



SECTION I: Course Overview

Beginning Italian II

UCD Course Code: ITA 2S

UNH Course Code: ITA102

Subject Areas: Italian Language & Literature

Prerequisites: None. This course is designed for students who have little or no prior knowledge of Italian.

Language of Instruction: Italian language

Contact Hours: 45

Recommended Credits: 3

COURSE DESCRIPTION

This course is designed for students who have little or no prior knowledge of Italian. The primary aim of the course is to develop the four basic skills (reading, writing, listening and speaking) through a communicative, collaborative and cultural approach. In order to develop these skills the primary language of instruction in this course is Italian.

The course combines several integrated approaches aimed at developing your skills. Most in-class time, driven by the structure of the textbook and accompanying workbook, is devoted to speaking and practicing Italian through a combination of group-based and individual activities, focusing on grammatical structures, language functions and vocabulary. Lessons also focus on a wide range of contemporary cultural themes through the use varied materials such as newspaper articles, advertising material and short film clips. Onsite activities such as visits to markets and bars will give you a unique chance to rapidly implement your linguistic development in real-life.

To give you further opportunities to develop your linguistic and intercultural skills in real local-community situations, your professor will assist in arranging conversation exchanges with Italians, either as part of in-class cultural exchanges with local Italians as guests, or during on-site study excursions.

Special extra-curricular activities, organized by various local institutions, will be announced at the start of the semester and your instructor will help you identify which activities would be most useful for you. These and other cultural components of the course will also promote your knowledge of Italy and Italians, as you learn about Italian society, and thus learning Italian gives you a privileged opportunity to develop sensitivity towards cultural differences and to understand the ways in which culture and language interlock. In this sense you will be encouraged to exploit the value of these lessons not just as a useful aid to your progress in other courses at the CEA center, but as a set of tools for unlocking a wide range of intercultural discoveries whilst living and studying abroad.

By the end of the course, you are expected to have mastered basic grammar and lexical structures, so that you'll be able to conduct a simple conversation and to write short and basic texts with some degree of competency. You will be able to speak about yourself and your family, to introduce people, to interact with the host community and to follow short and simple conversations.

LEARNING OBJECTIVES

- to use the basic structures of Italian language
- to read and understand simple texts
- to introduce oneself and engage in simple conversation
- to competently ask and answer simple questions on personal information
- to understand and use a range of daily expressions (asking for information, shopping, ordering in a bar or restaurant, etc.)
- to demonstrate a basic grasp of Italian intonation and pronunciation
- to write short compositions
- to become familiar with some aspects of Italian culture and society

SECTION II: Instructor & Course Details

INSTRUCTOR DETAILS

NAME: MONICA FERRARI

CONTACT INFORMATION: monicaferrari13@yahoo.it

INSTRUCTIONAL FORMAT

This course will meet Monday to Thursday, 11:00-13:00, for a total of 56 class sessions.

Class meets four times a week for 2 hours each time. Class time is devoted predominantly to speaking and practicing Italian, and reading and discussing real-life Italian material such as song lyrics and advertising slogans. In order to develop these skills the primary language of instruction in this course is Italian. As particular emphasis is placed on your foreign surroundings, you will learn about the language through assignments and on-site activities, such as visiting the market or asking for directions in the streets. You are expected to commit at least 4 – 6 hours a week to self study and homework for the duration of the semester.

SPECIAL ACCOMMODATIONS

If you require any special accommodations or have any special learning needs, please inform the instructor and submit a request using CEA's *Special Accommodations Form* to the onsite CEA academic staff by the end of the first week of classes for full consideration. See Section III.B.CEA Policies below for additional details.

FORMS OF ASSESSMENT

Your instructor will use numerous and differentiated forms of assessment to calculate the final grade you receive for this course. For the record, these are listed and weighted below. The content, criteria and specific requirements for each assessment category will be explained in greater detail in class. Any questions about the requirements should be discussed directly with your faculty well in advance of the due date for each assignment.

