

## Study Abroad: One-Semester Exchange

### Academic Policies



#### Definitions:

Unless otherwise stated:

*Home Institution* refers to the University from which the degree will be awarded (California State University Channel Islands).

*Host Institution* refers to the University (Zeppelin University or Konkuk University) that has agreed to admit the student for a study abroad component receiving full accreditation for courses studied.

#### Course Registration

The Host University does not guarantee CI students the courses they request on their application. Exchange students must understand that priority will be given to domestic students and thus their spot in a course could be given to a domestic student without notice. With this said, students should have several additional classes as secondary options.

#### Full-time Status Condition

According to the agreement for exchange/study abroad between the Home University and Host University, exchange students must maintain full-time status while participating in the exchange program. Full-time status as defined by CSU International Programs requires students to be enrolled in a MINIMUM of 15 units during the study abroad semester. If the Host University courses are defined in credits, it is the student's responsibility to ensure that the amount of semester units/credits that they are enrolled in is equivalent to a MINIMUM of 15 units to maintain their full-time status.

Failure to maintain full-time status will result in the delay of the student's transcripts from their Host University. Students will be subject to a significant amount of additional volunteer hours at the International Programs office upon their return. The amount of hours will be decided by the Director of International Programs, and will be dependent on the deficit amount of units that kept them from maintaining full-time status. Students will not receive their transcripts until they have fulfilled the volunteer hours.

To ensure that students are maintaining their full-time status students will be **required to submit proof of enrollment, exactly two weeks after the program start date.** The proof of enrollment can be completed by submitting the signed Enrollment Verification form.

**Grades**

Grades earned while participating in the 1-Semester exchange program will be computed in the student's cumulative grade point average on the student's CSU Channel Islands transcript. Any incomplete coursework is equivalent to an "F", units attempted but not passed.

**Examinations**

Students are expected to complete all course requirements and take all examinations (including final exams) for the courses that they are enrolled in before leaving their host university. Host universities can have strict test-taking policies, including refusal to permit students to take exams if they arrive late or they have failed to achieve a minimum academic standards prior to the final exam.

**Academic Reporting**

At the conclusion of the student's study abroad experience, the Host University issues an academic report, which is delivered to the International Programs office. Once the International Programs office receives the report the report is forwarded to the Records and Enrollment department for processing. From this point, the Records and Enrollment department will update the student's transcript with the courses taken overseas.

**Academic Misconduct**

Students are expected to follow the same principles on academic integrity at their host universities as they would at their home campuses. Students who have committed any act of academic misconduct including (but not limited to) plagiarism, forgery, cheating or other such actions, are subject to disciplinary action based on CSU Channel Islands Student Conduct Code.

I acknowledge that I have read and understand the Academic Policies of the Exchange Program.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_