

CHENGDU AMERICAN CENTER FOR STUDY ABROAD PROGRAM POLICIES

EXPECTATIONS

It is G-MEO's goal to provide students and faculty with a safe and comfortable experience abroad. The staff at the Chengdu American Center for Study Abroad will do its best to supply you with the necessary resources should you have any concerns. At the same time, we have expectations from both students and faculty. Please refer to the following guidelines we have set for you.

STUDENTS

Above all, we expect you to take the best advantage of the limited time you all have in China. At the same time, our program is well-disciplined and we expect you to carry yourselves as representatives of not only our program but of your country as well.

1. Be involved in the Chengdu American Center's activities, both cultural and academic.
2. Go beyond what is required of you and explore your surroundings independently.
3. Follow the academic policies stated in this handbook so that you make the most out of classes, lectures, and other academic activities offered to you.
4. Be prepared to adapt to a combination of American and Chinese learning and working environment.
5. Be independent in your daily life responsibilities, but understand that the Center is here to guide you.
6. Have a good relationship and mutual understanding with the people around you such as your professor, internship supervisor, classmates and Center's administrators.

ACADEMIC POLICIES

ATTENDANCE

Attendance is required throughout the program, unless announced otherwise, from the first day of orientation to the last day of exams. Students should not arrive late to or leave early from any part of the program—including all mandatory scheduled classes, lectures, activities, and excursions.

All participants are expected to attend all classes unless leave is granted by the instructor. Students who cannot participate for reasons of health, accidents, or other emergency situations should inform the instructor ahead of time. Failure to perform to an academic standard constitutes grounds for termination of participation in the program. Students requesting a 1-3 day (maximum) leave in the Fall or Spring sessions or a 1-2 day (maximum) leave in the Summer session must email, ahead of time, a request for permission to both the class instructors and the Director (in the same email).

ACADEMIC HONESTY

Academic honesty is an expression of interpersonal justice, responsibility and care, applicable to all Chengdu Center faculty, students, and staff, which demands that the pursuit of knowledge in the university community be carried out with sincerity and integrity. Cheating and plagiarism will not be tolerated and may result in any of the following consequences:

- Failing grade for the course in which the offense occurred;
- Failing grade for the course in which the offense occurred and a violation notated on the student's permanent record;
- Dismissal from the program and notation on the student's permanent record;
- Other sanctions deemed appropriate by the program staff, faculty or home institution;

ADD/DROP POLICY

You may add/drop courses within the deadline for add/ drop marked on G-MEO academic calendar **(posted on the G-MEO Website)**; But the following procedures shall be followed:

- You are responsible for contacting your academic adviser back in your home university, asking for permission first;
- Once you get approval from your academic adviser, you shall bring it to the Center's admin office and fill in G-MEO official add/drop form;
- Your total credits in Spring/fall semester is no more than 19/ no less than 12
- Get the add/drop approval form signed by the Director of the Center;
- G-MEO Staff shall update your course selection in the SAMPS ready for grades input.
- Be sure that you are registered only for courses you plan to finish. You are responsible for knowing your enrollment status at all times.
- After the final add/drop date, you may not add/drop a course.

WITHDRAWAL

If any participant should withdraw from the program, G-MEO shall have the right to require the participant to quit the program without refund or fees.

IN AN EMERGENCY OF EARLY LEAVE OF THE PROGRAM

- If you must take an early leave before the program ends due to a medical emergency or family emergency, you need come to the Center office and the office can help you with the required paperwork.
- Please also be aware that you are obligated to pay back the full amount of the scholarship to G-MEO in case you are not able to physically finish up the program at the Center, on site in Chengdu. This stipulation is in accordance with your signed agreement with G-MEO for the Chengdu Mayor Scholarship.
- If you still want to resume/ continue your study in U.S. after your early leave, following procedures shall be followed:
 - a. You are responsible for contacting the Center's Director and the Study Abroad office of your home University via written email for application and approval;
 - b. The Center will schedule an official meeting with all related faculty or have individual meeting with each faculty to see if studying off-distance is allowed for each course;
 - c. The Center's office will inform you and your home university the final decisions.
 - d. If you fail to fulfill the procedures, you shall bear all the subsequent consequences like failing to get the credits for the unfinished courses.
- If you get approval for continuing studying the course off-distance in US and want to take the final exam remotely:
 - a. You are responsible for taking the initiative in communicating with your professors and completing all the required assignments timely; You are also responsible for confirming with all faculty respondents for the exact date/time line/venue set for final exams.
 - b. G-MEO will send all the exam papers to the home University, informing your home University of the necessary information for your exams;
 - c. The study Abroad Office of your home University will collaborate with G-MEO for proctor and arrangement for the exams and send back the papers within the day that you finish your exams.