Forms of Assessment	Value
Homework Assignments	10%
Quizzes	10%
Independent Presentations	20%
Team Project	10%
Mid-term exam	20%
Final oral exam	10%
Final written exam	10%
Class Participation	10%

ASSESSMENT OVERVIEW:

Homework Assignments (10%): Assignments and workbook exercises (set out in the Assignment column of the course content) will be corrected at the beginning of each class. You are responsible for all assigned work and you should be aware that absence from the preceding class is not an excuse for non-preparation. All assignments are subject to change based on class progress, and you will be normally told in the preceding class of such changes. You can e-mail your instructor to find out about the assigned homework. At any point, you may be called upon to respond to questions

dealing with material previously assigned by the instructor. If you wish to have your homework further explained by the instructor, please bring it to her attention at the end of the class period. Your instructor will ask to see your workbook at regular intervals during the course in order to monitor your performance and your progress

Quizzes (10/%): The quizzes are mandatory and will give you the opportunity during the semester to review and test the progress you are making in using Italian grammar and syntax.

Independent Presentations (20%): These are two short independent written pieces, worth 10% each, that you will read to the class, and that will form the basis of discussion. The content, criteria and specific requirements for each assessment category will be explained in greater detail in class.

Team Project (10%): Students will work in teams of three or four to perform a basic oral presentation for their classmates. Each team will write down the presentation script and present it in advance to the teacher for a final correction. The text will include acquired vocabulary and demonstrate as far as possible your command of the Italian language. This is a very important exercise and it should be taken very seriously since it will count towards the 10% of the total grade. As this is a course for absolute beginners the presentation ought to be a rudimentary presentation of basic statements about a chosen topic, and each member of the group should take responsibility for a separate aspect of that information (historical, statistical, cultural, etc).

Students are free to choose their own topic but it should be linked to the host city or Italy in some way – possible topics will be discussed with the class teacher at the start of the course. You must provide a handout for your classmates, comprising an outline or summary of your presentation and a specialized vocabulary list. If your presentation is dependent upon images you are strongly encouraged to use software such as Power Point and other visual aids for your discussion. Just bring your presentation on a USB and load it onto the classroom PC a few minutes before the class starts.

Finally, you should be prepared to try and answer any questions fielded by your classmates about the meaning of any of the words used in your presentations. It will be important for everyone in the class to understand the meaning and usage of these vocabulary items since they will be incorporated by your instructor into the ongoing curriculum and included on the midterm and final examinations. Suggested team project titles include “The city of Florence”, “Italian food”, “Italian fashion” and “Italian life”.

Mid-term (20%) and Final Exam (oral portion 10% and written portion 10%): The midterm and final exams are designed to establish and communicate to you the progress you are making towards meeting the course learning objectives listed above. They are comprised of questions and exercises that test your abilities in important areas of competency outlined in the learning objectives above. These tests will also incorporate idioms and vocabulary items introduced by you and your classmates during your Team Projects.

Class Participation (10%): This grade will be calculated to reflect your participation in class discussions, your capacity to introduce ideas and thoughts dealing with the texts, your ability use language effectively, and to present your analysis in intellectual, constructive argumentation.

When determining your class participation grade, traditional criteria such as material preparation, completed reading before class, and collaborative group work are all evaluated. But it is the active, meaningful and informed verbal and written contribution that you make that is most important to your overall participation grade. Indeed, willingness to share views in classroom discussions and the insightfulness of your comments and questions about assigned readings will all be taken into account when evaluating your participation.

Additionally, it is important to demonstrate a positive and supportive attitude to the instructor and your classmates, and give full attention to class activities (i.e., cell-phones off, laptop for notes only, not sleeping or distracted, etc.). Whereas attendance and punctuality are expected and will not count positively towards the grade, laxity in these areas will have a negative effect. The instructor will use the following specific criteria when calculating your class participation grade:

Criteria for Assessing Class Participation	Grade
You make major and original contributions that spark discussion, offering both critical and analytical comments clearly based on readings and research and displaying a working knowledge of theoretical issues.	A+ (9.70–10.00)
You make significant contributions that demonstrate insight as well as knowledge of required readings and independent research.	A-/A (9.00–9.69)
You participate voluntarily and make useful contributions that are usually based upon some reflection and familiarity with required readings.	B/B+ (8.40–8.99)
You make voluntary but infrequent comments that generally reiterate the basic points of the required readings.	C+/B- (7.70–8.39)
You make limited comments only when prompted and do not initiate debate or show a clear awareness of the importance of the readings.	C (7.00–7.69)
You very rarely make comments and resist engagement with the subject, attending class having manifestly done little if any preparation.	D (6.00–6.99)
You make irrelevant and tangential comments disruptive to class discussion, a result of frequent absence and complete un-preparedness.	F (0–5.99)

