

CEPA European Study Center

Program Policies

1. Academic Program Policies - General

1.1 Academic Obligations

- 1.1.1 Participants are required to attend and participate in the academic content and events related to their program. This includes attending courses, actively participating in class and through required coursework, adhering to policies and requirements associated with CEPA, your home and/or your host institutions.
- 1.1.2 Participants are responsible for understanding and abiding by the policies and requirements for all institutions delivering education, transcribing the courses and transferring the credits including CEPA European Study Center, their host institutions and their home institutions.

1.2 Medical & Learning Accommodations

- 1.2.1 Participants who qualify for medical & learning accommodations on their home campus or at their previous institution are encouraged to submit a request for similar accommodations while abroad.
- 1.2.2 CEPA is committed to making every effort to provide reasonable accommodations in accordance with the resources available in the study abroad location. In most cases, accommodation requests for extended testing time and quiet testing environments can be granted.
- 1.2.3 Single rooms, notetaking, interpreting or any accommodation requiring additional equipment or human resources is subject to availability and feasibility. Participants are responsible for any additional costs associated with implementing accommodations.
- 1.2.4 Participants must submit a completed Medical & Learning Accommodation Form along with all required documents and supporting materials to CEPA by the Program Withdrawal Date. CEPA will carefully review all submissions and provide a response within 30 days of receiving the complete submission. CEPA accepts requests past the deadline but does not guarantee being able to respond before the Program Start Date.
- 1.2.5 CEPA reserves the right to decline providing certain accommodations if they cannot be reasonably implemented at the CEPA ESC Study Center. Additionally, courses taken at local institutions are held to policies and resources proper to those institutions and the decision to approve accommodation requests remains solely at their discretion.

1.3 Leave of Absence

- 1.3.1 A Leave of Absence from the academic components of the study abroad program is a measure designed to support participants who have temporarily encountered a personal crisis that requires they be absent from the study abroad program courses and activities for up to 3 days for short term programs or 2 weeks for semester programs (prorated for mid-length programs).

- 1.3.2 A Leave of Absence allows participants flexibility concerning making up any in-class forms of assessment, having extended deadlines for all work, and not being penalized for class absences during the dates of the leave of absence.
- 1.3.3 CEPA only approves requests for Leave of Absence in rare cases and requires participants to produce sensitive personal information as justification in the request process. (medical justification, proof of hospitalization of a loved one, death certificate, proof of required attendance at a legal proceeding, etc.)
- 1.3.4 Hospitalization for non-elective reasons, death or tragedy concerning immediate family members, and legal obligations requiring presence outside of the program location are eligible to be considered for a Leave of Absence.
- 1.3.5 Participants wishing to attend family events, home campus events, personal travel, family gatherings, or any other elective event or reason for absence are not eligible for a Leave of Absence.
- 1.3.6 Specific terms, dates, deadlines and modalities concerning the Leave of Absence will be established in writing. Participants are required to adhere to the terms of the established document. Failure to follow the terms of the Leave of Absence could result in failed grades on missed work, failed final grades, or un-earned credit.
- 1.3.7 CEPA will liaise with local institutions to request a Leave of Absence for a program participant but the decision to allow for certain flexibility is entirely left to the discretion of the local institution.
- 1.3.8 Participants are not eligible for any refund for program components that they missed during their Leave of absence, nor are any alternative or make-up activities provided.

2. Academic Program Policies – European Study Center Programs

2.1 CEPA ESC Strasbourg

- 2.1.1 CEPA courses that are currently offered at the CEPA European Study Center and during semester programs at the University of Strasbourg are typically listed on the CEPA website. However, modifications to the course offerings are possible and are not always reflected on the CEPA website. Participants must check with CEPA staff to verify current course offerings.
- 2.1.2 The final course offer will depend on the minimal enrollment met for each course. As course selection cannot be guaranteed, participants are advised to select alternate courses in the event of a course cancellation.
- 2.1.3 For the semester programs, the standard course structure is composed of up to 15 credits:

