

# **IES ABROAD**

## **ACADEMIC POLICY GUIDELINES**

The mission of IES Abroad is to provide U.S. colleges and universities and their students premier study abroad programs world-wide that deliver the highest academic quality and that enhance the development of intercultural competency skills. Since IES Abroad does not grant degrees, IES Abroad is not an accredited institution in the U.S. In order that students who attend IES Abroad programs may earn credit toward their degrees through their home institutions, the IES Abroad Board of Directors has endowed the IES Abroad Consortium with the power to set academic policies for IES Abroad and all of its programs. This power is exercised primarily through the elected Academic Council, which in turn has delegated supervision of the IES Abroad curriculum and courses to an appointed Curriculum Committee comprising representatives from IES Abroad Consortium member institutions. The Academic Council of IES Abroad has thus established the following guidelines and requirements for academic programs of study offered under the auspices of IES Abroad. Some of these requirements apply to all IES Abroad programs; others apply only to IES Abroad courses, which are submitted to and approved by the Curriculum Committee of the Academic Council.

Each IES Abroad Center informs students of the IES Abroad Academic Guidelines in its program materials. IES Abroad students who take courses at host country institutions are subject to both the IES Abroad Academic Guidelines and the academic policies and procedures of the host country institution(s) in which they are enrolled.

### **I. GENERAL GUIDELINES FOR ALL IES ABROAD PROGRAMS**

#### **A. ACADEMIC STANDING**

All students enrolled in IES Abroad programs must be in and maintain good academic standing throughout the period of study with IES Abroad. IES Abroad reserves the right to withdraw admission from any student who has a grade point average of less than 2.0 or the equivalent in the semester prior to anticipated study at an IES Abroad Center.

A student may be dismissed from an IES Abroad program at any time for unsatisfactory class preparation, attendance or performance.

In addition, Academic-Year or Calendar-Year students may be dismissed at the end of the first term of study for failure to complete the minimum credit hours of academic work or to attain a grade point average of at least 2.0 out of 4.0.

In cases of dismissal for academic reasons, students are entitled to the same refund they would receive if they had voluntarily withdrawn from the program at the time of their dismissal.

## **B. COURSE LOAD REQUIREMENTS**

Each IES Abroad program has a minimum and maximum course load requirement.

Students are required to register for a minimum of 15 but no more than 19 semester credit hours during each semester of attendance, including required courses for the program. A student whose home institution has approved IES Abroad-sponsored independent study may include up to four of these independent study credits in the required 15 hours. Students must be registered for at least 15 credit hours before the end of the IES Abroad or host country institution drop/add period, whichever is later.

### Course Underloads: Semester, Academic-Year, and Calendar-Year Students

To be considered for a reduced course load, to a minimum of 12 credits, a student must do the following within the drop/add period:

- Provide a valid academic reason for requesting a reduced course load;
- Get written approval of the Center Director or designated Center Academic Advisor;
- Get written approval of the Program Dean or designated representative of the IES Abroad Academics Department; and
- Get written approval of the student's home institution.

Valid reasons for a reduced course load include alternative academic activities that are not transcribed, such as private music lessons for a music performance major or an independent research project that is evaluated by the home institution. Students may not reduce their course load to fewer than 12 transcribed credits per semester.

A student may not be excused from any course that is required in the IES Abroad program, such as a core course or a language course. The student's intention not to transfer academic credit to the home institution does not qualify as a valid academic reason to carry reduced course credits.

### Course Underloads: Summer, J-Term and Winter Quarter Students

Students are required to carry the number of credits stipulated in the IES Abroad catalogue and on the IES Abroad website for the specific program.

### Course Overloads: Semester, Academic-Year, Calendar-Year and Summer Students

To be considered for an increased course load, beyond the maximum credits for the program, a student must do the following within the drop/add period:

- Provide a valid academic reason for requesting a higher course load;
- Get written approval of the Center Director or designated Center Academic Advisor;
- Get written approval of the student's home institution; and
- Pay an IES Abroad fee for each additional credit. The student's home institution may charge an additional fee as well.

### **C. DROP/ADD PERIOD**

Each IES Abroad Center Director establishes an appropriate deadline each term for students to drop or add a course. At Centers where students may enroll in IES Abroad and host country institution courses, there may be separate drop/add deadlines for the IES Abroad and host country institution courses.

