

CEA Policies are contained within this document and include the following:

- [Application Policies](#)
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- [Housing Policies](#)
- [Student Code of Conduct](#)
- [CEA Global Campus Academic Policies](#)
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By applying to a CEA program, you agree to CEA policies. Please note, all policies are subject to change. It is the responsibility of each applicant to visit the CEA website for the most current information at www.GoWithCEA.com/policies.

Application Policies

Applications can be accepted up to one year prior to the program(s) start date:

- Fall /Year – September 1
- Winter/Spring – January 1
- Summer – June 1

Required Application Materials

Applications will be considered complete and will be reviewed once the following are submitted:

- CEA Application Form (online or paper)
- \$95 **non-refundable** online application fee or \$95 **non-refundable** paper application fee
- Summer/Short Term Applicants Only: \$300 **non-refundable** program confirmation due with application
- Unofficial copy of your most recent transcript
 - Official transcripts are required for certain programs
 - Full name, social security number or student ID number and cumulative GPA must appear on the transcript

Please note:

- Additional application materials are required for some programs
- CEA may require additional materials to confirm eligibility during the review process

Contact CEA for details at **800-266-4441** or visit www.GoWithCEA.com for program specific requirements. Submit completed applications and required materials to:

CEA
2005 W. 14th St., Ste. 113
Tempe, AZ 85281-6977
Fax: 480-557-7926

Application Closure Dates

For specific closure dates, refer to the Dates and Prices page at www.GoWithCEA.com/prices. CEA reserves the right to close a program prior to its published closure date without notice due to enrolled capacity. Places in CEA programs are limited. All application materials must be received by the application closure date to participate on a CEA program. The application closure date is also the last day pre-departure documents and program confirmations will be accepted, regardless of student application status at that time (please see Late Applicants section).

If the closure date falls on a weekend, the following business day will be honored.

Please note: CEA closure dates are not set according to student visa deadlines. Some programs may require a student visa. Each applicant is responsible for researching and meeting these requirements independent of CEA's application requirements.

Late Applicants

Applications may be accepted after the application closure date based upon availability. Applicants who apply after the application closure date must submit all required documents and fees at the time of application. Students who apply after the program withdrawal date must also submit final payment at the time of application. Late applicants must also contact a CEA Admissions Counselor prior to submitting an application. The final payment due

date for late applicants will be no later than the program withdrawal date (See Withdrawal Dates section). Students who apply prior to the application closure date but whose application remains pending will be required to submit all required documents and fees by the application closure date to continue with the application process.

Incomplete Applications

Incomplete applications (i.e. fees are not paid, a valid session has not been chosen, application itself has incomplete sections, required application documents are missing etc.) will be considered pending and held up to 30 days for completion. Pending applications cannot be held after the application closure date or the date by which the program reaches enrolled capacity. Applications that can no longer be held will expire and require a \$75 Reactivation Fee and updated application information. Reactivation is only applicable to the same program term and subject to availability. Reactivated applications will be subject to current pricing at the date of reactivation. Any terms or pricing connected with the original application may be forfeited. Students whose applications are incomplete and submitted with a program confirmation are not eligible for any refunds.

Eligibility

Some programs may allow students who do not meet one or more of the eligibility requirements to be accepted on a conditional basis. It is the student's responsibility to prove that they have satisfied all of the eligibility requirements for their program prior to departure. If the conditions are not met, CEA and/or the partner institution reserve the right to withdraw the student's acceptance. In addition, CEA reserves the right to reject applicants who fall below one or more of the eligibility requirements after initial acceptance to a program. Applicants who fall below or fail to meet any of the stipulated eligibility requirements after having initially been accepted to a program will be subject to CEA's payment policies (see Payment Obligations section). Additional documentation may be required after initial or conditional acceptance.

The University of Westminster will accept low GPA students on a non credit bearing basis. Students that are accepted with these terms are subject to standard CEA payment and refund policies.

Multiple Program Enrollment

Applicants can create their own program itinerary by combining multiple CEA programs (whether at the same or different locations).

- Only one CEA application and one application fee is required
- Multiple Program Discount will be applied to the price of the final program
- Application closure dates and withdrawal dates may be different for each program
- Applicants enrolling in multiple programs must submit all program confirmations at the same time
- Program start dates cannot overlap

Contact your CEA Admissions Counselor for details.

Promotional/Exclusive Pricing

CEA reserves the right to offer promotional or exclusive program pricing and/or discounts for a limited time. Only those applicants who: 1) submit the required application materials; and 2) meet the stated requirements of the promotion during the specified promotional timeframe will be entitled to the promotion or discount. Applicants who complete an application prior to or after the timeframe of the promotion, will not be granted any price adjustment or refund. If CEA is offering more than one promotion at one time, only the greater amount of the two promotions/discounts will apply.

Students participating in exclusively priced programs, such as group or custom arrangements are not eligible for additional discounts of any kind.

Pre-departure Requirements

All applicants are required to submit additional information as part of the pre-departure process. This may include both documents and online forms. Requirements are based on the student's specific program and are due within 30 days of your acceptance date or by the application closure date, whichever comes first.

Upon receipt of application, you will be given access to additional resources and information, specific to your selected program, within your MyCEA Account. This information includes, but is not limited to, a list of items, documents and/or payments still needing to be sent or submitted to CEA and associated due dates. If your pre-departure documents are not received on time, you may delay or forfeit your housing placement, university registration and participation due to late documentation.

Payment Policies

Program Costs

To participate, each applicant is required to pay the following:

- **Non-refundable** application fee
- **Non-refundable** program confirmation (deducted from the total program cost)
- Refundable security deposit
- CEA Insurance for Study Abroad
- Program price of selected program

Group/Custom Programs: Students participating in a group or custom program with a professor or advisor from their home institution may be subject to different application and payment dates. Please contact your group leader for details.

Application Fee

All applications must be submitted with a \$95 online application fee or a \$95 paper application fee (both **non-refundable**). Your application will not be processed without the application fee.

Program Confirmation

All applicants are required to pay a program confirmation. This deposit is **non-refundable**.

This deposit is deducted from the total cost of the program. Your place in the program will not be held until your **non-refundable** program confirmation is paid. If your program reaches enrolled capacity before you have paid your **non-refundable** program confirmation you may be required to forfeit your original program selection or choose another program. The **non-refundable** Program confirmations will be due no later than the application closure date.

- **Semester, Trimester and Year Programs:** Once admitted to a CEA program, your \$500 program confirmation will be due immediately. Your application will become automatically inactive if your deposit is not received within 30 days of your acceptance date. CEA cannot guarantee your place on the program until the program confirmation is received. Further, if a program reaches enrolled capacity prior to the published closure date or prior to submitting your required **non-refundable** program confirmation due to enrolled capacity being reached, your space will be automatically forfeited.

- **Summer and Short Term Programs:** Summer and Short Term applicants are required to submit a \$300 **non-refundable** program confirmation with their application. Summer and Short Term applications will not be processed without this deposit.

Applications will become automatically inactive according to the following conditions:

- More than 30 days have passed since the acceptance date (excludes summer programs; see above)
- Program has reached enrolled capacity
- Application closure date has passed
- CEA will reactivate applications on a case-by-case basis depending on availability. An additional \$75 reactivation fee may apply.