Note: Please be aware that if you fail to hand in the homework/assignments that your professor lists for you, you may be dropped from the class and receive an "I" in your transcript, which shows you fail to complete the course. Or you shall take the risk of failing the exam.

- If you followed all the above procedures, but you could not still attend the final exams on required dates due to some extenuating circumstances (necessary documentation shall be handed in), and make-up examinations can be allowed with following procedures:
 - a. You are obliged to inform G-MEO Chengdu as well as the faculty respondents of your case with doctor notes if needed;
 - b. You are obliged to fill in the form of Application for Make-up Examinations as attached document and hand in to the faculty respondents and copy the G-MEO office;

- c. If the faculty respondents do not allow for make-up examinations after checking your application and your case, no make-up examinations will be held;
- d. If the faculty respondents allow for make-up examinations, the professor shall inform G-MEO Office of the date, time, venue as well as ways of exam (i.e., thesis, written test, or presentation). A G-MEO Academic Coordinator can offer assistance if needed like coordinating a proctor.

GRADES

Admission to any program may be denied should a student perform in an unsatisfactory academic manner during the semester prior to the program. "Unsatisfactory" is defined as two grades lower than a C, including incompletes, or a grade lower than C in a language course related to the study abroad program. **Each home institution will be handling the transfer of credits and grades according to their own credit and grade transfer policies.**

| 100 Point Scale | Grade | Grade Point |
|-------------------------------|-------|-----------------------------|
| 95 or above | A | 4.0 |
| 90-94 | A- | 3.67 |
| 85-89 | B+ | 3.33 |
| 80-84 | B | 3.0 |
| 75-79 | B- | 2.67 |
| 70-74 | C+ | 2.33 |
| 65-69 | C | 2.0 |
| 60-64 | C- | 1.67 |
| 55-59 | D+ | 1.33 |
| 50-54 | D | 1.0 |
| 49 or below | F | 0.0 |
| Fail with Academic Dishonesty | F | 0.0 |
| N/A | W | Withdraw |
| N/A | XF | For violation of Honor Code |
| N/A | I | Incomplete |

STUDENT ACADEMIC GRIEVANCE PROCEDURES

When a student believes he or she has an academic grievance resulting from the actions of faculty or administrators, he or she should first seek to resolve that grievance by discussions with the faculty member or administrator involved. If these discussions are not satisfactory, the complaint should be taken to the next highest level listed in the following procedure. If the grievance arises from a classroom situation, the student should take the following steps in seeking redress.

- 1) The student should consult with the faculty member involved, in person or by written contact, no later than within the first five working days of the semester following that in which the grievance occurs.
- 2) If agreement on or compromise of the problem is not achieved, the student should take the grievance to G-MEO administrator involved.

- 3) If the student is still not satisfied that a fair and equitable solution has been found, he or she should take the grievance to the Director of the G-MEO Chengdu **American** Center.
- 4) **The director of the G-MEO Chengdu American Center will consult with both parties, seeking an amicable solution, and will then render a final decision.**
- 5) **Grievances concerning course grades must be limited to those concerning possible error in grade calculations.**

VIOLATION OF THE ACADEMIC POLICIES

Academic policies are implemented by the course instructor in coordination with the Center Director, onsite in Chengdu. In the event of student misconduct, the instructor and Center Director will determine appropriate remedies or consequences. In the event of a severe violation of academic policy, which could result in a student's termination from the program, the Center will consult with the institution offering the course for credit and/or the student's home institution.

STUDENT CONDUCT POLICIES

HEALTH

Studying abroad involves certain hazards including, but not limited to, risk of injury, unsanitary conditions, civil unrest, robbery, assault, death, various diseases, transportation risks, and terrorism. Therefore, it is the participant's responsibility to notify the Chengdu American Center staff of any health-related issues.