The drop/add deadline should be no later than two weeks after the beginning of classes in the Fall and Spring terms, and three days after the beginning of classes in the Summer term and Winter Quarter.

Students on modular and J-Term programs may or may not be able to drop or add courses after the initial registration period. Drop/add policies for these programs are communicated in IES Abroad materials.

A course that is dropped within the drop/add period does not appear on the student's IES Abroad transcript. However, students must maintain the minimum course load for the term. (See Part I, Section B.)

### **D. WITHDRAWALS**

#### **Course Withdrawals**

Each IES Abroad Center Director establishes an appropriate deadline each term for students to withdraw from a course. At Centers where students may enroll in IES Abroad and host country institution courses, there may be separate withdrawal deadlines for the IES Abroad and host country institution courses.

The deadline for course withdrawals is no later than one month before the beginning of final examinations in the Fall and Spring terms, and two weeks before the beginning of final examinations in the summer session.

Students on modular and J-Term programs may or may not be able to withdraw from a course after the initial registration period. Course withdrawal policies for these programs are communicated in IES Abroad materials.

To be considered for a course withdrawal, students must submit the *Course Registration Change* form and provide the following:

- A valid academic reason for requesting a withdrawal;
- Written approval of the Center Director or designated Center Academic Advisor; and
- Written approval of the student's home institution.

Students must maintain the minimum course load for the term. (See Part I, Section B.)

If a student is approved to withdraw from a course, the course appears on the student's IES Abroad transcript as follows:

- If the student withdraws from a course after the drop/add deadline but before the withdrawal deadline, the course appears on the IES Abroad transcript with the appropriate number of credits and a grade of "W" (Withdrawal). The "W" is not computed in the student's GPA.
- If a student withdraws from a course after the withdrawal deadline, the course appears on the IES Abroad transcript with the appropriate number of credits and a grade of "F." This counts as a 0 in the student's GPA.
- If a student withdraws from a course at a partner institution after the drop/add period without advance approval of IES Abroad, the course appears on the IES Abroad transcript with the number of credits and a grade of "F." This counts as a 0 in the student's GPA.

### Program Withdrawals

If a student withdraws from a program after the program has started but before the withdrawal deadline, a transcript is issued with grades of "W" and the date of withdrawal is recorded on the transcript.

If a student withdraws from the program after the withdrawal deadline, which is one month before the beginning of final examinations in the Fall and Spring terms, and two weeks before the beginning of final examinations in the Summer session, a transcript is issued with grades of "F" and the date of withdrawal is recorded on the transcript. Only students with a documented family or medical emergency, as approved by the IES Abroad Dean of Students office, will be considered eligible for receiving grades of "W" in their courses.

### Partial Credit

Students who are participating in a modular program or who take courses that occur at the beginning of the term, e.g., language intensive courses, may be awarded partial credit for completed coursework. Student requests will be considered on an individual basis by the Center Director and Program Dean.

## **E. INCOMPLETES**

A student must complete all course and program requirements before leaving the program site, unless the student has petitioned for and been granted an official incomplete through the IES Abroad Center.

To be considered for an incomplete for an IES Abroad-taught course, a student must meet the following requirements:

- Have completed at least 75% of the total class hours for the course;
- Present documentation of a medical or family emergency that necessitates the student's early departure from the program site and/or that prevents the student from completing coursework by the end of the course; and

- Submit a complete *Petition for an Incomplete Grade* form to the Center Director or designated representative of the IES Abroad Academics Department no less than two days before the end date of the program.

The *Petition for an Incomplete Grade* is reviewed by the IES Abroad Center Director in consultation with the instructor of the course and the IES Abroad Program Dean.

If the *Petition for an Incomplete Grade* is approved, the student must collect the following in writing from the instructor for each course for which an incomplete is approved:

- Precise instructions regarding the work to be finished to meet all requirements for the course;
- The dates by which the coursework is to be completed; and
- The means by which coursework is to be submitted.

All coursework must be completed no more than six months after the scheduled final examination for the course. If the coursework is not completed by this deadline, the student receives a grade of "F" on the IES Abroad transcript. An incomplete is granted only for full credit for the course.

A student may petition for an incomplete for a course at a host country institution only as allowed by the academic policies and procedures of that institution.