	ESC Courses	Host institution courses
Standard Semester	2 ESC Courses (6 credits)	Up to 9 credits of courses
Standard Academic Year	2-3 ESC Courses total for both semesters (6-9 credits)	Up to 21-24 credits total for both semesters

Participants requiring a different model based on their academic needs can petition for one of the following exceptions:

	ESC Courses	Host institution courses
Additional ESC course	3 ESC Courses (9 credits)	Up to 6 credits of courses
Host Institution only	0 ESC courses	12-15 credits at one of CEPA's host institutions in Strasbourg

2.2 CEPA ESC Heidelberg

- 2.2.1 CEPA courses that are currently offered at the CEPA European Study Center are typically listed on the CEPA website. However, modifications to the course offerings are possible and are not always reflected on the CEPA website. Participants must check with CEPA staff to verify current course offerings.
- 2.2.2 The final course offer will depend on the minimal enrollment met for each course. As course selection cannot be guaranteed, participants are advised to select alternate courses in the event of a course cancellation.
- 2.2.3 Class is held Monday through Friday. Participants must refer to their specific syllabi for final course days and times.
- 2.2.4 All courses are taught in English.

2.3 Add/Drop Period & Course Withdrawal Date

- 2.3.1 For the ESC courses, participants may have the opportunity to make adjustments to their schedule once they have arrived onsite. **The Add/Drop period** is established as follows:

Program	End of Add/Drop period
Semester programs	First week of class. Schedules are final at the conclusion of the first week of class.
Summer programs	First 3 days of class. Schedules are final starting on the 4th day of class.

- 2.3.2 **The Course Withdrawal Date** refers to the final date by which a student can terminate their participation in an ESC course without earning a grade. Participants who opt to withdraw from a course will receive a "W" as a grade, indicating that they opted to withdraw from the course. Participants are not allowed to withdraw from courses that would result in not fulfilling the minimum number of credits to remain eligible for their program.
- 2.3.3 **Program Withdrawal:** Participants withdrawing from the full study abroad program will receive a "W" on their transcript for all courses in which they are enrolled up until the Withdrawal Date. Past this date, participants will receive the letter grade they have earned in each course, taking into account the penalties for absences and missed assignments and exams.
- 2.3.4 In the case of a **Medical Withdrawal**, defined as a withdrawal for documented medical reasons between the Course Withdrawal Date and the last day of class, participants will receive a "W" or "INC" on their transcript for each course they have not completed at the time of withdrawal.

Program	Course Withdrawal Date
Semester programs	The final day of the 9 th week of class, counting the Add/Drop week.

4-week Summer programs	The final day of the 2 nd week of class, counting the add/drop period.
6-week Summer programs	The final day of the 3 rd week of class, counting the add/drop period.

2.3.5 For courses at **CEPA's local partner institutions**, participants will learn of the Add/Drop period and Course Withdrawal conditions associated with their program during course registration and/or onsite orientation.

2.4 Enrollment and Credit Transfer for CEPA European Study Center Programs:

- 2.4.1 Participants are responsible for obtaining approval from the home institution to study abroad and for submitting all documents required by the Study Abroad Office according to the deadlines set forth by participants' home institution.
- 2.4.2 It is recommended for participants to obtain pre-approval from their home institution for all courses taken abroad.
- 2.4.3 Participants are expected to enroll and complete a full-time term (12-15 semester credit hours on semester programs, 6 semester credit hours on summer programs). Dropping below full-time may impact academic standing, financial aid eligibility, and immigration requirements.
- 2.4.4 Participants must register for classes through CEPA and abide by its deadlines and policies. It is the participant's responsibility to research, understand, and adhere to all requirements, deadlines, and obligations related to the study abroad program. Participants are responsible for completing and submitting all documents in accordance with CEPA's deadlines. Furthermore, participants are responsible for any fees that may be incurred from not adhering to these deadlines (i.e., registration, withdrawal penalties, etc.).
- 2.4.5 Due to the course selection abroad, it may not be possible to change or drop courses without endangering full-time status. Any participants wishing to drop classes or withdraw from the program are advised to petition both CEPA and their home institution for approval before acting on a decision.
- 2.4.6 Participants are responsible for notifying the home institution and appropriate parties of any academic changes while studying abroad. If enrolled in courses not previously approved by the home institution, participants are advised to request approval from their study abroad advisor and seek confirmation of the transferability of the selected course(s) by the home institution.
- 2.4.7 CEPA makes every attempt to enroll participants in the courses they have selected but reserves the right to deny enrollment in certain courses due to course availability, pre-requisites, or language level.
- 2.4.8 CEPA reserves the right to cancel courses that do not meet minimum enrollment.
- 2.4.9 Participants are responsible for providing CEPA the details of where to send transcripts for courses completed abroad including name, address, and phone number of the office at the home institution, which will be receiving the transcript.