CEA Grading Scale: Your grades will be calculated according to CEA’s standard grading scale, which is as follows:

CEA Grading Scale				
Letter Grade	Numerical Grade Low Range (0 – 10)	Numerical Grade High Range (0-10)	Percentage Range	Quality GPA Points
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

CEA 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 instructors

compile regular attendance records for every course and take these records into account when evaluating student participation and overall course performance. CEA tolerates reasonable, but limited absences due to sickness, personal emergency, inevitable transport delay and other related impediments. No documentation is required for such absences, as CEA does not distinguish between excused or unexcused absences.

In this course, UCD attendance policy applies:

- A maximum of two days of accumulated absences due to sickness, personal emergency, inevitable transport delay and other related impediments will be tolerated.
- Your final course grade will drop one full letter grade (e.g. A+ to B+) for missing three days of class, regardless of the reason for your absence.
- Your final course grade will drop another full letter grade (e.g. B+ to C+) for missing four days of class, regardless of the reason for your absence.
- If your absences exceed four (4) days of class, you will automatically fail this course (e.g., C+ to F).

Late arrivals or early departures from class, sleeping or causing disruptions in class or during class activities can result in being marked absent from class. Furthermore, to comply with immigration and financial regulations, you must maintain full-time student status and attend at least 12 hours of class every week during the semester. Consequently, CEA will dismiss from all CEA courses, programs, activities and housing any student who fails to maintain satisfactory academic progress or full-time student status.

WORKLOAD EXPECTATIONS

In conformity with CEA policy, 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.

REQUIRED READINGS

Listed below are the required course textbooks and additional readings. These are required materials for the course and you are expected to complete readings as assigned each class period. You must have constant access to these resources for reading, highlighting and note-taking. It is required that you have unrestricted access to each. Access to additional sources required for certain class sessions may be provided in paper or electronic format consistent with applicable copyright legislation. In addition, the academic office compiles a bank of detailed information about the many libraries, documentation centers, research institutes and archival materials located in the host city and accessible to CEA students. You will be required to use these resources throughout your studies.

Required texts:

Piazza First edition, by Elisa Tognozzi and donatella Melucci, Heinle Cengage Edition.

Depending on the progress and interests of the class, your teacher will occasionally hand out copied extracts from the texts cited in the Recommended Readings list below. In addition, you are highly recommended to purchase a Italian/English-English/Italian dictionary, and to bring it with you to all lessons. Consult your instructor for recommendations.

Recommended readings: The following books are available in CEA Resource Center:

- Di Francesco, A. and C. M. Naddeo, *Bar Italia*, Alma Edizioni, Firenze, 2002.
- Gruppo Meta, *Uno*, Bonacci editore, Roma, 1992.
- Mazzetti, A. and M. Falcinelli, B. Servadio, *Qui Italia*, Primo livello, Le Monnier, Firenze, 1993.
- Mazzetti, A. and M. Falcinelli, B. Servadio, *Qui Italia*, Le Monnier, Firenze, 2002.
- Mezzadri, M., *Essential Italian Grammar in Practice*, Guerra Edizioni, Perugia, 2000.
- Naddeo, C. M. and G. Trama, *Canta che ti passa*, Alma Edizioni, Firenze, 2000.
- Santi, C. and C. Ermini, S. Valdisserrri, *Idea Uno*, Progett o Lingua, Firenze, 2004.
- Tartaglione, R. and S. Nocchi, *Grammatica avanzata della lingua italiana*, Alma Edizioni, Firenze 2006.

In addition to recommended readings, you will find information about the many libraries, documentation centers, research institutes and archival materials located here in the city and accessible to CEA students in

a folder found in the Resource Center. Direct access to additional resources and databanks are available to you through the online library of the University of New Haven.

Self Study: While we emphasize collaborative and communicative methodology in the classroom, we also highly encourage you to pursue several self study hours each week, exploiting the range of Italian books and DVD films available in the Resource Center.

Quaderno Personale: You are encouraged to keep a personal notebook of new vocabulary and idiomatic expressions as you come across them, including those introduced by your classmates during the presentations of the Team Projects. Feel free to share this with your instructor if at any point during the semester you want to check the meaning or usage of any new words that you spot during your travels or in your studies.