TRAVEL POLICY

Opportunities for independent travel may occur during the academic program and G- MEO does not wish to discourage participants from taking advantage of them. However, you should inform the Chengdu American Center staff of your travel plans by filling out the "Independent Travel" form. G-MEO and the Chengdu American Center take no responsibility for the participant when she or he is traveling independently during the course of the academic program or in the period before or after the G-MEO-sponsored academic program. Likewise, students are unable to leave the country due to visa-related and liability issues.

Note: Students requesting a 1-3 day (maximum) leave in the Fall or Spring sessions or a 1-2 day (maximum) leave in the Summer session must email, ahead of time, a request for permission to both the class instructors and the Director (in the same email).

In the event the participant becomes detached from the program group, fails to meet a departure bus, airplane, or train, the participant will bear all responsibility and costs to seek out, contact, and reach the group at its next available destination.

OPERATING A MOTOR VEHICLE

G-MEO strongly discourages participants from operating vehicles while participating in the academic program. Traffic congestion and different laws and regulations, civil and criminal, can make driving motor vehicles in foreign countries extremely hazardous. Insurance requirements, or other financial responsibility laws, vary from country to country. If, however, the participant is determined to drive a motor vehicle while abroad, G-MEO assumes no financial responsibility for insurance, legal aid, assistance in connection with any tax difficulties, or for the care of the participant should s/he be involved in a motor vehicle accident.

PROPERTY DAMAGE

Should a participant damage property belonging to G-MEO or any other college, hotel, hostel, or belonging to any individual associated with any of the foregoing, the participant agrees to indemnify the injured party, regardless of whether the loss or damage arises out of the joint or concurrent negligence of any other party, and agrees to accept such penalty as G-MEO may

reasonably impose. The participant also agrees to discharge all other indebtedness or obligations to G-MEO before the conclusion of the program and understands that failure to do so may result in the withholding of credit and the payment of administrative fees for the subsequent discharge of these obligations.

SUBSTANCE ABUSE

The use, distribution, transportation, possession, or sale of a controlled drug or substance, or unauthorized prescription by any participant on a G-MEO program represents a serious breach of conduct and will result in expulsion from the program and notification of the appropriate officials of the parent institution and/or others who may be concerned. To be present, though not a participant, during a violation of this policy may in itself be deemed a violation and subject to penalty.

DORM POLICY AND SAFETY AND SECURITY IN THE DORM

Upon registration, G-MEO students residing in the International Student dormitories must abide by all applicable Sichuan University (SCU) regulations. (Detailed information of SCU dorm policy will be seen in the lobby of SCU international dorm). Any violations of SCU dorm rules and regulations are to be reported to both SCU and your home Universities back in US.

Students should return to the dorm at 12 midnight everyday. If students fail to abide by this regulation and if any unexpected events happen to the student due to his/ her failure of abidance, G-MEO has no liability for such case.

- Interfering with the SCU dorm security system is prohibited. Violations include but are not limited to:
 - Tampering with locks in guest rooms and other areas.
 - Propping open doors that are meant to be locked and/or closed.
 - Jamming a door open to prevent it from opening or closing.
 - Tying doors open or shut.
 - Taping open locks on doors.
 - Altering or duplicating University keys/e-keys.
 - Tampering with security cameras.
- Please understand that security cameras are in operation in all the entrances and stairwells in 24 hours.

ALCOHOL/DRUG

Alcohol misuse/abuse, irresponsible drinking and/or misbehaving while drinking are violations of G-MEO's policy. Keep in mind that alcohol concentrations might be stronger in China, and the penalties and laws in alcohol-related incidences are different from those in the U.S.

The possession, use or intent to deliver narcotics or dangerous drugs, including marijuana during your participation of the program is prohibited and grounds for expulsion.

NO BULLY/ NON-DISCRIMINATION/ SEXUAL HARRASSMENT

G-MEO has a zero-tolerance policy regarding discrimination, bullying, or sexual harassment among students, employees, and faculty, either in person, or through social media or any other electronic device, or communication medium. Any discriminatory, bullying, or sexually harassing behavior is strictly prohibited. Violations of this policy will result in immediate separation from the program, or employment, and may result in additional penalties.

The Center takes the issues of [stalking, sexual harassment, sexual assault or rape](#) very seriously. (Please click on each term to see the definition used by American University.) If a student discloses an experience to any Center staff member or instructor, that person will be required to make a report of the assault to the Center Director who will then follow-up with the student regarding on what was reported to decide on the appropriate actions including reporting to and working with, the local police and authority of the host institution.

Print name _____

Signature _____

Date _____