2.5 Course schedules

- 2.5.1 General course schedules are subject to change both at the ESC and at local institutions. It is expected that participants be able to adjust to changes in course schedules between the hours of 8h00 and 20h00 Monday through Friday of each

school week. While all efforts are made to maintain steady course schedules, a variety of unplanned circumstances could lead to the rescheduling of CEPA courses and local institution courses at any point during the session.

- 2.5.2 To help foresee changes, CEPA has established “blocked” sessions that are built into the program calendar. Participants are required to ensure their availability during these times, as to allow seamless rescheduling of class sessions. “Blocked” sessions will be listed on the Program Calendar.
- 2.5.3 CEPA does not control the decisions made by local institutions concerning class session changes. Participants who find that a change at a local institution conflicts with a CEPA course session should contact the CEPA team for advice.

2.6 Attendance and Participation:

- 2.6.1 All participants are required to attend all classes, lectures, seminars, and academic site visits & excursions, unless excused for medical or personal emergencies. Participants who are not able to attend are asked to inform the instructor in advance.
- 2.6.2 Participants are expected to arrive on-time, and to actively and respectfully participate in presentations, discussions, and teamwork. Repeated tardiness and lack of participation can lead to being counted absent and to implications on the participation and final grade.
- 2.6.3 Site visits and excursions included in the program count towards course hours and are therefore subject to the attendance and participation policy.
- 2.6.4 Class attendance and participation count towards the final grade. Missed classes and unsatisfactory participation can result in a lower final grade. Excessive or unexcused absences may result in Academic Probation.

2.7 Coursework and Engagement:

- 2.7.1 All coursework, assignments, and assessments must be completed by the specified deadlines.
- 2.7.2 Assignments turned in late are subject to grade deduction and may result in a lower final grade.
- 2.7.3 Missed exams or other assignments may be made up only under extenuating circumstances and in cases where participants have made prior arrangements with the instructor. Instructors have full discretion to allow or refuse a make-up exam or assignment.
- 2.7.4 Throughout the program, participants must maintain a level of academic standing that allows them to remain eligible to receive the minimum number of credits associated with their program.
- 2.7.5 Participants are expected to demonstrate consistent effort in all academic matters, including completing forms of assessment and adhering to all academic policies.
- 2.7.6 Failure to maintain eligibility or lack of engagement is considered noncompliant with Academic policies and could lead to disciplinary action.

2.8 Grades:

- 2.8.1 Grades and the issuing of transcripts are subject to the grading policy of the participant’s home institution, CEPA’s school of record, and local institutions.

- 2.8.2 Participants are responsible for seeking and understanding their home institutions' policies concerning transfer credit grade thresholds.
- 2.8.3 The student's home institution maintains the discretion to grant academic credit for courses earned abroad.
- 2.8.4 All grades earned abroad, including failing grades, appear on participants' official records and are sent to their home institution, via official grade reports and/or transcripts. Counting failing grades earned abroad towards participants' Grade Point Average (GPA) is left to the discretion of the home institution.
- 2.8.5 Participants are expected to be familiar with their home institutions' policies concerning failing grades, including what implications they could have on academic probation or suspension, financial aid, scholarships, etc.