## **F. GRADING**

The IES Abroad grading policy applies to all IES Abroad programs and is communicated to students at the beginning of each term of attendance. The grading system recognized by IES Abroad is A, A-, B+, B, B-, C+, C, C-, D, and F. The plus sign is not used with the A grade, and plus and minus signs are not used with the D and F grades.

Letter grades are defined as follows by IES Abroad:

- A = Excellent performance
- B = Good performance
- C = Adequate performance
- D = Unsatisfactory performance and/or unsatisfactory comprehension of the subject matter
- F = Failure to complete course requirements or wholly inadequate comprehension of the subject matter

The following numeric grading scale applies to IES Abroad courses, except where noted by the Center:

93-100	A
90-92.9	A-
87-89.9	B+
83-86.9	B
80-82.9	B-

77-79.9	C+
73-76.9	C
70-72.9	C-
60-69.9	D
0-59.9	F

Other grade symbols used on IES Abroad transcripts are as follows:

- P Pass
- FP Fail in course taken for pass/fail grading
- NR Not reported by instructor
- I Incomplete
- W Withdrawal

On the IES Abroad transcript, grades are assigned the following grade point equivalents.

Letter Grade	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0.0

A grade of "P", "FP", "NR," "I," or "W" is not given a grade point equivalent on the IES Abroad transcript.

Grades received for courses at host country institutions are converted into grades on the above scale according to conversion systems approved by the Academic Council.

## **G. CREDIT CALCULATION**

### **IES Abroad Courses**

Credits for courses taught by IES Abroad are based on standards approved by the IES Abroad Academic Council. These standards are as follows:

#### ***Area Studies Courses***

- One credit is equal to a minimum of 15 academic contact hours, where one contact hour is 50 minutes
- For each contact hour in class, students are expected to spend two hours of preparation time
- Time spent taking a final exam does not count toward classroom contact hours
- Most area studies courses are three credits (45 contact hours)

### *Language Courses*

- One credit is equal to a minimum of 15 academic contact hours, where one contact hour is 50 minutes
- For each contact hour in class, students are expected to spend two hours of preparation time
- Time spent taking a final exam does not count toward classroom contact hours
- Most language courses are three credits (45 contact hours) or four credits (60 contact hours)

### *Internships for Three Credits*

- The internship seminar consists of a minimum of 20 academic contact hours, where one contact hour is 50 minutes
- For each contact hour in class, students are expected to spend two hours of preparation time in addition to the time spent at the internship placement
- Each student spends a minimum of 80 clock hours at the internship placement

### *Internships for Six Credits*

- The internship seminar consists of a minimum of 45 academic contact hours, where one contact hour is 50 minutes, and includes a significant research component linked to the internship placement
- For each contact hour in the seminar, students are expected to spend two hours of preparation time in addition to the time spent at the internship placement
- Each student spends a minimum of 135 clock hours at the internship placement

### *Course Tutorial*

Applies to course tutorials resulting from an IES Abroad course cancellation. (See Part II, Section F).

- Time with the instructor consists of a minimum of seven academic contact hours per credit hour, where one contact hour is 50 minutes
- For each contact hour with the instructor, the student is expected to spend five hours of time on independent work
- Time spent taking a final exam does not count toward classroom contact hours

### *Independent Study*

Applies to an independent study when a course is not offered by IES Abroad but the independent study is transcribed by IES. (See Part II, Section G).

Students are required to submit a proposal outlining the number of contact hours and credit for the independent study. The number of contact hours will vary greatly based on the nature of the independent study, but students are expected to meet with the independent study supervisor throughout the semester.

### *Other Experiential Courses*

Includes clinical experiences, teaching internships, practica, community-based research and service-learning, for a three-credit course.

- The seminar consists of a minimum of 20 academic contact hours, where one contact hour is 50 minutes
- For each contact hour in the seminar, students are expected to spend two hours of preparation time
- Each student spends a minimum of 60 clock hours at the experiential placement and/or doing research

#### *Exceptions*

- In locations where the university standard for one credit is 12 academic contact hours, IES Abroad courses follow this norm, but for each contact hour students are expected to spend three hours of preparation time (Dublin, London)
- In locations where the university standard is a 45-minute contact hour, IES Abroad courses follow this norm (Berlin, Freiburg, Nantes, Tokyo, Vienna)
- A research seminar with fewer than 45 contact hours but with a major research component must demonstrate that students are expected to spend a minimum of six hours per week in preparation and research work

Credits for types of courses not covered here are considered and approved individually based on these guidelines when the course syllabus is reviewed by the Curriculum Committee.