Online Reference & Research Tools: You will find links to all of these sites and many more on desktop of all of the PCs at the CEA center.

Miscellaneous:

- www.allaboutitaly.com
- www.italianfoodforever.com
- www.florenceforfun.org
- www.educational.rai.it
- Help with Italian pronunciation online, with the help of clever drawings: www.cyberitalian.com
- A site for researching travel and events throughout Italy: <http://www.giraitalia.it>
- Italian dialects, with a description and a map to show what is spoken and where: <http://www.evolpub.com/Italiandialects/ITALhome.html>
- Over 60 RealVideo clips with notes (in Italian) about regional differences, how to make the gesture, appropriate usage, and type (i.e., colloquial, vulgar, or trivial): <http://www.eurocosm.com/Eurocosm/AppEC/Pdcd/Handsignals/HandsignsGB.asp>
- Renowned writer Beppe Severgnini's columns in the Italian national *Corriere della Sera*: <http://www.corriere.it/solferino/severgnini>

Films: The following films, highly recommended for the insights into contemporary Italian culture as well as language exercises, are available at the Resource Center. They can be viewed at your leisure at the multi-media station in the Resource Center.

Io non ho paura, Gabriele Salvatores 2003

I Cento Passi, Tullio Marco Giordana, 2000

L'uomo perfetto, Luca Lucini, 2005

ADDITIONAL RESOURCES

UNH ONLINE LIBRARY

As part of this program, you are provided with direct access to additional resources and databases available through the online library of the University of New Haven. To access the online UNH library, go to <http://www.newhaven.edu/library/Services/CEA/>.

Students at CEA Study Abroad Centers have access to the several online research databases through 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 UNH ID number, which is issued individually to all Study Abroad Center students at the start of the semester. Access to the UNH Library is available through the *MyCEA Account*.

You must comply with UNH policies with regard to library usage. Policies can be found at:

<http://www.newhaven.edu/library/general/Policies/>

COURSE CALENDAR
Course Title: Beginning Italian II

Session	Topic	Activity	Student Assignments
Oct 5	Introduction Review of present tense Review of nouns and adjectives Review of definite and Indefinite articles	Ciao! Introducing oneself	Exercises on present tense regular and irregular
Oct 6	Review of Present Tense of Irregular verbs Review of present reflexive verbs Speaking about daily routine and habits	Un giorno a Firenze! In pairs, talk about your typical day in Italy and at home Musical! Italian songs – listening and discussion Assignment review	Exercises on reflexives verbs. Write a brief composition about your daily life
Oct 7	L'imperfetto Ordering in a bar or a restaurant with Vorrei	Andiamo insieme in libreria! Meet in class Assignment review	Exercises on prepositions Prepare your independent presentation#1
Oct 8	Food L'imperfetto /Passato prossimo Narrate and describe memories of events. Talk about holidays, traditions, and celebrations.	Independent Presentations #1: Presentation of yourself	Shopping list: prepare la lista della spesa for the market Memorize all expressions for shopping at the market
Oct 12	Outdoors: al Mercato S. Ambrogio	On Site Class #1 conversation practice at Mercato S. Ambrogio; asking for goods & prices, fare la spesa.	Review all market vocabulary & look for an Italian recipe!
Oct 13	Recount childhood and adolescent experiences Vocabulary: the family	Team Project Presentation #1 Role-play in a restaurant or in bookstore. Assignment review	Holidays .Traditions and traditional foods
Oct 14	Asking for clothes Verb Piacere Direct /Indirect pronouns	QUIZ 1 Quanto costa? In a shop: prices and sizes	Writing Strategy:Writing a narrative essay
Oct 15	Talk about grocery shopping,quantities,preparing meal.Talk about like and dislike	Tanti saluti! Write a letter or postcards to a friend describing your last trip	At a restaurant. The menu. Professions and occupations.Work places

Note: The instructor reserves the right to make changes or modification to this syllabus as needed