2.9 Academic Integrity

- 2.9.1 Participants are expected to uphold the highest standards of academic honesty, trust, fairness, respect, and responsibility in all academic work.
- 2.9.2 Participants are reminded that academic expectations may vary across cultures. They are thus expected to uphold CEPA's academic standards as well as those of their home and host institutions. Participants must ensure they have read and understood all relevant integrity policies.
- 2.9.3 CEPA expects all participants to produce original work, properly cite sources, avoid plagiarism and self-plagiarism, refrain from cheating and maintain honesty.
- 2.9.4 Any form of plagiarism, cheating, falsification of academic work, unauthorized use of Artificial Intelligence (AI), or violation of host or home institution academic integrity policies will result in disciplinary action, which may include:
 - Receiving a failing grade on the assignment or exam in question
 - Failing the course in which the violation occurred
 - Academic Probation
 - Notification of the home institution and potential disciplinary action upon return
 - Dismissal from the program in cases of serious or repeated violations.

2.10 Academic Probation

- 2.10.1 Participants failing to meet the academic performance expectations outlined above may be placed on Academic Probation.
- 2.10.2 The modalities of the Academic Probation will be established on a case-by-case basis depending on the participant's individual situation. Probation will include close monitoring of attendance and participation, as well as any additional conditions outlined in the Probation.
- 2.10.3 Compliance with the Academic Probation is required in order to remain in the program. Failure to comply could lead to dismissal from the program.

3. Arrival and Orientation Policies

3.1 Arrival & Airport Transportation

- 3.1.1 Participants are eligible for the group transportation from the Airport to their program housing location according to the following criteria:
 - They have submitted their complete flight information on time

- They have arrived within the arrival window of time determined for their program
 - They have arrived at the airport determined for their program
- 3.1.2 In case of flight changes, delays or cancelled or missed flights, participants will be responsible for costs associated with individual transport from the airport to the program meeting point (established by CEPA staff depending on the day and time).
- 3.1.3 CEPA encourages participants to inquire with their international travel insurance or airlines for reimbursement for unexpected fees upon arrival caused by flight disruptions.

3.2 Orientation

- 3.2.1 On all CEPA programs, an on-site orientation is planned within the first days of the program. This orientation consists of mandatory and optional events intended to give participants essential information about their program destination, housing, program academics & activities, and Health & Safety.
- 3.2.2 Participants who miss mandatory orientation meetings must schedule make-up sessions with onsite staff.
- 3.2.3 There is no reimbursement for any orientation activities missed due to late arrival, illness, etc.

4. Housing

4.1 CEPA Housing – General Information

- 4.1.1 The vetting process for participant housing includes attention to the health, safety and security situation in the facility and in the immediate neighborhood, as well as the access to amenities, public transportation and local institutions.
- 4.1.2 Participants are placed in single, double, or triple rooms in local housing facilities. Rooms are either equipped with in-suite bathrooms or participants have access to shared bathrooms on each floor (dormitory style).
- 4.1.3 All rooms are equipped with a bed(s) and limited storage space for the equivalent of approximately one medium and one small suitcase per student.
- 4.1.4 Participants have access to shared bathrooms.
- 4.1.5 Participant housing also includes shared or private workspaces and shared kitchens or kitchenettes.
- 4.1.6 Air conditioning is not available in all program housing, and participants should be prepared for accommodation without air conditioning during the entirety of the program. Nevertheless, a number of facilities and rooms are equipped with air conditioning, and those rooms are assigned to the housing form completion date.

4.2 Housing Placement Process & Requests

- 4.2.1 Housing and roommate assignments are made based on the housing form completion date, student preferences and housing availability. For Faculty-led programs, housing assignments are made in collaboration with home institution processes.
- 4.2.2 CEPA reserves the right to modify housing assignments at any time.
- 4.2.3 Participants may request a single room, which is subject to a supplemental fee for the session. Requests for single rooms must be submitted prior to the Program Withdrawal Date. While CEPA strives to grant single room requests, single rooms are limited, and thus placement in single rooms cannot be guaranteed.

