



APPLICATION PACKET Study Abroad and Exchanges General Policies

Name: _____ CMC ID# _____

Students participating in study abroad or exchanges remain enrolled at CMC and are expected to follow CMC rules and policies while away. Students are also expected to follow host institution and host program rules and policies. Failure to comply with rules and policies may result in disciplinary action up to and including dismissal from the program and expulsion from CMC.

HOUSING: CMC students studying abroad or on exchanges will live in home stays with local hosts. In some cases, such as programs that do not offer home stays, students may receive prior written approval from CMC for alternate housing.

ARRIVAL AND DEPARTURE: Students are required to participate on the program in its entirety including orientation and final exams. Late arrival and/or early departure are not permitted.

PROBATION, SUSPENSION, AND DISMISSAL FROM STUDY ABROAD OR EXCHANGE PROGRAM: Students are subject to the disciplinary process of their host institution and program while off campus. The Resident Director, the Program Sponsor, the Host Institution, or CMC may take disciplinary action against any participant in a program as they deem appropriate, up to and including expulsion of the participant from the program and/or host institution. CMC students may also be subject to further consequences from CMC's Academic Standards Committee and/or the discipline process. In the event of suspension or dismissal from a study abroad or exchange program, students must petition the Academic Standards Committee for readmission to CMC. Deadlines for readmission are in March and October and readmission is not guaranteed.

ACADEMIC POLICIES: CMC expects its students to follow CMC academic policies. If students fail to do so, CMC will deduct one unit of CMC academic credit for each violation. Students may not substitute a course that CMC requires them to take with another course while on the program.

COURSE LOAD: Students must enroll in a minimum of 15 U.S. credits each semester to receive four CMC credits. Full academic year students enroll in a minimum of 30 U.S. credits to receive eight CMC credits for the year. Students may need to take more than four classes to obtain the 15 U.S. credit minimum. Students may not drop a course if it results in being registered for less than 15 U.S. credits. In some cases, the host program or host university may require students to take more than 15 U.S. credits. In addition, students must observe host program and host university policies for adding and dropping classes, including deadlines, documentation, and processes.

COURSE APPROVAL: Students must obtain prior approval from the appropriate Department Chair or the Registrar to receive credit for courses taken off campus. To request approval, students must send course titles, descriptions or syllabi, and the number of credits to the Department Chair (GE or major credits) or the Registrar (general elective credits). Students must obtain either a signature or an email approval in order to obtain credit for courses. If a student's course selection changes from the preapproved courses, the student must contact the appropriate Department Chair and/or CMC Registrar via e-mail for course review and approval. Students must ensure the Off-Campus Study Office receives a copy of all approvals.

GE OR MAJOR REQUIREMENTS: Each academic department determines the number of courses/credits taken off campus which can be applied towards major or GE requirements in that department. GE and major courses must be equivalent to a minimum of three US semester credits. It is the purview of each academic department to determine any additional conditions required for earning GE or major credit off campus.

ELECTIVE CREDIT TOWARD GRADUATION: Courses not taken for major or GE credit will count as elective credit towards graduation, if approved by the Registrar.

INTERNSHIPS: Students wishing to receive credit for an internship during a semester off campus must seek approval from the CMC Registrar. Up to one half of a credit may be granted for an internship if there is an academic component (i.e. course) that meets CMC requirements for internship credit. This course must be pre-approved by the Registrar and must be taken for a letter grade. Students who receive half of a credit for an

internship will return with three and a half CMC credits if the internship course is part of the 15 U.S. semester credit minimum. Students who take an approved internship course in addition to the 15 U.S. semester credit minimum will receive four CMC credits.

GRADES AND GPA: All courses and grades from study abroad and exchanges will be listed on the CMC transcript. Students are eligible to receive credit for courses in which they achieve grades of C or better. 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 courses taken Credit/No-Credit and Pass/Fail will not be granted credit. Grades will not be counted into the student's CMC GPA.

EXAM RE-SITS: Based on CMC's Incomplete Grade policy, CMC will not permit study abroad or exchange participant to re-sit final exams except when documented circumstances beyond the student's control have prevented completion of the regularly scheduled final exam offered at the host institution. Students who wish to request permission to re-sit for an exam must petition the Off-Campus Study Committee in advance of the regularly scheduled final. The student's petition must include the following:

- A written request, including a full explanation of the student's circumstances
- Appropriate documentation of those circumstances necessitating the re-sit
- A letter approving the re-sit from the host institution's sponsoring department and/or program director

In rare circumstances, such as an emergency hospitalization, the OCSC may consider a petition filed after the regularly scheduled final exam. If a student's request is approved, CMC will not proctor the re-sit. The student must make arrangements to complete the re-sit at the host institution and will be responsible for any associated costs (airfare, fees, and accommodations). Upon receipt of a revised transcript from the host institution or Program Provider, CMC will record the revised grade on the student's CMC transcript.

ACADEMIC PROBATION: Students who earn a semester grade point average or a cumulative grade point average of less than C (6.00) are placed on academic probation for their subsequent semester at CMC. Students may also be placed on probation for other kinds of unsatisfactory academic performance, as determined by the ASC.

SUSPENSION FOR POOR SCHOLARSHIP:

A student may be suspended from the College for poor scholarship for either of the following reasons:

1. The student's grade point average for the preceding semester was lower than D (3.00); or
2. The student fails two or more courses in one semester.

FOREIGN LANGUAGE REQUIREMENT: Students studying in non-English-speaking countries (including Hong Kong, South Africa, India, etc.) are required to study the host language for academic credit.

STUDENTS WITH AT LEAST THREE SEMESTERS OF SPANISH, ITALIAN, FRENCH, OR GERMAN: CMC students who have completed at least three semesters (or equivalent) of Spanish, Italian, French, or German language studying in a destination where these languages are spoken are required to enroll in the mandatory language course plus a minimum of one area studies course taught in the host language at the program center. When available, students are highly encouraged to enroll in more than one area studies course taught in the host language at the program center.

UNIVERSITY COURSE IN FOREIGN LANGUAGE REQUIREMENT: Students who have completed at least four semesters (or equivalent) of Spanish, Italian, French, or German studying in destinations where these languages are spoken must take all courses in the host language. Additionally, at least one of these courses per semester must be taken at the local university, should the program have this option.

I have read and understand these "CMC General Policies" for study abroad and exchanges. 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 Off-Campus Study in order to receive pre-registration materials for the following semester.