#### Host Country Institution Courses

At host country institutions where the European Credit Transfer and Accumulation System (ECTS) is in effect, IES Abroad translates two ECTS credits as one IES Abroad credit.

Credit calculation for courses at other host country institutions are submitted for approval by the Academic Council.

## **H. COURSE NUMBERING**

#### IES Abroad Courses

IES Abroad assigns course numbers according to the guidelines below. Methodology, type of intellectual activity, and level of performance expectation are determining factors in level designations, not merely number or type of pre-requisites.

- 100 Level: Denotes an introductory course that assumes no prior background
- 200 Level: Denotes a general interest or survey course with no prerequisites
- 300 Level: Denotes a course that assumes some background in the discipline and may have specific prerequisites
- 400 Level: Denotes a course that assumes a substantial background in the discipline, usually has specific prerequisites, and may be restricted to majors in the field or require permission of the instructor or Director to register

## Host Country Institution Courses

Course numbers for host country institution courses remain the same as those listed at the host country institution. If the host country institution does not assign numbers to its courses, the IES Abroad Center creates a system for assigning numbers to the host country institution's courses.

### **I. PASS/FAIL GRADING**

Pass/fail grading may be requested for courses taken in the Fall or Spring term only; pass/fail grading is not allowed in the Summer, J-Term, or Winter Quarter programs.

A student may request pass/fail grading for no more than one IES Abroad or host country institution course per term, and only under the following conditions:

- The course is not mandatory for the program in which the student is enrolled, including a language course;
- The course is not required for the student's major;
- The course is worth no more than four credits; and
- The student has written permission from the home institution to take the course on a pass/fail basis

Requests to take an IES Abroad course on a pass/fail basis must be made before the drop/add deadline.

Requests to take a host institution course on a pass/fail basis must follow the policies and timelines of the host institution. If pass/fail grading is not available at the host institution, the student may not request pass/fail grading through IES Abroad.

Under IES Abroad Academic Guidelines, a letter grade of A, B, or C is equivalent to a pass (P), while a grade of C- or below is equivalent to a fail (FP). Pass/fail grades will not be calculated into the student's GPA.

Students are advised that the IES Abroad pass/fail policy may be at variance with the policies of their home institutions.

### **J. AUDITS**

Students are permitted to audit an IES Abroad course with the permission of the instructor and the Center Director. A student may also audit a course at a host country institution, subject to the requirements or restrictions of the course and/or institution. A course that is audited is not recorded on the IES Abroad transcript, and does not count toward IES Abroad course load requirements. A student's continuing participation as an auditor in a course is at the discretion of the instructor.

## **K. GRADE APPEALS**

### **IES Abroad Courses**

Students who believe that their grade has been unfairly determined may submit an appeal for a course grade within 30 days of the grade being posted on the student's IES Abroad account.

#### Procedure

The process for appealing a grade is as follows:

- The student completes the *Petition for a Grade Appeal* form, and submits it as directed.
- If the appeal meets the criteria stipulated on the appeal form, it will be forwarded to the relevant parties for review. If the argument is judged invalid, the appeal is returned to the student with an invitation to revise and resubmit the appeal form.
- The Center Director reviews the appeal in detail with the relevant instructor.
- The instructor is the primary authority in matters of grading and is expected to make the determination on the appeal. The IES Abroad Center Director retains discretionary authority under extraordinary circumstances, such as an instructor's absence, to refer the case to another instructor or to make a final determination on a grade appeal.
- Once a determination has been made, the IES Abroad Center Director sends the instructor's written response to the IES Abroad Chicago office. When possible, this should happen within 15 working days. The Academic Affairs representative sends the final response to the student with copy to the IES Abroad Center Director and Center Dean.
- If the grade was changed, a revised copy of the transcript is sent to the student's home institution with a cover letter from the IES Abroad Registrar.
- If students are not satisfied with the outcome, they may petition for an additional review of the appeal provided that they can show evidence that there was a procedural error in the review of the initial appeal or that new information has come to light that may affect the outcome of the appeal. The petition for an additional review of the appeal must be submitted within 30 days of the initial appeal decision. It is then forwarded to the IES Abroad Assistant Vice President for Academic Affairs for a final decision. No appeals may be made beyond the level of the IES Abroad Assistant Vice President for Academic Affairs.