4.2.4 Participants are not permitted to host any guests in CEPA housing. Participants who wish to host guests should inquire with CEPA who can advise on whether there is availability in suitable alternative accommodations. Prior approval from CEPA is required and guests are only allowed to stay in housing units where CEPA participants are not living. Participants who wish to receive guests during the program agree to obtain approval and to pay the fees communicated by CEPA. Guests who have not been granted prior approval to attend CEPA activities or access CEPA housing or study center facilities will be denied access.

4.3 Housing changes:

4.3.1 Once housing assignments are communicated to participants, it is only in very rare cases that a change can be made. Participants who wish to petition for a housing change can do so after the completion of one week in their original placement. CEPA will make its best effort to accommodate the requested change but does not guarantee that a change can be made. Participants are responsible for all costs associated with moving or any other additional fee for the desired change.

4.3.2 In exceptional cases, CEPA can initiate a housing change, either concerning roommates or housing facilities. The motivation for CEPA to make such changes includes, but is not limited to:

- Limited availability in current housing
- An unforeseeable event rendering the housing insufficient (water damage, serious electrical system failure, etc)
- Incompatible roommates that require CEPA intervention

4.4 Housing policies

Participants on CEPA programs are part of a shared living environment. All participants are expected to promote and support a safe, respectful, and enjoyable experience for all residents. To this end, participants are required to follow the safety guidelines outlined below.

4.4.1 To **maintain a peaceful and respectful living environment**, participants are required to maintain an appropriate noise level that does not disturb others, to maintain all private and shared spaces clean and tidy, keeping all exits, hallways, and shared spaces clear of clutter or personal items. Participants are responsible for alerting CEPA staff to any concerns, damage or suspicious activity they have witnessed.

4.4.2 **Relationships and Respect:** Being a good roommate takes effort. It is expected that you commit to this effort by showing empathy, communicating openly, and respecting differences in habits, culture, needs, and personality. Treat your fellow participants with kindness and consideration, giving everyone on the program an opportunity to have a positive experience. Respect others' privacy and personal property. Do not use or borrow others' belongings, including clothes, toiletries, food and electronics, without explicit permission.

4.4.3 **Lifestyle:** Be mindful of noise: keep music, phone calls, and conversations at a reasonable volume, especially during quiet hours. Smoking and vaping are not permitted inside any housing unit. Respect your roommates' needs and daily routines.

4.4.4 **Cleanliness:** Keep all shared spaces clean and tidy. Take personal responsibility for the messes you make and contribute to the overall cleanliness of the space.

Participants must clean up all food items after meals, being especially careful of crumbs, food stains, and dirty dishes that can attract bugs.

- 4.4.5 To **prevent fire hazards** and ensure a safe environment for all residents, open flames are strictly prohibited. This includes candles, incense oil burners, and any other open flame. Smoking and vaping are not permitted in CEPA housing. Participants are not permitted to tamper or cover smoke detectors, fire alarms, or other safety equipment. Unauthorized appliances are not permitted in CEPA housing.
- 4.4.6 To **promote electrical safety**, it is required not to overload electrical outlets or power strips, to only use electrical devices, adapters, and converters that meet the safety standards of the host country. Participants must report any electrical malfunctioning and possible hazards to CEPA immediately.
- 4.4.7 To ensure **personal safety and security**, participants are asked to keep doors locked and to close and lock windows when absent. Unauthorized guests are not allowed to access CEPA housing. Participants should also not leave valuables unattended in common areas. It is strictly forbidden to access areas that are designated as “no access” or that are often associated with risks. This includes climbing or leaning on/off roofs, ledges, windowsills, restricted areas, etc.
- 4.4.8 Participants must follow any additional emergency procedures or evacuation instructions provided by CEPA or local housing personnel.
- 4.4.9 For safety and legal compliance, participants are not allowed to be in possession or use any of the following items in CEPA housing: weapons of any kind, illegal substances or drug paraphernalia, fireworks or explosive materials, or any appliance or equipment that poses a fire or electrical hazard. Participants are not permitted to bring animals into CEPA housing.
- 4.4.10 Failure to comply with the above policies will result in disciplinary actions including additional fees, notification to the home institution, or dismissal from housing or the program in severe or repeated cases.