Security Deposit

All applicants are required to pay a \$300 refundable security deposit. The deposit is used to pay for any charges that may be incurred during the program, including but not limited to, broken furniture, floor damage, lost keys, overdue library books, excessive cleaning, etc. Should the cost of damages or charges incurred during the program exceed the security deposit, students will be invoiced for any additional costs. CEA reserves the right to hold a student's security deposit and transcript until all utility bills and any outstanding vendor costs have been reviewed and assessed. Any unused portion of the security deposit is eligible to be refunded when:

- All onsite costs have been verified (housing repairs are complete, utility bills have been paid, etc.). Depending on program location, verification of costs can take up to 12 weeks.
- The CEA Arizona and international staff have verified there are no other outstanding damages or payment issues.
- Student has paid all outstanding balances.

To receive the unused portion of the security deposit, students must:

- Fully complete and submit the CEA Re-Entry Evaluation within 30 days of the program end date. (The evaluation is web based and will be sent via email).
- Verify their current US mailing address. (Students may designate someone other than self as the payee using a US mailing address).

Please note:

- Security deposit refunds will not be mailed or wired overseas.
- If the Re-Entry Evaluation is not completed within the specified time frame, the security deposit refund will be forfeited.

Multiple Program Deposits: Students participating in multiple programs are required to pay a security deposit for each program. To be eligible for refund of either deposit, students must complete and submit the required CEA Re-Entry Evaluation(s). As programs end at different times, the evaluations and refunds will be sent to separately.

CEA Insurance for Study Abroad

CEA requires that each participant purchase the CEA group insurance plan created specially for study abroad. Please review the CEA Insurance brochure or visit www.GoWithCEA.com/insurance for coverage details. Every participant must be covered for the duration of the program; there are no exceptions. The insurance is intended to supplement a student's existing health insurance. No refund of insurance is granted for early departure or dismissal from a CEA program. Contact your CEA advisor for additional details.

Program Price/Final Payment

CEA reserves the right to change program prices. For current pricing, refer to the CEA website at www.GoWithCEA.com/prices. Applicants will be subject to the price listed on the CEA website at the time a student's application is received. You must abide by all CEA application and confirmation policies/deadlines to keep your application active. Students who miss a CEA deadline may be subject to a higher price. Applicants who request to change their program are subject to the current prices listed on the CEA website at the time the student's program change request is approved.

All applicants will be sent a Student Account Statement with a Final Payment due date. This statement will detail the program price, insurance, refundable security deposit and any other costs (minus the program confirmation). Final Payment due dates will be set no later than the program's Withdrawal Date. Students must be paid in full and/or submit the required Financial Aid Forms (Financial Aid Disbursement Form and Student Financial Aid Agreement) to CEA by their Final Payment due date. If a student fails to make

payment and/or submit the required Financial Aid forms by their Final Payment due date, they will be subject to a \$300 Late Fee and may be withdrawn from their program (Please see Outstanding Balances section for more information).

Student Account Statements are accessible online through the student's MyCEA Account. The Payment Info tab provides information on the student's billing and payment information as well as allowing students to pay online via e-check or credit card.

Special Situations

- **Academic Year Programs:** The Student Account Statement will reflect two amounts due and two separate due dates for the cost of an Academic Year Program:
 - The first amount due will reflect 60% of the program price, insurance, and security deposit (minus the program confirmation).
 - The second amount due will reflect the remaining 40% of the program price.
- **Multiple Programs:** Students participating in multiple programs will receive a Student Account Statement detailing the program costs and the Final Payment due date for each program.

Payment Obligations

Withdrawal Dates

A Withdrawal Date is the last day a student can withdraw from a program and not be held responsible for full payment or be eligible for a refund (See Refund Policies section for more information). All Final Payment due dates will be set no later than the Withdrawal Date. All students must be paid-in-full and/or have submitted the required Financial Aid forms by the Withdrawal Date. Any student wishing to withdraw from their program must express their intent to withdraw in writing prior to the Withdrawal Date. All withdrawal notifications must be received via fax, mail or e-mail. Verbal notification will not be accepted. Once a withdrawal notification has been received, CEA will acknowledge receipt of notification by sending a Withdrawal Confirmation e-mail to the student. Any student that has not submitted payment and/or valid Financial Aid Forms by their Program Withdrawal Date may be withdrawn from their program for non-payment (Please See Outstanding Balances section for more information). Refer to the Program Info tab on your MyCEA Account for your program's specific Withdrawal Date.

If the withdrawal date falls on a weekend, the following business day will be honored.

Refund Policies

When students are enrolled in a CEA study abroad program, they are automatically eligible for the Standard CEA Refund Policy at no extra cost above the study abroad application and program price. However, CEA recommends they enroll in the **CEASecure™** plan, which allows students to receive a refund for any one of the covered reasons described below up until one calendar week before their program start date. If they choose not to enroll in **CEASecure™**, all refund requests must be sent to CEA's Arizona Headquarters in writing on or before the program's final withdrawal date to be eligible for a refund. All withdrawal requests must be sent via fax, mail or email. No verbal requests are accepted. We will acknowledge receipt of student requests by a Withdrawal Confirmation email. All refund decisions will be made by CEA staff.

Application fees and program confirmation fees are always **non-refundable**. Students who withdraw in writing on, or prior to, their program Withdrawal

Date are not responsible for final payment and may be entitled to a refund of payments already made to CEA, minus the application fee and program confirmation.

No refunds will be given to students who withdraw from their program after the Withdrawal Date or to students who are withdrawn by CEA for non-payment. Likewise, students who withdraw after the program Withdrawal Date are still 100% responsible for final payment, regardless of participation. Any student that leaves a CEA program early after arriving on site will not be granted a refund.

Students using Financial Aid or loans are responsible for their entire program cost if their Financial Aid or loans are rescinded after their program Withdrawal Date or if they choose to withdraw after their program Withdrawal Date (Please see the Financial Aid and Outstanding Balances sections).

Special Situations:

- **Academic Year Programs:** Academic Year students who wish to withdraw at the end of the fall semester/trimester are still subject to CEA's academic year pricing structure (see Program Price/Final Payment section). Academic Year students should be aware of the withdrawal date for the winter and/or spring portion of their selected program. Notification in writing must be sent to the CEA Headquarters in Arizona, in addition to your CEA resident director (See Change of Program section). Students who have paid their AY program in full will receive a refund of the remaining 40% of the program price (spring portion) providing that their withdrawal notification is received prior to the spring semester withdrawal date. Any discount given will be forfeited.
- **Multiple Program Students:** Multiple program students who have confirmed their participation on multiple programs and wish to withdraw from one or more sessions are subject to CEA's withdrawal and refund policies for the cost of their remaining programs. Multiple program students should be aware of the withdrawal date for the remaining programs. Written notification must be sent to the CEA Headquarters in Arizona in addition to your CEA resident director

(See Change of Program section). Any discount given is forfeited for the remaining sessions.