COURSE CALENDAR
Course Title: Beginning Italian II

Oct 19	Partitives. Pronouns CI and NE	Viaggiamo in Italia! Talk about a trip in Italy!	Reading strategy: understanding newspaper articles
Oct 20	Trapassato prossimo	Musica! Italian songs – listening & discussion Assignment review	Exercises on trapassato prossimo Memorize all the reflexive verbs Prepare your presentation!!!
Oct 21	Past tense consolidation How to tell a story in the past	Role play: interview a friend about travels Read the story in the past	Exercises on past tense Composition: write a story in the past
Oct 22 Oct. 23/31 Fall break	Review of all homework and assignments Uses of the imperfect tense	Role play: interview to your teacher MIDTERM EXAM	Worksheets to review
Nov 2	Talking about habitual activities in the past and vacations	Musica! Italian songs – listening & discussion 'Saluti!': write a post card	Exercises on imperfect List of vocabulary: the physics description
Nov 3	Impersonal form.	Independent presentation #2 Talking about your vacation	Discuss methods of transportation public.
Nov 4	Future tense	Role play: imagine to interview a famous director/actor	Exercises on the future tense
Nov 5	Double pronouns	QUIZ 2	Memorize list of vocabulary. The holidays in Italy
Nov 6	Identify parts of the body. Talk about health and physical conditions	Team project presentation#2 Nel futuro..... In pairs, ask and answer questions about your future projects	Exercises on future tense
Nov 9	Imperative Exercises	Andiamo al cinema: Italian movie	Welness centers. To be in shape

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COURSE CALENDAR
Course Title: Beginning Italian II

Nov 10	Imperative with the pronouns	Revision for the final exam	Come si dice First/ second and last ?
Nov 11	Reiew for the final exam	FINAL ORAL EXAM	Strategy : writing a formal letter
Nov. 12	FINAL WRITTEN EXAM		

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SECTION III: CEA ACADEMIC POLICIES

CEA is committed to providing excellent educational opportunities to all students. The policies outlined in this section outline general expectations for CEA students. Please carefully review the relevant course policies outlined below to ensure your success in this course and during your time abroad.

Furthermore, as a participant in the CEA program, you are expected to review and understand all [CEA Student Policies](#), including the academic policies outlined on pages 19-23 of this document. CEA reserves the right to change, update, revise or amend existing policies and/or procedures at any time.

A. CLASS/INSTRUCTOR POLICIES

PROFESSIONALISM AND COMMUNICATIONS: As a student, you are expected to maintain a professional, respectful and conscientious manner in the classroom with your instructors and fellow peers. Following class policies as outlined in the sections below set the general expectations for your behavior and performance in CEA classes.

You are expected to take your academic work seriously and engage actively in your classes while abroad. Advance preparation, completing your assignments, showing a focused and respectful attitude are expected of all CEA students. In addition, expressing effective interpersonal and cross-cultural communication is critical to your success. Demonstrating your effort to do the best work possible will be recognized, whereas unconstructive arguments about grades, policies, procedures, and/or trying to get out of doing required work will not be tolerated. Simply showing up for class or meeting minimum outlined criteria will not earn you an A in this class. Utilizing formal communications, properly addressing your faculty and staff, asking questions and expressing your views respectfully demonstrate your professionalism and cultural sensitivity.

ARRIVING LATE / DEPARTING EARLY FROM CLASS: Consistently arriving late and/or leaving class early is disruptive and shows lack of respect for instructor and fellow students. For persistently missing class time, the instructor deducts percentage points from the overall participation grade as indicated above. Missing a significant portion of one of your classes may constitute a full day's absence. If you arrive late due to serious and unforeseen circumstances, or if you must leave class early due to illness or emergency, you must inform the instructor immediately. The instructor will determine if the amount of class time missed constitutes an absence.

SUBMITTING WORK: All formal written work produced in this course (research papers, projects, studies, etc.) must be submitted in electronic format. Your instructor may also require that you hand in a hard copy of your work in class. You should keep copies of your work until your academic records have been recorded at your home institution, which may take 3 – 12 months after the completion of your program. As a student, you are responsible for providing copies of your work in the event of grade appeals, credit transfer requirements, faculty requests, etc.

LATE HOMEWORK: Homework is due at the specified date and time stated by your instructor. Late homework may not be accepted and/or points may be deducted as a result. Typically, homework submitted several days after the deadline, with no previous discuss with your instructor will not be accepted. It is up to your instructor's discretion to determine penalties for homework submitted after the deadline.