4.5 Housing Check-in procedure

- 4.5.1 **Check-in:** Students will be informed in advance of the official check-in date and time. Early arrivals may not be accommodated unless explicitly approved in writing by CEPA.
- 4.5.2 **Housing Check-in Form:** Upon arrival, participants will receive a Housing Check-in Form to review and sign. Participants are encouraged to inspect the space thoroughly and report any pre-existing damage or maintenance issues within 24 hours of check-in. Failure to submit the RCR on time may result in being held responsible for pre-existing damage.
- 4.5.3 **Keys and Access:** Participants will receive keys or access codes upon check-in. Lost keys may result in replacement fees and/or lock changes at the participant's expense.

4.6 Housing Check-in procedure

- 4.6.1 **Check-Out:** Participants are required to vacate their housing by the official program end date and time.
- 4.6.2 **Room Condition and Cleanliness:** Participants must leave their housing in the same condition as it was upon arrival. All personal belongings must be removed from the premises, furniture must be returned to its original location, trash and food must be disposed of properly.

- 4.6.3 **Final Housing Inspection:** CEPA will conduct a housing room inspection after departure. Any damages beyond normal wear and tear, missing items, or extra cleaning required will be documented and charged to the participant.
- 4.6.4 **Key/Access Return:** All keys or access devices must be returned at the time of check-out. Failure to return keys will result in replacement and/or lock change fees.
- 4.6.5 **Abandoned Items:** CEPA is not responsible for lost, stolen, or discarded items left behind after departure.

4.7 Housing Damages

- 4.7.1 Participants are financially responsible for any costs associated with housing damage. This applies to, but is not limited to, damaged furniture, missing items, deterioration of walls, fixtures, and appliances, and not leaving CEPA housing in proper check-out condition.
- 4.7.2 Students will be invoiced by CEPA for the fees associated with the damage to housing.

5. Program Activities & Excursions

- 5.1 All program activities and excursions that are part of the program itinerary or program calendar are included in the CEPA program and open to all program participants.
- 5.2 For some programs, attendance at program activities and excursions is mandatory. Participants are responsible for understanding the mandatory events of their particular program and for adhering to the instructions given by faculty and program staff concerning participation at these events.
- 5.3 Not all meals are included on all program activities & excursions. Participants are responsible for knowing the configuration of each event and planning for extra funds for meals that might not be included. CEPA provides this detail in the program or event itinerary.
- 5.4 Participants are responsible for understanding and adhering to the instructions given to them by faculty or CEPA staff concerning meeting times, appropriate dress or behavior, etc.
- 5.5 Participants are not allowed to attend program activities and excursions under the influence of alcohol or drugs. If faculty and CEPA staff learn that participants are under the influence of a substance during a program activity or excursions, participants will be dismissed and sent home. Costs associated with transportation, being escorted, or any loss of privilege on the program activity or excursion are the participant's responsibility.

6. Independent travel

- 6.1 Participants on Faculty-led programs must check with their home institution to confirm that independent travel outside the program location is permitted during the program dates.
- 6.2 Participants on CEPA Study Center programs are permitted to travel during free time, but must adhere to the following:
 - 6.1.1 Participants must wait until their class schedules are finalized and the program activity schedules are confirmed before making independent travel plans.
 - 6.1.2 Missed classes or program activities are considered unexcused absences, even in case of unexpected travel delays.
 - 6.1.3 Program participants are strongly advised to inform CEPA staff in advance if they plan to engage in independent travel during the program.

- 6.1.4 Participants are fully responsible for vetting, planning and paying for independent travel.
- 6.1.5 The CEPA team can give anecdotal information about different destinations, but it is ultimately the participants' decision and responsibility to manage their travel and make their decisions.
- 6.1.6 Participants are not authorized to travel to locations that are listed under the Level 4: Do Not Travel by the U.S. Department of State Travel Advisory

By signing this form, I agree to and accept the terms in these CEPA Program Policies

Participant's Full Name: _____

Signature: _____ **Date:** _____

Signature of Parent/Guardian if applicant is a minor under 18 years of age:

Guardian's Full Name: _____

Guardian's Signature: _____ **Date:** _____