CEASecure™

With **CEASecure™**, students may withdraw from their CEA program for any covered reason up to one calendar week before the program's start date and receive a full refund of program fees paid, minus the \$95 application fee, the non-refundable program confirmation fee (\$500 for semester and \$300 for summer programs) and the cost of the **CEASecure™** plan. Covered reasons are:

- Medical – If a student or an immediate family member of the student becomes seriously ill, is seriously injured in an accident or dies
- Terrorist Attack – If the U.S. Department of State states that there has been a terrorist attack against U.S. interests within 25 miles of a student's program site, and issues an official Travel Warning that Americans should not travel to that city
- Job Loss – If a parent or legal guardian of a student is laid off from work or loses his/her job as a result of a general staff reduction or position elimination
- Total Destruction of a Student's Primary Residence – If the student's primary place of residence is destroyed by a natural disaster, fire or explosion

If your trip is interrupted after the start of your program, **CEASecure™** provides limited refund coverage for your protection as follows:

- Medical – If a student or an immediate family member of a student becomes seriously ill, is seriously injured in an accident or dies
- Terrorist Attack – If the U.S. Department of State states that there has been a terrorist attack against U.S. interests within 25 miles of a student's program site, and issues an official Travel Warning that Americans should not travel to that city
- Failure to Obtain a Student Visa – If a student's official student visa was not issued before his or her departure even after correctly following and completing all embassy procedures, and the student has traveled to the country of his or her CEA program site on a tourist visa with plans to obtain the required visa in country, but is denied and must leave before completing the program

Note: For purposes of the **CEASecure™** trip interruption coverage, immediate family of the student is defined as spouse, child, parent, legal guardian, sibling and grandparent. Refunds for medical reasons must be substantiated by a physician/hospital statement or other official medical documentation signed by a medical provider not related to the student. An officially published U.S. Department of State Travel Warning encompassing the dates and site for a student's CEA program is required as documentation for a terrorist attack related refund.

Enrollment in CEASecure™

Students must purchase the plan at an additional cost above their program fees using the **CEASecure™** Enrollment form available online. CEA Headquarters office in Tempe, Ariz. must receive students' completed forms and payments of the appropriate cost within two weeks of the program's confirmation fee due date. The cost for **CEASecure™** is based on the length of the program as follows:

- Semester and trimester programs - \$475
- Summer and short programs - \$275
- Academic Year programs - \$1,000

Note: If students decide to purchase the **CEASecure™** plan, they **MUST** click the **tab in their MyCEA Account** online and choose **CEASecure™**.

Withdrawal Requirements

Any request by students for a pre-program start withdrawal refund must be made by sending a completed and signed CEASecure Withdrawal Notice form, available online, to the CEA Headquarters office in Tempe, Ariz. **We must receive the form via fax, mail or email one calendar week before the start date for the program.** We will send an acknowledgement email upon receipt of students' **CEASecure™** Withdrawal Notice.

Pre-Departure Refund – All program fees paid up to the time of withdrawal will be refunded to the student minus the \$95 application fee, the non-refundable program confirmation fee and the cost of **CEASecure™**. Late fees are not refundable under the plan. Withdrawal notices received after the deadline (one calendar week before the start date) will result in no refund.

Trip Interruption Refunds

Any request by students for a trip interruption refund must be made by sending a written notice to their CEA Resident Director and the CEA Headquarters office in Tempe, Ariz. We will send an acknowledgement email upon receipt of student notification.

Program fee refunds, minus the application fee, the non-refundable confirmation fee, and the cost of **CEASecure™** for any of the above trip interruption benefits, will be pro-rated based on the portion of the CEA program that has been delivered up to the date of the covered event.

Program Changes

Students are allowed to change their selected program(s) (session and/or campus), one time prior to submitting their program confirmation. If a student would like to change a second time, he/she is required to submit a \$50 Program Change Fee. Students who change their selected program(s) after paying their program confirmation are required to submit a \$400 Program Change Fee. Notification of a program change must be received prior to the selected program's application closure date and the change will not be processed until any and all applicable fees are paid in full.

Academic Year students who are already onsite and wish to make a change to the winter/spring portion of their year program must notify CEA in writing prior to the application closure date of the winter/spring session. Multiple program students who are already onsite and wish to make a change to any remaining program must notify CEA in writing prior to the application closure date of their remaining program.

It is your responsibility to submit all program change requests to the CEA Headquarters in Arizona. All program change requests must be received via fax, mail or e-mail. Verbal notification will not be accepted. If you are already abroad, you must also notify your CEA resident director. The CEA Arizona staff and your resident director will work together to facilitate approved changes, and notify campus administration and parents, if needed. If your change request is approved, CEA will acknowledge the program change by sending a Program Change Confirmation e-mail to the student. Students who request to change their program must meet the eligibility requirements for their new program selection and must be accepted to that program. Students may be asked to submit additional

documentation. Students are subject to the current prices at the time the student program change request is approved.

Students that wish to change their program to a term beyond CEA's current offerings may request to be held in a Pending status for up to one year beyond their previously selected term. All students must have submitted their program confirmation and request in writing. Once a program term becomes available, students will have 30 days to confirm selection in writing and submit updated application information and required documents.

Program Cancellation

CEA reserves the right to cancel or suspend a program as deemed necessary. In such a case, accepted applicants are given the choice of the following:

- Switching to a future program session
- Switching to a different CEA program site
- A full refund of all fees paid less the application fee

Please note: If a student chooses to switch to a future session or a different CEA program site, he/she is considered enrolled in that particular program and is subject to any policies and/or new payment obligations that apply.

Change in Program Structure

CEA makes every effort to ensure that programs operate as described in the published material. However, circumstances occasionally dictate that changes are necessary or advisable that may include but are not limited to staffing, excursions, immersion activities, academic options and/or housing options. **CEA cannot guarantee any course selections made by students. Course availability may be changed by the host institution and/or CEA Global Campus at any time.** No refund or reduction of fees will be made as long as the altered arrangements are similar to the original arrangements as deemed by CEA. Determinations of similarity will be made at CEA's sole discretion.

Payment Methods

All payments must be submitted to the CEA Headquarters in U.S. currency. CEA will not accept payments of any foreign currency or payments drawn on a foreign financial institution.

Payments to CEA can be made via check, E-check, credit card, money order or wire transfer. Cash

payments will not be accepted. Students may submit credit card and E-check payments online via their MyCEA Account. Checks and money orders should be made payable to CEA and mailed to:

CEA
2005 W. 14th St., Ste. 113
Tempe, AZ 85281-6977

Credit Card Payments

CEA only accepts MasterCard, Discover and American Express. A 2.75% Processing Fee will be assessed to all credit card payments. Processing fees will be charged to the credit card being used at the time payment is made. The processing fee can be avoided by using our convenient E-check system or paying by standard check, wire or money order.

Financial Aid

Students wishing to use federal financial aid must apply through their campus Financial Aid Office at their home university. It is the student's home university that will determine if aid will be transferable to the CEA program. All Federal Aid requires students to fill out the FAFSA form available at www.fafsa.ed.gov. CEA will offer assistance to students, study abroad and financial aid advisors to aid in the transfer of funds. However, CEA is not responsible for the awarding, processing or disbursing of Financial Aid funds. To learn more about different forms of financial aid and the financial aid process please visit the CEA website at www.gowithcea.com/financing.html.

