

Academic Policy Contract

Program participants are required to read and sign this contract to confirm their understanding and acceptance of their academic responsibilities during their term abroad. These academic requirements are intended to ensure that students take responsibility for their academic success, to maintain the Alliance's academic integrity and relationships with partners and faculty, and to ensure that all conditions are met for final evaluation and the issuing of an official transcript. Students must demonstrate a compelling academic, personal, or medical need for any requested exception to these policies.

Full Course Load

You are required to register for a full-time academic course load, in most cases 15-18 credits per semester program and 6-9 credits for summer programs, the satisfactory completion of which will result in your earning full credit for your term abroad.

- Under-loading or over-loading of credit is not permitted except by special permission.
- Courses may not be audited except by special permission, and may not be taken on a pass/fail basis.
- Courses taken outside the normal curriculum or by special arrangement are not acceptable for academic credit except by special permission.

Adding/Dropping Courses

Depending on curriculum structure and offerings, Alliance programs may offer an initial add/drop period at the beginning of each term. Any course changes during this period must be approved by the Resident Director. Any subsequent course changes, or course changes in Alliance programs that do not offer an add/drop period, must be approved as a special exception. The Alliance may not grant credit for courses taken without proper approval. Students are responsible for ensuring that any changes to course registration are approved and accepted by their home institution.

Withdrawal

Special permission is required to withdraw from a course, and there must be a compelling academic, personal, or medical reason to do so. It cannot result in an under-load of credit for your term abroad, and must have the approval of your home institution.

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

Alliance students must complete all course requirements before leaving the program site. Under exceptional circumstances, such as a documented medical or family emergency, students may make special arrangements with their Resident Director and program faculty for completion of course requirements outside of program auspices. Terms and requirements associated with this arrangement are spelled out in the Withdrawal Form, available upon request from your Resident Director. Students who do not complete all course and program requirements receive a failing 'F' grade for their coursework.

Exams and Assignments

Students are required to take all regularly scheduled exams in courses for which they are registered, and to submit all assignments on time. Any compelling academic, personal, or medical reason that might justify a rescheduled exam or assignment must be brought up to the Resident Director, not program faculty. Failure to take scheduled exams or submit the requisite assignments for a course will adversely affect your grade as per the stated grading criteria for each course.

Academic Integrity

All Alliance students are expected to maintain the highest levels of academic integrity in their coursework and research abroad. The Alliance's Code of Academic Integrity, and sanctions for breaches of academic integrity, are spelled out in detail in the Alliance Student Handbook.

Another component of academic integrity is ethical research practices, in particular for research involving human subjects. Students are expected to uphold the Alliance's Guidelines for Human Subjects Research in the conduct of their research abroad. Please do not hesitate to contact your Resident Director or program faculty if you have any questions relating to the ethics or integrity of your academic work abroad.

Grade Appeals

Alliance students have the right to appeal any grade they receive. The appeal process is addressed in the Student Handbook, and a Grade Appeal Form is available upon request from your Resident Director.

Attendance Policy

Excessive absences affect student learning, group focus and morale, and faculty workloads. Therefore, class attendance is an important, required component of the successful completion of an Alliance program.

- Semester. Students are permitted 10 total hours of unexcused absences for their entire courseload. After 10 missed hours of class (including hours missed for field study components) a written warning is issued. After 15 missed class hours, a second warning is issued, placing the student on academic probation. After 20 missed class hours, the student is dismissed from the program with no refund and no transcript
- Summer: Students are permitted 8 total hours of unexcused absences for their entire courseload. After 8 missed hours of class, a written warning is issued. After 12 missed class hours, a second warning is issued and the student is placed on academic probation. After 15 missed class hours, the student is dismissed from the program with no refund and no transcript.
- Hours are based upon rounded-up class duration. For example, a 50-minute class counts as one class hour; a 1-hour 45-minute seminar session counts as two class hours. Class hours for field visits and field study components are calculated along the following lines:
 - Missing a half-day field visit or required co-curricular activity counts as three unexcused hours.
 - Missing a day of internship counts as six unexcused hours.
 - Missing an all-day or overnight excursion counts as twelve unexcused hours.

Reasons for excused absences may include the following:

- Illness. The Resident Director must be notified before the start of the missed class. If the student misses class due to illness for two or more sequential dates, then a doctor's note is required for the absences to be excused.
- Hospitalization.
- Major religious holidays observed by the student's religion. Previous notice to the Resident Director is required.
- Activities required by police registration, another class or internship. Previous notice to the Resident Director is required.
- Other circumstances according to the discretion of the Resident Director.

Reasons for unexcused absences may include, but are not limited to, the following:

- Independent travel and/or resulting fatigue.
- Illness, without informing the Resident Director in advance or not providing a doctor's note for two or more subsequent absent days.
- Attending functions with host families, roommates, buddies, or language partners.

Entertaining personal visitors.

Transcripts

An official transcript is issued for any student who has participated in an Alliance program. Transcripts are issued by Butler University based on grades submitted by Alliance faculty. The Butler University transcript lists the number of credits earned and letter grades received in all courses for which the student registered and received grades.

Grading

At the beginning of each semester, Alliance faculty provide a detailed syllabus outlining the class structure and schedule, dates for assignments and exams, required and recommended reading materials, and grading criteria. Alliance students receive letter grades for each course according to the following structure:

Excellent	Α	93-100%	Good	B+	87-89%	Acceptable	C+	77-79%
	A-	90-92%		В	83-86%		С	73-76%
				B-	80-82%		C-	70-72%
						Unsatisfactory	D+	67-69%
							D	63-66%
							D-	60-62%
						Failing	F	<60%

Classroom Conduct

Respect for instructors is extremely important in China and India. Student punctuality is the foremost mark of that respect; arriving late is taken as a sign of disrespect. It is improper to eat in class, to text or email, or to slump or nap. Students are expected to be alert and engaged as a sign of respect for their professors.

Should you have questions or concerns about your courses or academic performance, please notify Alliance staff. The Resident Director is in regular contact with program faculty who are interested and invested in our students' academic success.

I have read and understand the terms outlined in the Alliance Acaspirit and in letter during my term abroad.	ademic Policy Contract, and agree to uphold them in
Signed:	Date:
Print Name:	
(The signature page is returned to the program, the policy page	ges stay with the student.)