

SUNY CORTLAND STUDY ABROAD ACADEMIC POLICIES

1. Policy Regarding Temporary Leave of Absence, Early Departure, Early Exams, Pass/Fail and Incomplete Grades Abroad

All Students on SUNY Cortland programs **are prohibited** from requesting temporary leave of absences, early departure, early exams, Pass/Fail or Incomplete grades.

In extraordinary circumstances only, a request for special arrangements 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 SUNY Cortland's International Programs Office for final approval. Any special arrangements agreed upon (including remaining/additional work and deadlines) should be documented in writing by instructors and/or the study abroad office overseas. Copies should be sent to SUNY Cortland's International Programs Office.

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

2. Changes to Courses Made After Arrival at Site Abroad

Cortland students must request changes to course selections and equivalencies directly through the student's respective associate dean by the end of the first full week of classes abroad via the *Overseas Course Preference and Approval Form*.

Non-Cortland students should be sure they follow the approved procedure at their home institution to make changes to their classes abroad.

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

3. Course Load Abroad

All students on semester programs are required to maintain full time status while abroad (the equivalent of 12 U.S. credits).

Financial Aid recipients Be aware! Failure to maintain 12 credits for semester programs or 6 credits for summer programs may cause any financial aid received to be revoked.

4. Grades Earned Abroad

Cortland students should be aware that credit earned abroad will be treated as institutional credit and grades **will be** factored into the student's cumulative grade point average.

Non-Cortland students should check with their study abroad office or Registrar at their home institution concerning the treatment of grades from abroad.