- **Financial Aid Disbursement Form:**

All students who will be using Financial Aid to finance their CEA program must submit the "Financial Aid Disbursement Form" to their campus Financial Aid Office for completion and return it to CEA prior to their Final Payment Due Date. If the financial aid will be processed by a private lending institution then the Financial Aid Disbursement Form must be submitted to the private lender who will be processing the aid. This form indicates the amount of aid the student expects to receive, the approximate disbursement dates and to whom the check will be made payable. The Final Payment Due Date of the portion Financial Aid will cover will be deferred until the student's verified disbursement date. It is the student's responsibility to make arrangements for

payment of financial aid funds to CEA within two weeks of the disbursement date indicated on the Financial Aid Disbursement Form. Students that do not submit the required Financial Aid forms to CEA prior to their final payment due date will be subject to a \$300 late fee (see Outstanding Balances section).

- **Student Financial Aid Agreement Form:**

All students who will be using Financial Aid to finance their CEA program must also submit the "Financial Aid Agreement Form" to CEA prior to their Final Payment Due Date. In signing this form the student acknowledges responsibility for payment of the total program cost. In the event that financial aid funds are not received or disbursed, students assume full responsibility for payment of all program costs to CEA. The student must indicate on this form what arrangements have been made to facilitate payment of Financial Aid funds to CEA. If payment of financial aid funds is not received by CEA within 14 days of the disbursement date indicated on the Financial Aid Disbursement Form a \$300 Late Fee will be assessed. If payment is not received within 30 days the student may be removed from the program, without refund of fees paid, and liable for any outstanding balance. In addition, transcripts will be held until the balance is paid in full. If any portion of the student's program cost is not covered by Financial Aid then that portion is due by the student's original Final Payment Due Date; it will not be deferred. The Financial Aid Disbursement Form and the Student Financial Aid Agreement must be submitted to CEA by the Final Payment Due Date with payment of any program cost not covered by Financial Aid funds. Any student failing to submit these forms along with payment will be subject to a \$300 Late Fee. The program confirmation cannot be deferred. Students are required to pay the program confirmation by the assigned due date. Students should be aware that payment of program fees not covered by financial aid or not paid due to the financial aid being rescinded by the home institution is the responsibility of the individual student and must be paid-in-full by the assigned payment due dates. Participants

who begin their program on a financial aid deferment plan and withdraw after their program's specified Withdrawal Date, but before their financial aid is disbursed, are responsible for payment of the full program cost to CEA as specified in the Payment Obligations section.

Outstanding Balances

Students who have not paid in full and/or submitted the required Financial Aid forms by the assigned due dates will be subject to a \$300 late fee. Any student that has not submitted Payment and/or valid Financial Aid Forms by their Program Withdrawal Date may be withdrawn from their program for non-payment. The student may be held responsible for any program costs already incurred by CEA on their behalf. Students who have made payment arrangements with CEA, including financial aid deferment arrangements, and fail to pay per the terms of the agreement will also be subject to a \$300 late fee and withdrawal from their program, even if the student is already abroad. Students who are withdrawn for non-payment will be removed from all university classes and housing abroad. The withdrawn student will also forfeit all refundable deposits. In addition, any transcripts will be withheld from the student until any outstanding balance is paid in full.

CEA reserves the right to transfer any outstanding balance to a collections agency authorized for collection by CEA, which will affect the credit rating of the student and will cause additional collections fees to be assessed.

Onsite Policies

Arrival Guidelines

CEA offers airport pickup and arrival services for students meeting the following requirements:

- The CEA Arizona Office must be notified of flight arrival information no later than 21 days prior to the program arrival date.
- Students must arrive at the arrival airport specified for their program destination.
- Students must arrive on the specified program arrival date and before the specified cut-off time.

There are no exceptions to the above stated requirements. CEA is not responsible for high airfares or difficulty in finding a flight because of the specified arrival date. Airport pickup services may vary for some Short Term sessions. Please check specific program for details. Note, airport pickup and arrival services are limited to CEA participants only.

Eligible CEA students will be met at the designated arrival airport by a CEA representative or pre-arranged shuttle service on the program arrival date and will be transported to temporary accommodations and/or their assigned housing. Students participating in a program where the specified arrival airport is in a city other than their program destination will be provided with bus or train transportation to their selected program destination. Students who choose independent living will be provided transportation to the CEA office or city center and from there are responsible for transportation to their housing.

Students who are not eligible for airport pickup are responsible for their own transportation to their assigned housing. These students are also responsible for making contact with the resident staff in order to meet up with the group and gain access to their housing. Students will have access to their housing between the hours of 8 AM and 8 PM as of the program start date. Students arriving after 8 PM will be responsible for their own lodging until the following day. Note, students arriving prior to the program arrival date are responsible for securing and paying for their own accommodation until the program arrival date.

Eligible students whose scheduled flight has been delayed must contact the resident staff. Eligible students who arrive after the cut-off time due to flight delays, but who have contacted the resident staff, will be picked up at the airport and/or will be reimbursed for transportation to temporary accommodations and/or their assigned housing with a valid receipt. CEA will not be responsible for picking up a student whose flight schedule changed but who failed to contact the resident staff directly. There are no rebates or refunds for missed transportation or lodging under any circumstances.

Return Transportation

Transportation at the conclusion of the program is not included in the CEA program price. Students are responsible for their own transportation to their departure airport. When making travel arrangements, students should keep in mind that an early morning flight may require arriving in the departure city the night before in order to be on time for their flight. Students must budget additional funds for these types of circumstances.

Arrival Airports

See below for the specified arrival airport and cut-off time for each program destination. The cut-off time refers to the flight's original arrival time as stated on the purchased airline ticket.

**Student participants for select programs in this location may have different arrival guidelines. Please contact your CEA advisor for details.*

Aix-en-Provence	Marignane International (MRS) – Marseille	6 pm
Alicante	Alicante Airport (ALC) – Alicante	6 pm
Barcelona	El Prat de Llobregat (BCN) – Barcelona	6 pm
Berlin	Tegel Internacional (TXL) – Berlin	6 pm
Buenos Aires	Ezeiza International (EZE) – Buenos Aires	10 pm
Dublin	Dublin International (DUB) – Dublin	6 pm
Florence	Amerigo Vespucci (Peretola) Int'l (FLR) – Florence	6 pm
Florianopolis	Hercilio Luz International Airport	6 pm
Galway	Shannon International Airport (SNN) – Shannon	6 pm
Granada	Federico García Lorca Airport (GRX) – Granada/Jaen	6 pm
Grenoble (French Alps)	Lyon Saint Exupery (LYS) – Lyon	6 pm
London	Heathrow International (LHR) – London*	2 pm*
Madrid	Barajas International (MAD) – Madrid	6 pm
Paris	Charles de Gaulle (CDG) – Paris	6 pm
Port Elizabeth	Port Elizabeth Airport (PLZ) – Port Elizabeth	6 pm
Prague	Ruzyni Internacional (PRG) – Prague	8 pm
Rome	Leonardo da Vinci (Fiumicino) Intl' (FCO) – Rome	6 pm
San Jose	Juan Santamaría International (SJO) – San Jose	10 pm
Seville	San Pablo Airport (SVQ) – Seville	6 pm
Shanghai	Pudong International (PVG) – Shanghai	10 pm
Sophia Antipolis (French Riviera)	Cote D'azur International Airport (NCE) – Nice	6 pm
Viña del Mar	Santiago de Chile International Airport (SCL)- Santiago	6 pm

Housing Policies

Preferences

Housing preferences are reviewed and assignments are made based on the order in which students confirm their participation and submit their housing application. Note: housing placement is contingent upon the receipt of both the program confirmation and the housing application. Housing preferences are not guaranteed and CEA is not responsible for additional costs that may be incurred as a result of a student not being placed in his/her preferred housing.