EXTRA CREDIT: Individual student requests for extra credit are not permitted. Extra credit for students' who miss classes, quizzes, exams is not available in any circumstance. Typically, extra credit will not be awarded, however, in the special event your instructor determines extra credit is available for the class, it is up to his/her discretion on how and when to award opportunities for credit. Under no circumstance will extra credit exceed more than 5% of your overall course assessment.

SECTIONS: Students must attend the class section they are registered in and may not switch sections for any reason. Students who turn up in a section of a class they are not registered in will not be able to stay for the lesson and will not be considered present unless they attend their assigned section that week.

MAKE-UP CLASSES: CEA reserves the right to schedule make-up classes in the event of an unforeseen or unavoidable schedule change. All students are expected to attend any make-up classes and the standard attendance policy will apply. Make-up classes may be scheduled outside of typical class hours, as necessary.

MISSING EXAMINATIONS: Examinations will not be rescheduled. Pre-arranged travel or anticipated absence does not constitute an emergency and requests for missing or rescheduling exams will not be granted.

USE OF CELL PHONES, LAPTOPS AND OTHER ELECTRONIC DEVICES: Always check with your faculty about acceptable usage of electronic devices in class. Devices may be used during class breaks and before/after official class times only. Students who create a disturbance or fail to pay attention in class due to electronic devices, will receive a warning and must immediately put devices away unless otherwise instructed by your professor. Inappropriate usage of your electronic devices or repeat warnings will result in a warning and may lead to a deduction in participation grades and/or class dismissal. Any students asked to leave class will be counted absent for the day.

Cell Phones: Use of a cell phone for phone calls, text messages, emails, or any other purposes during class is impolite, inappropriate and prohibited. Students are asked to show common courtesy to others in order to create a positive learning environment and eliminate distractions for everyone. Cell phones, tablets, watches and other electronic devices are to be turned off or silenced (do not set to vibrate) and placed in your purse, backpack, briefcase, etc. during class and any parts of the course including guest lectures, academic excursions, site visits and so on.

Laptops: Faculty determine whether laptops will be allowed in class. The use of a laptop may be limited to specific purposes including note taking, as allowed by special needs/academic accommodations, and/or at the discretion of the instructor. The use of a laptop is prohibited during all tests and quizzes, unless otherwise specified by your instructor. If you have any questions, check with your instructor.

ACTIVE LEARNING - ACADEMIC EXCURSIONS, FIELD TRIPS, SITE VISITS, GUEST LECTURES, ETC:

Students will have the opportunity to participate in a variety of experiential learning activities during the course. These activities may take place during regular class hours, or they may be scheduled outside class hours on occasion. Students should be mindful to arrive well prepared and on time for these activities and be engaged and respectful as it is a privilege to be invited to these visits and meet with local experts. Disrespectful behavior will result in a warning and/or dismissal from the activity and may result in a grade deduction or absence for the class period.

GRADE DISPUTES: Any questions about grades or grade dispute you encounter in this course must immediately be discussed with the instructor and resolved onsite before the last week of class. Only end-of-term assignments graded after the end of your program are subject to CEA's formal grade appeal procedure. For more information, see *CEA Academic Policies* at http://www.ceastudyabroad.com/docs/CEA_Policies.pdf.

B. CEA GENERAL ACADEMIC POLICIES

COURSE REGISTRATION: It is your responsibility as a student to ensure that your course registration records are accurate for all enrolled courses throughout the semester. At the beginning of the semester and at the end of course registration, check your *MyCEA Account* to ensure you are properly enrolled in all of your desired courses. If a course is missing or an additional course is present, you must resolve with CEA academic staff immediately.

ADD/DROP POLICIES: Students may make changes to registration once onsite, as long as full-time student status is maintained (12 credit hours in the semester) and academic program requirements are maintained. All changes must be made at the start of each term during the designated Add/Drop Period, which concludes at the end of the first week of classes during a semester or on the second day of classes during summer programs. Some limitations may apply. You are responsible for notifying your home institution of any schedule changes.

COURSE WITHDRAWAL: Students wishing to withdraw from a course may do so until the Course Withdrawal Deadline, which is the end of the fourth week of classes in a semester or the end of the first week of classes in a summer program. Course withdrawal requests approved during this timeframe will appear as a "W" on the academic transcript. To request a withdrawal, you must complete the *Change of Course Petition Form* and submit to your local academic staff. You must also notify your instructor in writing of your intent to withdraw from the course. You must remain academically eligible as a full-time student. No tuition or course fee refunds will be granted for approved withdrawals.

