CET Academic Policies
Gap Programs

CET is committed to maintaining the highest academic standards in all of its programs, and to equipping all CET students for academic success abroad. CET asks students to approach their academic work with seriousness, dedication, and honesty, and to respect the rights of their classmates, roommates, and faculty to do the same. The following policies aim to safeguard these standards. Violation of the academic policies may result in grade reductions, disciplinary actions and/or dismissal from the program.

Course Load
All CET students must take the full Gap curriculum outlined on the CET website.

Credit Transfer
Each Gap student is provided with a University of Minnesota transcript upon successful completion of the program. It is each student's responsibility to ascertain how work completed on a CET program may transfer to future degree programs, and what kind of documentation is necessary to ensure credit. Syllabi of Record are available on the CET website.

Academic Integrity
Academic dishonesty of any kind during the program – from the start of the application process to the end of final examinations – is not tolerated. Academic dishonesty includes but is not limited to:

- Plagiarizing or using someone else's work without proper citation.
- Cheating or helping a classmate cheat.
- Falsifying academic records.
- Submitting work that has already received credit in another course or program.

If students have any doubt about what might constitute plagiarism, it is their responsibility to consult with faculty or onsite academic staff.

Fieldwork, Volunteer, and Research Ethics
Students who plan to participate in fieldwork, research or a volunteer project on a CET program are responsible for adhering to best ethical practices, as advised by CET.

Attendance and Participation
Attendance in class, orientation sessions, volunteer placements, and co-curricular components of the program such as field excursions, traveling seminars, and guest lectures is an integral part of successful participation in a CET program. Attendance requirements are outlined in the CET Attendance Policy.

Exams and Assignments
Students are required to take all exams as scheduled, and to submit all assignments on time. Exceptions are made only for documented academic, medical, or personal extenuating circumstances, and must be approved by program faculty and on-site academic staff.

Adding/Dropping
Students may add or drop courses within frameworks established by their CET program. Program-specific Add/Drop policies are made available pre-departure and in on-site orientation.

Incompletes
Incompletes are temporary grade placeholders that may be requested if extenuating medical, personal, or academic circumstances prevent completion of coursework before the conclusion of the program. Permission to grant an Incomplete is subject to the sole discretion of the faculty member. Students must make arrangements directly with the faculty member to complete the course no later than one month after the program has ended, and must document in writing to onsite academic staff prior to departure the requirements and timeline for completion of coursework. If the student fails to complete the required work by the deadline, a grade will be assigned on the basis of work completed.

Course Withdrawal
Students must demonstrate a compelling academic, personal, or medical reason to withdraw from a course after the Add/Drop period has concluded, and permission to do so is subject to the discretion of on-site academic staff. Courses from which a student has withdrawn are marked as 'W' on the student's transcript. No withdrawals are permitted within four weeks of the conclusion (two weeks for summer) of the class; failure to complete the course after that point, or an unauthorized withdrawal from it, results in the grade being assigned on the basis of work completed.

Program Withdrawal
If a student withdraws from the program after the Add/Drop period, all courses are marked as 'W' on the student's transcript. Any arrangements for academic credit must be made according to terms outlined in the Withdrawal Form. Courses for which the student is seeking credit are converted to an Incomplete, which must be converted into a letter grade no later than one month after the conclusion of the program.

Pass/Fail and Auditing
Students may not audit courses or take a course on a Pass/Fail basis. As a policy, CET grants letter grades for all courses.

Grade Appeals
Students in CET courses have the right to appeal grades based on criteria outlined in the Grade Appeal Process and the Grade Appeal Form.

Direct-enroll courses at host universities differ from CET courses with regard to how they are managed and what mechanisms for grade appeal, if any, might exist. Given CET's partnership with the host university, the CET Academic Director must be informed of any grade appeals that a student intends to make to an instructor of a direct-enroll course, but CET does not manage the process or have any say in the decision rendered.

Transcripts
Students receive an official transcript from the University of Minnesota six to eight weeks after the conclusion of the program. CET grade reports are uploaded to student accounts within that same time frame. Additional transcripts may be requested for a fee.

Language Pledge

Students participating in a CET program with a language pledge are expected to speak the target language at all times for the duration of the program. Specific parameters of the language pledge are provided in onsite orientation. Repeated violation of the language pledge damages the language environment for other students and may result in disciplinary action and/or dismissal from the program.

Direct-Enroll Courses

Direct-enroll courses at host universities are subject to the academic policies of that institution. Students should expect, and be prepared to comply with, different parameters for course management, evaluation, and the ability to appeal a grade. In view of the partnership with the host institution, CET expects its students to respect those policies, accept the differences, and participate fully in the courses. Failure to do so may result in the student being withdrawn from those courses with no credit granted.

Grading

All CET programs use the following scale in assessing student performance. Different grading scales may exist for direct-enroll courses at host institutions, and for programs transcripted by US partners.

Quantitative Scale		Qualitative Scale
A	93-100%	A range: Excellent. Consistently outstanding performance throughout the semester.
A-	90-92%	
B+	87-89%	B range: Good. A solid performance that is above average, but not outstanding.
B	83-86%	
B-	80-82%	
C+	77-79%	C range: Satisfactory. An average performance wherein the minimum criteria listed in the course syllabus has been achieved.
C	73-76%	
C-	70-72%	
D+	67-69%	D range: Minimal pass. Work is seriously deficient in multiple areas including reasoning, writing, attendance, and participation.
D	60-66%	
F	59% and below	F: Failing. Work that fails to meet the minimum criteria in all aspects.
I		I: Incomplete. A placeholder for coursework that is being completed after withdrawal from or conclusion of the program, and will convert into an F if not completed within the required timeframe.
W		W: Withdrawal. Indicates that a student withdrew from the course or the program after arrival and/or the Add/Drop period.