Changes

Once housing is assigned by CEA, there will be no changes except in the event of limited or special circumstances. Such changes will be made at CEA's discretion and will require a minimum payment of \$300 (Change of Housing Fee). (Any such fee will be charged at the discretion of CEA and may include additional costs incurred as a result of the change.) Once the housing application has been submitted, requests for changes to housing preferences must be made in writing no later than the withdrawal date for the selected program. For year students, changes to housing arrangements for the second semester should be made before the end of the first semester and must be made no later than the withdrawal date of the second semester program. CEA reserves the right to fill any empty housing space with other CEA students at any time.

Vacation and Condition of the Premises

CEA housing is available from the specified program start date or housing transfer date, as indicated on the program calendar. All housing must be vacated on the specified program end date by the time of day specified in the local rules for that student's housing. Specifics of move-out procedures will be provided to students while onsite. Students who do not vacate on time will be assessed a daily housing fee. (Note: Year students are entitled to housing during the break between sessions.) Students must adhere to the proper check-out procedures when vacating CEA housing, which include turning in keys, removing personal items, waste and debris, and leaving the housing unit in substantially the same condition it was in when the student moved in. In addition, CEA staff may check housing any time it deems necessary throughout the semester without prior notice to students.

Damages

Upon moving in to housing, the student may be required to complete and sign an Inventory Checklist, which will be an accurate and complete record of the contents and conditions of the student's room and any shared or common areas. At the end of the program, the student must check out of CEA housing with the CEA resident staff. The Inventory Checklist and housing inspection will serve as the basis for billing or refunds as appropriate. All damage, even unintentional, will be billed to the student responsible. If responsibility cannot be determined, the cost will be split equally among all residents. Please note, if excessive cleaning and/or trash removal is required at the end of the program, students will be responsible for all additional costs incurred. CEA, without liability and at student's expense, will dispose of any personal items left in CEA housing at the end of this contract term. The CEA Resident Staff will make every effort to inform students of any fees or charges that will be withheld from the program deposit prior to departure; however, CEA reserves the right to inspect housing and assess charges after students' departure. If the program damage deposit does not cover all fees and charges, the student will be billed accordingly. CEA reserves the right to withhold academic transcripts for any outstanding balance on student accounts.

Rules and Regulations

Students will receive and must conform to the local rules and regulations of their housing assignment during the program. The following are general terms and conditions that apply to all students in CEA housing:

- **Peaceable and Quiet Enjoyment:** Students understand that they are guests in their host country and that rules of etiquette and common courtesy may be different than in their home country. Students agree to be respectful of their neighbors and their hosts, to refrain from excessive noise and commotion, to abide by any local curfews or noise ordinances, and to be discreet and quiet in their buildings and the surrounding neighborhoods. Students acknowledge that in many countries, it is a violation of law to make excessive noise or cause a disturbance after 10:00PM. Students understand that they are representatives of CEA, their home university, and their home country during their studies abroad, and they agree to conduct themselves accordingly.

- **Cooperation, Respect, and Cleanliness:** Students agree to be respectful to roommates and their personal property and to be polite and tolerant of personal differences. Students agree to maintain a clean and neat living environment and to cooperate with their roommates in this regard.
- **Conflicts:** Students agree to make CEA staff aware of any conflicts or significant disagreements regarding issues with roommates. CEA staff has the authority to intervene and take appropriate action regarding such disputes which may include, without limitation, a change of housing assignments, and students agree to cooperate with CEA staff. Students will be responsible for any costs associated with resolution.
- **Illegal Substances:** CEA has a zero-tolerance policy regarding the use and/or abuse of illegal substances.
- **No Smoking:** No smoking is allowed in any CEA Housing or other facilities unless specifically provided.
- **No Pets:** Pets are not allowed in CEA Housing.
- **Guests:** Students are responsible for the conduct of their guests, including any damages caused by guests or any violation of these or local rules or regulations by their guests. Overnight guests are not permitted under any circumstances.
- **Keys and Security:** Each student will be issued keys to their housing upon check-in. Under no circumstances may students make a copy of their keys. In the event that keys are lost or damaged during the program, students will be responsible for the cost of replacement and/or the cost of replacing all associated locks. In addition, students are required to follow any additional security procedures as dictated by their specific housing assignment/facility. Many housing units have a security code (digicode) that must be entered on a keypad in order to access their building. This code is NOT to be shared with anyone who does not live in the building. Students must physically escort any visitors to and from entryways and housing units.

Additional Terms

In addition to the terms set forth here, each CEA student will be subject to specific terms and local rules and regulations including but not limited to such issues as behavior, guests, curfew, security,

utilities, phone usage, internet access, meals, utensils, linens and other amenities. The student may also receive additional rules, regulations and requirements upon arrival. By agreeing to participate in the program and becoming a CEA student, a student agrees to abide by these General Terms, the Local Rules and Regulations specific to the student's location and type of housing option, and any additional terms provided to the student.

Misconduct

If the student is asked to leave the housing assignment due to a violation of any housing terms or rules or for their misconduct (as determined by the host family, landlord, dormitory director or CEA; see the CEA Code of Conduct for further details), and is allowed to remain on the program (at the discretion of CEA), the student will forfeit his or her \$300 security deposit. The student will not be issued a new CEA housing assignment, and no refunds will be available. In addition, CEA staff is not allowed to assist such students in finding new independent housing. Please note misconduct may result in immediate expulsion from CEA housing and/or the CEA program.

Terms Applicable to Specific Types of Housing

- **CEA Apartments:** For students living in CEA apartments, CEA will cover all reasonable utility expenses. Students who incur utility charges above and beyond what is deemed customary and reasonable by CEA will be responsible for paying the excessive charges. These costs will be deducted from the student's security deposit. If the deposit does not cover all charges, the student will be billed accordingly.
- **University Housing (England and Ireland):** Program prices in England and Ireland are based on university housing costs. If university housing is not available at the time a student is registered or a student fails to submit housing paperwork by his/her assigned deadline, CEA will arrange for housing for the session in shared apartments located throughout the host city. Students placed in shared apartments instead of university housing will be billed a supplemental fee.
- **Independent Living Arrangements:** Requests to arrange independent housing must be made no later than the application closure date and must be received in writing, either via email or on the housing application. For year students, requests to arrange independent living for the second semester must be made no later

than the second semester's application closure date. Students whose requests are approved may receive a rebate for housing. CEA resident staff will not provide assistance with independent housing and will not speak or act on behalf of any student who chooses to pursue such arrangements. Rebates are not granted for students who move out of their CEA housing or choose to pursue independent living arrangements after the application closure date.