### **Host Country Institution Courses**

Students who wish to appeal a grade in a course taken at a host country institution are subject to the appeal policies, procedures, and time frame of that institution. In some cases, host country institutions will not accept a grade appeal and the grade is final. In other cases in which grade appeals are allowed, it is the student's responsibility to initiate the appeal process and to provide all supporting documentation.

### Procedure

Although the process for appealing a host country institution grade varies, the initial steps are as follows:

- The student completes and submits the Petition for a Grade Appeal form.
- The Center Director will determine if there is a process for appeal. If there is no process for appeal based on the host institution's policies, the student will be notified that the grade is final.
- Depending on the process at the host institution, the Center Director will forward the appeal accordingly. The student will be notified if additional documentation is required.
- Once a determination has been made, the IES Abroad Center Director sends the host institution's written response to the IES Abroad Chicago office. The Academic Affairs representative sends the final response to the student with copy to the IES Abroad Center Director and Center Dean.
- In order to change a grade on the IES Abroad transcript, an official revised transcript from the host institution must be received by IES Abroad.
- A revised copy of the IES Abroad transcript is sent to the student's home institution with an explanation from the IES Abroad Registrar. If an appeal is denied by the host country institution, no further recourse is possible.

## **L. TRANSCRIPTS**

IES Abroad issues an official academic transcript for students who have participated in IES Abroad programs, excluding Customized Program courses. The IES Abroad transcript lists all courses for which the student was officially registered at the end of the drop/add period with the amount of credit for each course. The transcript also lists a letter grade or a notation of "P", "I", or "W," for each course. "NR" is assigned to a course for which no grade has been recorded. The IES Abroad transcript includes only academic work that was arranged and supervised through IES Abroad. Audited courses are not recorded on the transcript.

The IES Abroad transcript is considered to be the official academic record for the student. IES Abroad transcripts are issued by the IES Abroad Registrar's Office at the end of each term, and a copy of every transcript is maintained permanently by IES Abroad. Students can order transcripts from previous terms of attendance through the IES Abroad transcript ordering service. IES Abroad does not issue unofficial transcripts.

Some home institutions do not accept the IES Abroad transcript as the transcript of record. Students from those schools are required to apply to receive a School of Record transcript from the official IES Abroad School of Record. An additional fee is charged for this service. The School of Record transcript includes all of the information recorded on the official IES Abroad transcript.

#### **M. RESPONSIBILITY FOR WRITTEN WORK**

It is the responsibility of each student to ensure that written work is submitted and received when due. Students are expected to retain copies of all written work submitted. In cases where submission or receipt of written work cannot be documented, this is interpreted as work not completed.

#### **N. ACADEMIC ACCOMMODATIONS**

IES Abroad makes every reasonable effort to accommodate students who have documented learning disabilities. To be considered for academic accommodation for a learning disability, a student must submit a request for accommodation to the IES Abroad Dean of Students Office no later than four weeks before the beginning of the term. The student must also provide documentation of the academic accommodations being provided at the student's home institution. IES Abroad provides accommodations within reason, but may not be able to satisfy all requests depending on the specific requirements of the program. Note that IES Abroad cannot guarantee that host country institutions can provide academic accommodations.

#### **O. RELIGIOUS OBSERVANCE POLICY**

IES Abroad makes every reasonable effort to allow members of the IES Abroad community to observe religious holidays without academic penalty. Students who must miss any part of an IES Abroad class as a result of a religious observance are offered alternatives for completing the academic work that is missed. Absence from a class, an examination, a field study experience, or another component of a course due to a religious observance does not relieve students from the responsibility of completing the academic work required for the course.

To be considered for an excused absence from a part of a class for purposes of a religious observation, students must do the following:

- No less than one week before the date of the observance, provide written notice of the religious observance to the IES Abroad Center Director or academic representative at the Center and to the instructors of any affected courses
- Before the date of the observance, get written directions from the instructors of any affected courses as to the work to be made up and the date(s) by which work is due

IES Abroad Center staff assists students in arranging with host country institutions to observe religious holidays, but arrangements with host country institutions cannot be guaranteed and absences from courses at host country institutions may have negative effects on students' grades.

## **II. GUIDELINES SPECIFIC TO IES ABROAD COURSES**

IES Abroad course syllabi are created based on standards approved by the IES Abroad Curriculum Committee and Academic Council.

