



## **Academics for the Center for Global Education Programs**

**Approving University Official(s):** Office of the University Provost

**Responsible Office:** Center for Global Education

**Effective Date:** July 1, 2016

**Next review date:** July 1, 2024

### **I. Policy Statement**

Programs administered by the Center for Global Education deliver academic content appropriate to our missions and goals and ensure adequate academic supervision and evaluation.

### **II. Purpose**

The Center for Global Education's academic policies support the programs' stated goals and leverage the unique learning opportunities offered by the program location. The policies support student learning by providing guidance related to evaluation, awarding of credit, grade appeals, research ethics, and academic integrity that are clear and accessible.

### **III. Audience**

Students enrolled in programs administered by the Center for Global Education.

### **IV. Procedures**

#### **Drew Programs**

- Courses offered in all Drew programs are listed in the course catalog and students register for them as they would any other course on-campus.
- Students participating in a shortTREC must register for the total number of credits offered by the program, which can range from 1-8 credits.
- Students on the longTREC London Semester must register for 16 credits.
- Students on any of the nycTREC's must register for the total number of credits offered by the program.
- Course titles, credits and grades appear on your Drew transcript. All course grades count toward your GPA.
- All courses must be taken for credit and a grade. Taking a course Pass/No Pass is not an option.

### **Partner Programs**

As a participant in a longTREC partner program, you are expected to be enrolled in a minimum of 15 and a maximum of 20 credits per semester.

Your anticipated courses must be pre-approved in order to receive transfer credit by completing a “C.L.A. Pre-Approval for Course Credit for Study Abroad” form. To complete the form, you must obtain approval signatures from your faculty advisor, department chairperson (for any courses you wish to count towards your major/minor requirements) and the Drew University Registrar. Once abroad, you must obtain the same approval for any changes to your pre approved course selection.

You will receive credit for courses in which you earn a grade of C- or better. Course titles, credits and grades appear on your transcript, but grades do not count towards your Drew GPA. Participation in partner programs is limited to a total of two semesters. Drew limits the number of transfer credits allowed toward graduation to 80 credits. Those who already have substantial AP and other transfer credits should check with the Registrar and their advisor(s) to be sure that they will have the 48 Drew credits required for graduation.

During your semester abroad, you will enroll in STAB 301, which will serve as a placeholder until the Registrar’s Office receives your transcript certifying successful completion of the program of study.

### **Add/Drop Policy**

Drew’s Add/Drop Policy is applicable to all nycTRECs and longTRECs. Awarding of credit to students who withdraw from a shortTREC while the program is in progress will be handled on a case-by-case basis.

### **Accommodations for Individuals with Disabilities**

Students who wish to disclose a disability and seek accommodations are instructed to contact the Office of Accessibility Resources in advance. Students participating in a CGE program abroad should make this contact prior to leaving the U.S. and will be asked to complete the Request for Accommodation letter.

The earlier students communicate any special needs, the better the Office of Accessibility Services, the CGE and students can evaluate options for onsite support, which may vary from support services available in the U.S.

## **V. Consequences of Violating this Policy**

The consequences for violating this policy are outlined in Drew’s academic policies.

## **VI. Related Information**

<http://drew.catalog.acalog.com/content.php?catoid=37&navoid=1590>

## **VII. Contacts**

The following administrator/office can address questions regarding this Policy: Director for the Center for Global Education, phone: (973) 408-3438.

## **VIII. History**

Enactment date: July 1, 2016.