- **Housing Between Programs:** As a general rule, CEA does not provide housing between programs. Students who enroll in multiple programs or who change programs after the withdrawal date must arrange for their own accommodations between programs at their own cost. Any housing provided to students by CEA during breaks between multiple programs or after a student has changed their program is subject to availability and will require payment by the student of reasonable housing costs.

Passports & Visas

Program applicants must have a valid passport and applicable visa documents in their possession prior to departure and must keep them in their possession while traveling. It is the student's responsibility to secure any required visa documents. CEA will provide general instructions, however students are responsible for researching specific requirements for their selected destination. Non-US citizens must contact the consulate nearest to their place of residence to determine whether any special documents are required. CEA cannot and will not intercede for those who choose not to obtain the appropriate documentation and/or are denied a visa. Failure to obtain appropriate immigration documentation is not grounds for any refund.

Organized Excursions

CEA includes organized excursions for all year, semester, trimester and summer programs. Excursion itineraries are based upon availability and are subject to change. While flexibility is employed in relating excursions to the students' backgrounds and studies, there are absolutely no substitutions made for the trips selected for each session. Since students may be responsible for meals on excursions, they should budget additional funds. Students may also want to budget additional funds for activities not included in the itinerary of the CEA sponsored excursions. No refunds or substitutions will be given to students who are unable to participate for any

reason or students who deviate from the scheduled itinerary.

CEA Sponsored Activities

CEA plans social and cultural immersion activities for students on all programs. Activities are planned to introduce students to the local community and to explore cultural, historic and social elements of the host culture. While CEA tries to plan activities around academic calendars and student schedules, it is impossible to avoid all scheduling conflicts. No refunds or substitutions will be given to students who are unable to participate for any reason.

Student Code of Conduct

CEA students have an excellent reputation abroad and at our partner institutions. CEA students are expected to uphold CEA standards, in addition to the standards of the host country and host institution. As such, students are expected to act and abide by the policies outlined in this document. Please note, students may also be subject to the rules and regulations set forth by their home campus.

Responsibility

Students are responsible for researching and understanding issues that relate to the safety, health, political, cultural and religious conditions in their host country. In addition, CEA students are responsible for their actions and behavior while abroad. While a participant on a CEA program, students are expected to respect their fellow program participants, housing partners, academic and housing providers, CEA personnel, and local authorities.

Safety

The most important factor in a safe study abroad experience is the sensible and cautious behavior of the participants themselves. Each student is responsible for deciding what it takes to keep safe in the host country when making daily decisions. Actions that jeopardize one's own welfare and/or the welfare of fellow students will not be tolerated and will be addressed immediately. It is important that each student is an active participant in his/her own health and safety. For further tips on general safety, students should consult the CEA resident staff.

Drugs and Alcohol

CEA understands that the consumption of alcoholic beverages by students of legal age is a personal choice. Participants of legal age in their host country who choose to consume alcohol agree to do so responsibly. However, CEA has a zero tolerance policy in regards to alcohol abuse. CEA has identified several incidents which could be a result of alcohol abuse and are therefore subject to disciplinary action. These incidents include, but are not limited to, the following:

- Behavior that could result in harm to either yourself or others;
- Damage to property;
- Complaints regarding associated inappropriate behavior; and

- Disturbances resulting in intervention by local authorities.

CEA does not tolerate the possession, use, manufacture, production, sale, exchange or distribution of drugs or substances considered illegal in the host country.

While abroad, CEA students will be subject to the laws of their host country with regards to alcohol consumption, illegal drugs and other substances. If a student violates the laws of the host country, neither CEA nor the Embassy/Consulate may be able to intercede on the student's behalf. Students dismissed from a CEA program due to drug or alcohol related reasons will forfeit academic transcripts and will not receive a refund of any kind.

CEA strongly encourages any student who feels that he or she may have a problem with the use or abuse of alcohol, drugs, or any other substance to seek professional help as soon as possible. CEA will assist the student in identifying local resources available.

Academics

In addition to being a CEA program participant, students are enrolled at their host institution(s) and/or a CEA Global Campus. Students must remain academically eligible at the host institution(s) and/or the CEA Global Campus in order to continue participating in the CEA program. Students participating in any program associated with the CEA Global Campus Network must also read and adhere to the CEA Global Campus Academic Policies (See CEA Global Campus Academic Policies section).

Factors determining eligibility include, but are not limited to: preserving full time status, maintaining satisfactory academic progress (i.e. passing grades), and complying with attendance policies. Each institution established its own policies. Students are encouraged to be familiar with and understand the policies of their host institution(s) and/or the CEA Global Campus; paying particular attention to the attendance policies as they may differ dramatically from those of their home institution. Students who become ineligible may not receive a transcript or academic credit according to the host institution's policies. CEA supports, and will enforce, the policies of the host institution.

CEA students agree not to engage in cheating, plagiarism or the unauthorized use of materials. The use of unauthorized materials may include, but is not limited to, calculators, computers and language translating software.

Students may be dismissed from CEA programs for engaging in the above mentioned behaviors and/or lack of academic attendance or deficient performance as deemed by CEA. In addition, dismissal from the host institution and/or the CEA Global Campus will result in dismissal from the CEA program itself. Students dismissed from a CEA program for academic reasons will forfeit academic transcripts and will not receive a refund of any kind.

Discipline

CEA may take disciplinary action in the event that a student engages in activities that 1) violate the CEA Code of Conduct, CEA policies, or the policies of their host institution(s) and/or CEA Global Campus; 2) violate the laws of their host country; 3) are deemed by CEA as harmful to themselves or others; or 4) could be viewed as disrespectful to a person(s) or culture. Disciplinary actions include the following and may be used alone or in combination, depending on the nature of the violation:

- **Restitution:** Fees incurred due to damages, theft, or other financial loss.
- **Loss of Housing:** Student may be removed from CEA housing for the remainder of their program. Student will be responsible for any costs incurred as a result of the move and will be responsible for providing their own housing for the remainder of the program.

- **Loss of Privileges:** Student will be prohibited from using CEA facilities or participating in CEA sponsored activities for a specified period of time, or the remainder of their program. No refunds will be granted for missed events or costs incurred as a result.
- **Disciplinary Probation:** Written notification via email or incident report to the student outlining terms of probation. Any further disciplinary action required after written notification has been issued will include immediate dismissal from the program.
- **Dismissal:** Student will be permanently removed from the program. Students dismissed from a program are responsible for any costs or fees incurred by the host institution, personal financial obligations, and any financial aid that may be due to the student's home institution. In addition, students dismissed from a program forfeit academic transcripts and will not receive a refund of any kind.

