

**Arcadia University The College of Global Studies
Academic Contract**

All Arcadia University The College of Global Studies program participants are required to read and sign this contract to confirm their understanding and acceptance of the participant's academic responsibilities during the period of study abroad. These academic requirements are intended to ensure that students take responsibility for individual academic success and fully comply with all terms and conditions for assessment and receipt of the final Arcadia transcript.

1) Rules and Regulations:

You are required to assume full responsibility for your behavior and conduct and to obey the laws of the host country. If you are enrolled in a program at a foreign institution, you will be subject to the standard institutional requirements governing academic and residential life. Arcadia University reserves the right to terminate your participation in the program without refund if you violate the local laws or institutional regulations.

2) Full Course Load:

You are required to register for a full-time academic course load as designated by the host institution with Arcadia University The College of Global Studies' agreement. (The College of Global Studies at Arcadia requires that students enroll in a minimum of 14/15 semester hours of credit in a semester length program or in a minimum of 12 semester hours of credit in a single academic term. Many host institutions require heavier academic loads of full-time students. In those cases, Arcadia program students must adhere to the host institution's expectations.) Exemptions from a full-time academic course load are granted only in exceptional circumstances and only in writing by The College of Global Studies at Arcadia University's Academic Dean. Courses may not be taken for credit on a pass/fail or audit basis. Courses taken outside the normal curriculum or by special arrangement are acceptable for academic credit only with written approval in advance (before the end of the drop/add period) from The College of Global Studies at Arcadia University's Academic Dean.

3) Register with Arcadia University:

As you are registering for courses at your host institution, before the add/drop deadline of the host institution, you must notify The College of Global Studies office in country and confirm your final course choices by submitting a program registration report.

4) Course Changes:

Any subsequent academic registration change (the dropping or adding of courses) must be approved by your host institution and by Arcadia University, and in consultation with your home institution. Arcadia University may not grant credit for courses taken without proper approval.

5) Withdraw/Fail:

A class dropped within two weeks of its start will not be recorded on your transcript. If you drop a class after the first two weeks, but more than four weeks before the final exam or conclusion of the class, it will be reported as a 'W' (withdraw) on your transcript. If a class is dropped without approval or within four weeks of the final

exam or scheduled conclusion of the class, it will be reported as an 'F' (failure) on your transcript.

6) Code of Academic Responsibility:

You are expected to subscribe to the principles of academic integrity, and you must be willing to bear individual responsibility for your work while studying abroad. Any academic work (written or otherwise) submitted to fulfill an academic requirement must represent a student's original work. Any act of academic misconduct, such as cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty, will subject a student to disciplinary action.

7) Exams and Assessment:

You are required to complete the course assignments and take all regularly scheduled examinations and assessments in each course for which you are registered. Arrangements made with individual instructors do not supersede this regulation. Failure to take the required examination or submit the requisite final assignments for a course will result in failure.

8) Arcadia University The College of Global Studies Student Handbook:

As an enrolled Arcadia University student abroad, you are expected to read and comply with the Arcadia University The College of Global Studies Student Handbook.

Signed: _____

Date: _____

Print Name: _____