

# Study Abroad Academic Policies

## 1. Policy Regarding Early Departure, Early Exams, Pass/Fail and Incomplete Grades Abroad

Students on SUNY Cortland programs abroad are prohibited from requesting early departure, early exams, *Pass/Fail* or *Incomplete* grades. In extraordinary circumstances, a request for special arrangements such as early exams or INC grades must be submitted in writing first to the Study Abroad Office at the host institution. The reason for the request must be documented. If the host institution approves the request, it will then be forwarded to the Office of International Programs at SUNY Cortland for final approval. The OIP in Cortland will advise the Study Abroad Office overseas and the student of its decision. If the request is approved, the Study Abroad Office overseas will advise the student whether it will make the arrangements on behalf of the student or whether the student is expected to make the arrangements.

Any special arrangements agreed upon (including remaining work and deadlines) should be documented in writing by instructors and by the Study Abroad Office overseas. Copies should be sent to the Office of International Programs in Cortland.

**Failure to follow these procedures may result in the student receiving no credit or a failing grade.**

A student may appeal SUNY Cortland's decision within five days by contacting their Dean at Cortland and requesting a review.

## 2. Changes to Courses Made After Student's Arrival at Site Abroad

SUNY Cortland students must request changes to course selections and equivalencies after their arrival at the site abroad directly through the Associate Deans at Cortland by the end of the first full week of classes. The Associate Dean will secure the consent of both the advisor and the international coordinator. Copies of all changes will be sent by the Associate Dean's office to the Office of International Programs in Cortland to ensure that the course equivalencies are posted correctly upon the student's return.

Students from other colleges should be sure to follow the approved procedure at their home institution in order to change classes.

**Failure to comply with this procedure may jeopardize the fulfillment of the student's degree requirements.**

## 3. Grades Earned Abroad

SUNY Cortland students should be aware that grades earned overseas will be treated as grades earned on campus and will be factored into their cumulative grade point average. Students from other colleges should check with their Registrar concerning the treatment of grades from abroad at their home institution.

*I have read and understand the policies above.*

*Student's signature*

*Date*