Students will be notified of the violation in question verbally or in writing via email or a report. If disciplinary action is taken, the incident and subsequent disciplinary action will be documented by the resident staff in a written incident report. The student will also have the option of providing a statement on the incident report. Reports will be reviewed by the resident director and any appropriate US staff. All communication regarding any disciplinary action will be sent to the US Headquarter office to be added to the student's permanent file. In addition, CEA reserves the right to notify the student's home institution and/or their parents of any violation and/or disciplinary action.

CEA Global Campus Academic Policies

Course Numbering

Each course is represented by an identifying course code. The course code is comprised of two parts: the course subject area identifier and the numerical identifier.

- The course subject area represents the academic area from which the majority of the course work is derived. See *CEA Subject Area Codes* for a full listing.
- The numerical identifier indicates the level of the course:
 - 100-299: Lower-division courses primarily for first and second year students.
 - 100-199: Primarily introductory and beginning courses
 - 200-299: Intermediate-level courses
 - 300-499: Upper-division courses primarily for third and fourth year students.
 - 300-399: Advanced-intermediate-level courses
 - 400-499: Advanced-level courses

Course Preferences & Placement

Confirmed course lists for a particular session are typically released 6-8 months prior to the program start date. Once courses are confirmed, the *Online Course Selection Forms* are released to the *MyCEA Account*, at which point students can indicate their preferences for first choice courses and alternate selections.

- Students are required to choose at least one alternate for each primary elective course. While every attempt will be made to honor primary selections, courses cannot be guaranteed.
- This form must be submitted no later than the specific program's Program Closure Date. While course selections are not guaranteed, it is still in the student's best interest to have preferences submitted as soon as possible.
- Final registration for classes taught in a foreign language may be subject to the results of the language placement test.
- Initial course placements will be posted on the *MyCEA Account* approximately two weeks prior to the program start date.

As there is no formal add/drop period onsite, students are strongly encouraged to take care when indicating course preferences and selecting alternates. Any changes to course preferences after the *Online Course Selection Form* has been

submitted must go through the student's CEA Admissions Counselor.

Students are responsible for getting all course preferences, including alternates, approved for credit transfer by their home institution. To aid in transferring credits, it is recommended that while abroad, students should keep all course materials. Even with pre-approval, CEA strongly recommends students keep a record of all books, syllabi, notes, exams and papers in case transfer credit is ever in question.

Prior to completing the course preference process students are required to certify that they have read and understood the following statement:

"I acknowledge and accept that courses can conflict with one another, or may be cancelled due to various circumstances, and thus courses cannot be guaranteed. I also certify that, before the program starts, I will have met all pre-requisite requirements (if any) listed for my selected courses. Final registration for classes taught in a foreign language may be subject to the results of the language placement test. Course schedules will be given onsite."

Change of Course Petition Policy

As students are informed during the registration processes, CEA has a strict no change in course or schedule policy. In the exceptional instance that a change is needed, students must formally petition the Academic Dean stating the academic reason for this change. Petitions must be made on the *Change of Course Petition Form* and be submitted no later than the end of the first week of classes for semester programs, or two days after the start of classes for summer/short term programs.

The petition will be ruled on by the Academic Dean based on the academic evidence provided and class availability. The Academic Dean's ruling on this matter is final.

While class rosters are finalized only after the first week of class, all faculty members will nevertheless carry out graded activities and keep attendance records from the first day of class. The student is

responsible for all material covered in class during this period.

Withdrawal Policy

Students wishing to withdraw from a course must do so by completing the *Change of Course Petition Form*. Course withdrawals filed by the end of the first week of classes for semester programs, or two days after the start of classes for summer/short term programs, and approved by the Academic Dean, will result in cancellation of registration in the course. Course withdrawals filed from the end of the first week of classes until the Course Withdrawal Deadline will be reported as a "W" on the academic transcript. The Withdrawal Deadline for a semester program will be at the end of the fourth week of classes. The Course Withdrawal Deadline for a summer program will be at the end of the first week of classes. Please see the Academic Calendar for specific dates for your session.

After the Course Withdrawal Deadline, any student effectively withdrawing from a course by virtue of not attending will be given an "F" in accordance with the CEA Attendance Policy.

Students must remain academically eligible in all cases, complying with the minimum number of credits required to maintain full time status.

No tuition refunds or adjustments will be made due to course withdrawals.

Academic Eligibility

Students must remain academically eligible at the host institution(s) and/or the CEA Global Campus in order to continue participating in the CEA program. Factors determining eligibility include, but are not limited to: preserving full time status, maintaining satisfactory academic progress and complying with academic and attendance policies. Each host institution establishes its own policies. Students are encouraged to be familiar with and understand the policies of their host institution(s) and/or the CEA Global Campus, paying particular attention to the attendance policies as they may differ dramatically from those of their home institution. Students who become ineligible may not receive a transcript or academic credit according to the host institution's policies. CEA supports, and will enforce, the policies of the host institution.

Students may be dismissed from CEA programs for engaging in the above mentioned behaviors and/or lack of academic attendance or deficient performance as deemed by CEA. In addition,

dismissal from the host institution and/or the CEA Global Campus will result in dismissal from the CEA program itself. Grades for students dismissed from a CEA program for academic reasons will be reflected on their academic transcripts. In addition, students will not receive a refund of any kind.

Coursework Expectations

A unit of university credit is used to define all course offerings presented through the CEA Global Campus. One credit is typically earned for every 15 contact hours; 1 contact hour generally being defined as 50 minutes of class time or 60 minutes of independent-study work. All students are expected to spend at least two hours of time on academic studies outside of, and in addition to, each hour of class time.

Minimum and Maximum Credit Enrollment

In order to maintain full time status, semester students must be continually enrolled in a minimum of 12 credits per semester. Students studying during the summer session must remain enrolled in a minimum of 3 credits. These are the generally accepted minimums for maintaining a student's financial aid status. All students are ultimately subject to the rules and regulations of their home institution Financial Aid Office and Registrar's Office and CEA is not responsible for knowledge of individual institutional policies. In addition, full time status must be maintained for the purposes of retaining a student immigration status. Students who do not retain full time status are subject to the immigration rules and regulations of their host country.

The maximum number of credits in which students are permitted to enroll per semester is 17, and 6 per summer session. Should a student wish to enroll in more than 17 credits during a semester session or 6 credits during a summer session, a *Petition for Course Overload* must be made to the Academic Dean. Any change is subject to a positive ruling by the Academic Dean based on the academic evidence and class availability. The Academic Dean's ruling on this matter is final. Additional fees may apply.

Academic Integrity

CEA is an academic community based on the principles of honesty, trust, fairness, respect and responsibility. Academic integrity is a core value which ensures respect for the academic reputation of CEA, its students, faculty and staff. CEA expects that students will learn in an environment where they work independently in the pursuit of knowledge, conduct themselves in an honest and ethical manner and respect the intellectual work of others. Students, faculty and staff have a responsibility to be familiar with the definitions contained in, and adhere to, the CEA Academic Integrity Policy.

For the complete policies, please see the [Academic Integrity Policy](#) in its entirety and review the [Academic Integrity Incident Report & Resolution Form](#).