MONITORING GRADES AND ATTENDANCE: You are responsible for monitoring your grades and attendance records throughout the course. Any questions or concerns should be discussed immediately with your instructor and/or local academic staff. Your grades and attendance records can be accessed via your *MyCEA Account* online at any time throughout the semester.

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 you will learn in an environment where you work independently in the pursuit of knowledge, conduct yourself in an honest and ethical manner and respect the intellectual work of your peers and faculty. 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 by visiting

http://www.ceastudyabroad.com/docs/GC_Academic_Integrity_Policy.pdf.

Violations of CEA's Academic Integrity Policy may result in serious consequences, including program dismissal. CEA also reserves the right to share information of such violations with your home institution.

SPECIAL ACCOMMODATIONS: CEA is supportive of students with the need for special accommodation(s) on its study abroad programs. In order to accommodate special requests, students must notify CEA in advance and provide documentation no later than one week from the start of classes. Students requesting special accommodation(s) must submit CEA's Special Accommodation(s) Form. CEA will review requests to determine what accommodation(s) can be granted. The extent to which accommodations can be provided depends on the nature of the accommodation needed, the general situation in the host country regarding accessibility and available services and costs of services. Late requests are subject to review, and CEA may not be able to provide accommodations. Retroactive requests for accommodations will not be considered. Additional details can be found: <http://www.cEAStudyAbroad.com/docs/CEA-DisabilityPolicy.pdf>

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 instructors will 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 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. Students must submit any missed work in advance of the holiday and will be required to make up missed class time through alternate assignments to receive full credit for time out of class. Students must submit a written request for religious accommodations using *CEA's Religious Observance Request Form* in the timeline stated above for full consideration.

ACADEMIC ELIGIBILITY: You must remain academically eligible to participate in CEA classes. Factors determining eligibility are outlined in [CEA Student Policies](#), including: full-time status, satisfactory academic progress and complying with academic and attendance policies. Whether you plan to transfer letter grades back to your home institution or not, CEA expects that you will complete all graded assessment categories in each course in which you are enrolled. Failure to complete course requirements will result in grade penalties, and may lead to academic probation and/or program dismissal if you are unable to maintain satisfactory academic progress or full-time student status in your program.

EARLY PROGRAM DEPARTURE: CEA does not allow early program departures. Students departing the study abroad program prior to the end date remain subject to all course policies, including attendance. Assignments, presentations, examinations, or other work will not be rescheduled for voluntary early program departures. In the event of an emergency in which a student is unexpectedly unable to complete the program, students may submit a request for *Leave of Absence or Program Withdrawal* using the appropriate form for CEA review and approval. Contact CEA academic staff to request these forms.

COURSE AND INSTRUCTOR EVALUATIONS: Students will have the opportunity to evaluate both the class and the instructor at the conclusion of the course. Your constructive participation in the evaluation process is important and appreciated.

TRANSCRIPTS: CEA transcripts for this course will be available approximately 90 days from your program completion.

APPEALING A GRADE: Students who decide to appeal a course grade must do so within the **60-day period** following the end of your 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*, you may initiate the appeal process by filling out and submitting to Academics@ceastudyabroad.com and your onsite academic staff 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 your responsibility to address all interim grading issues directly with your instructor(s) 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 you to support the appeal. Keep in mind that you may need to submit copies of your work, emails to/from faculty if you are disputing a grade. We recommend keeping records of your work and communications for 3 – 12 months after program completion, until your academic records have been recorded at your home institution.

Upon receiving the results of the review and the decision of the instructor, CEA staff will inform you of the outcome of the appeal. Students who decide to submit a secondary appeal must submit a *Grade Appeal Review Petition* to the Department of Academic Affairs at Academics@ceastudyabroad.com within 15 days of being informed of the initial appeal decision. Secondary appeals will be reviewed by CEA's Academic Review Board. All decisions from the Academic Review Board are final.

A FULL LIST OF CEA POLICIES IS AVAILABLE ONLINE:

[HTTP://WWW.CEASTUDYABROAD.COM/DOCS/CEA_POLICIES.PDF](http://www.ceastudyabroad.com/docs/CEA_POLICIES.PDF)