and enrolling in a total of 15 credits (normally 5 courses). Enrolling in an introductory foreign language course is not permitted unless it is one of the local languages. 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 use two courses towards the Spanish major, provided the course is not a language or grammar class.

_____ **Chile – CIEE Santiago:** 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 use two courses towards the Spanish major, provided the course is not a language or grammar class.

_____ **Chile – SIT:** I agree to abide by the general CMC Academic Policies.

_____ **Costa Rica – All Students:** I agree to abide by the general CMC Academic Policies.

_____ **Dominican Republic – CIEE Santo Domingo:** In addition to a language course and the optional internship (which can be non-graded), students enroll in seminars taught at FLACSO (Facultad Latin Americana de Ciencias Sociales) and complement their course selection with regular courses taught at local universities for their Dominican peers for a total of 5 classes. Students studying abroad for one semester may use two courses towards the Spanish major, provided the course is not a language or grammar class.

_____ **Ecuador – IES Quito:** All courses including final exams and papers must be conducted in Spanish to be eligible for credit. Students must enroll in Spanish Language course in addition to two university courses and two or three program courses. Students taking courses at FLACSO may do so as CR/NCR as it is their only option. Enrolling in an introductory foreign language course is not permitted unless it is one of the local languages such a Quechua or Aymara. 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 use two courses towards the Spanish major, provided the course is not a language or grammar class.

_____ **Ecuador – SIT:** I agree to abide by the general CMC Academic Policies.

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_____ **Mexico – Middlebury:** Students enroll in the Core course “Cuaderno” as well as complete five regular courses at Universidad Veracruzana for a total of four CMC credits. Students may enroll in a non-credit internship in addition to the full time course load. All courses are subject to approval by the CMC registrar. Students studying abroad for one semester may use two courses towards the Spanish major, provided the course is not a language or grammar class.

_____ **Mexico – ITAM:** Students enroll in four regular university courses and Spanish language. Students who are exempt from the Spanish language course, are required to enroll in five regular university courses which is considered a full load.

_____ **Panama – SIT:** I agree to abide by the general CMC Academic Policies.

_____ **Peru – CIEE-Lima:** 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 use two courses towards the Spanish major, provided the course is not a language or grammar class.

MIDDLE EAST:

_____ **Egypt – American University Cairo:** I agree to abide by the general CMC Academic Policies.

_____ **Israel – Hebrew University and University of Haifa:** Students enrolled at these universities for fall or spring are required to attend the summer or winter Ulpan in addition to a full academic course load during the semester for a total of four CMC credits. Students must enroll in either a Hebrew or Arabic semester-length language course as their foreign language study requirement.

_____ **Jordan – All Students:** I agree to abide by the general CMC Academic Policies.

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