Online Library Access

Students studying at a CEA Global Campus have access to the several online research databases at the University of New Haven Library for the purposes of research. Access to these online databases is granted only during the time of enrollment, requires the use of a student's UNH ID number and is gained through the *MyCEA Account*.

CEA students must comply with UNH policies with regard to library usage. Policies can be found at: <http://estrada2.newhaven.edu/library/general/Policies/>

UNH Library Services for CEA students can be accessed at: <http://www.newhaven.edu/library/Services/23553/>

CEA Global Campus Attendance Policy

Every student is expected to attend all scheduled class sessions on time and be thoroughly prepared for the day's class activities. In compliance with NEASC and UNH accreditation requirements, CEA Global Campus instructors compile regular attendance records from every course and take these records into account when evaluating student participation and performance.

- In each three-credit 15-week course, a maximum of the equivalent of two weeks of accumulated absences due to sickness, personal emergency, inevitable transportation delay and other related impediments will be tolerated.
- Final course grade will drop one full letter grade (e.g. A- to B-) for each additional class missed beyond this two week period, regardless of the reason for absence. However, if a student's

absences exceed the equivalent of three weeks of class, the student will fail the course.

Furthermore, to comply with immigration and financial regulations, each student must maintain full-time student status and attend at least 12 hours of class every week. Consequently, the Dean and Program Director will dismiss--from all CEA courses, programs, activities and housing--any student who fails to maintain full-time status.

Religious Holidays

CEA is sensitive to, and supportive of, the fact that faculty, staff and students constitute a rich mixture of religious and ethnic groups. CEA recognizes that many religious holidays merit or require absence from class. To strike a reasonable balance between accommodating religious observance and meeting academic needs and standards, CEA requires instructors to make reasonable accommodation when a student must miss a class, exam or other academic exercise because of a required religious observance, when the instructor/Academic Office of the Global Campus is informed of the specific instance in need of accommodation within the first two weeks of the semester course, or by the end of the second class meeting of summer or short session.

Each CEA Global Campus observes the officially recognized religious holidays and bank holidays of the local host culture. For this reason, holidays and academic calendars may vary from country to country and do not reflect the explicit religious or political opinions or beliefs of CEA Global Campus staff or faculty.

General Grading Policy

Instructors throughout the CEA Global Campus Network carefully evaluate student's work and progress throughout their academic session. Multiple forms of assessment are used to assess student progress in achieving the learning outcomes outlined in each course syllabus.

The following grading system is in use at each CEA Global Campus location:

CEA Grading Scale				
Letter Grade	Numerical Grade		Percentage Range	Quality Points
	Low Range	High Range		
A+	9.70	10.00	97.0 - 100%	4.00
A	9.40	9.69	94.0 - 96.9%	4.00
A-	9.00	9.39	90.0 - 93.9%	3.70
B+	8.70	8.99	87.0 - 89.9%	3.30
B	8.40	8.69	84.0 - 86.9%	3.00
B-	8.00	8.39	80.0 - 83.9%	2.70
C+	7.70	7.99	77.0 - 79.9%	2.30
C	7.00	7.69	70.0 - 76.9%	2.00
D	6.00	6.99	60.0 - 69.9%	1.00
F	0.00	5.99	0 - 59.9%	0.00
W	Withdrawal			0.00
INC	Incomplete			0.00

The academic standing of each student is determined on the basis of the quality point ratio (also known as grade point average, or GPA) earned each term. Each letter grade is assigned a quality point value.

The quality point ratio is obtained by multiplying the quality point value of each grade by the number of credit hours assigned to each course as listed in the catalog, then dividing the sum of the quality points earned by the number of credit hours attempted in courses for which a grade of A+ through F is awarded. Course grades of INC and W are not calculated in the quality point ratio since they carry no quality points. A cumulative quality point ratio is obtained by calculating the quality point ratio for all courses attempted at a CEA Global Campus location.

Incomplete Grades

A grade of Incomplete (INC) indicates one of the two following possibilities:

- Due to a clear case of *force majeure* which renders the student materially unable to complete course requirements, an INC is assigned at the initiative of the instructor, subject to the approval of the Academic Dean, as a provisional grade. This serves as a temporary administrative measure to allow the student additional time to complete course requirements. This grade assignment shall not be automatic but shall be subject to an evaluation of the student's work completed up to that point, an assessment of the student's ability to complete course requirements within the additional time allotted, and most importantly, to an appraisal of the circumstances that prevented the student from completing course requirements. To remove an INC, all course requirements must be completed and submitted within 6 weeks from the Program End Date of the academic session in which the INC was incurred or earlier if the instructor so requires. It is the responsibility of the student to make the necessary arrangements with the instructor for all make-up work. When such work is completed, the instructor assigns a final grade for the course and the INC grade no longer appears in the student's grade records.
- If the student fails to complete unfulfilled academic requirements within the specified 6 week period as described immediately above, then the grade of INC is assigned and entered into the student's transcript as a permanent grade. No further opportunity to complete the course will be available to the student after the 6 week extension period expires.

Once a grade of INC is transferred to a student's home institution and posted to his/her academic record, the policies regarding grade replacement at that home institution apply. CEA is not responsible for knowledge of individual institutional policies and cannot accommodate home institution GRO policies (grade replacement operations) that are less strict than those herein stipulated.

Appealing a Grade

Students who decide to appeal a course grade must do so within the 60-day period following the end of their academic program (or, for academic year students, the end of the semester in which the course was taken). Upon receiving course grades through the *MyCEA Account*, students may initiate the appeal process by filling out and submitting to the onsite Academic Dean the *CEA Grade Appeal Application Form*. The grade appeal must concern an end-of-semester form of assessment calculated after

the Program End date. (It is the student's responsibility to address all interim grading issues directly with the instructor while onsite.) The appeal procedure and the grade re-evaluation it requires do not guarantee a change in grade and could result in an increase, no change, or decrease in the final grade. Any change is subject to a ruling by the course instructor, in consultation with the Academic Dean, and must be based on the academic evidence provided by the student to support the appeal. Upon receiving the results of the review and the decision of the instructor, the Academic Dean will inform the student of the outcome of the appeal.

Students who decide to submit a secondary appeal must submit a *Grade Appeal Review Petition* to the Vice President for Academic Affairs within 15 days of being informed of the initial appeal decision. Secondary appeals will be reviewed by the Grade Appeal Review Board.

Hybrid Programs

Hybrid programs are defined as any academic program combining study at another host institution in addition to the CEA Global Campus. Each institution establishes its own policies. Students are encouraged to be familiar with and understand the policies of both of their host institutions. CEA supports, and will enforce, the policies of the host institution.

Transcripts

Transcripts will be generated by UNH, and become part of a student's official academic record, for all students who complete a CEA Global Campus program. Students whose accounts are financially cleared are issued one official transcript at no extra charge.

When completing the CEA application, students can elect to have their official transcript from their CEA program automatically sent to their home institution once the 90-day financial clearance and transcript processing period is complete. If, at the time of application, students do not elect to have their transcript automatically sent a *CEA Transcript Release Form* will need to be submitted.

Students attending a hybrid program will receive both a transcript issued by the University of New Haven for their work at the CEA Global Campus and a transcript from the secondary, local host institution.