### **A. READINGS**

IES Abroad instructors are required to provide a syllabus with a list of required and recommended readings for each course. Additional or expanded reading lists may be made available according to the needs of the students for a given course or course assignment.

### **B. EVALUATION AND ASSIGNMENTS**

Each IES Abroad course employs methods of continuous evaluation through assignments such as term papers, quizzes, exams, journals, portfolios, essays, field study reports, oral presentations, and individual or class projects.

A mid-term and a final evaluation are required in each course. One of those evaluations is normally a written exam, although the nature of a particular course may dictate a form of evaluation other than written exam.

Copies of all student work are kept on file at the Center for at least one year after the end of the term.

### **C. COURSE REQUIREMENTS**

Students must complete all components of the required work for each course according to the established deadlines. Failure to complete a component of the course requirements as scheduled or when due may result in a grade of "F" for the component.

### **D. CLASS ATTENDANCE**

Regular class attendance is mandatory.

Each IES Abroad Center Director establishes an attendance policy for the Center's courses, including a policy that outlines how unexcused absences impact student grades. The attendance policy is communicated to students during orientation and in Center materials. Irregular attendance may result in a lower grade in the course and/or disciplinary action.

## **E. MOODLE**

IES Abroad students have the same responsibility to complete work assigned in Moodle as to complete other work for a course.

IES Abroad keeps copies of student work in Moodle for at least one year after the end of the term, but students are still expected to retain copies of their own written work. (See Part II, Section B).

## **F. COURSE CANCELLATION**

IES Abroad may cancel a course for reasons including, but not limited to, insufficient enrollment or resignation of an instructor.

If the program cancels a course after the opening of pre-registration, IES Abroad may offer the course in the form of a tutorial for students who provide written documentation that the course is required. To obtain approval to take a course in the form of a tutorial, students must provide the following:

- Reason that the course is required that term
- Written verification by home institution and approval to take the course in the form of a tutorial during that term

There is no additional charge to the students for the tutorial course. The course is listed on the student's transcript with the same discipline, number, title and credits as the originally-scheduled course.

## **G. INDEPENDENT STUDY**

IES Abroad identifies two justifications for independent study, as outlined below. A student may take one independent study course, for up to four credits, per term.

### **(1) Course Not Offered by IES Abroad**

If IES Abroad does not offer a specific course required by a student, the student may request an independent study course worth up to four credits. The student assumes all costs for the independent study.

To have an independent study approved, a student must provide the following prior to arrival:

- Completed form including the reason for request
- A proposal that includes the topic, methodology, objectives, and outcomes of the independent study, contact hours and credits to be earned;
- Home institution approval

The proposal is reviewed by the Center Director or academic representative at the Center where the student is enrolled. If the proposal is accepted, the student is given a contract for independent study, which is signed by the student and the Center Director or an academic representative of the Center. If the proposal is not accepted, the Center staff works with the student to try to create an alternative proposal.

The independent study course applies toward the student's IES Abroad course load requirements. The course is listed on the student's IES Abroad transcript with course number 399, and the discipline, title and credits specified on the proposal as accepted by the Center.

## (2) Home Institution-Directed Independent Study

A student may request an independent study that is guided and evaluated by a faculty member of the home institution. The student must present authorization for the independent study from the home institution by the drop/add deadline. The student assumes responsibility for all costs and academic work associated with the independent study. The course may be used to fulfill IES Abroad course load requirements but is not listed on the IES Abroad transcript.

## **H. VIRTUAL INSTRUCTION & LEARNING**

IES Abroad defines virtual instruction and learning as academic experiences that utilize all combinations of modalities that go beyond traditional face-to-face instruction and utilize online devices for a primary tool for engaging with the course. The following considerations are necessary for ensuring quality and clarity of expectations in course delivery.

### Modality

Course modalities, as defined below, are clearly indicated on the course syllabus.

- Face-to-face (F2F): For each credit hour, students spend 15 50-minute academic contact hours in class at the IES Abroad Center or on course related trips. Students spend approximately two hours on coursework for each contact hour in person. Some exceptions apply (See *G. Credit Calculation, Exceptions*).
- Hybrid: Students spend some time in class or on course related trips and complete a significant amount of work remotely, either synchronously or asynchronously. Attendance is determined by the IES Abroad instructor; students do not get to choose which days they will attend. Each IES Abroad credit carries 45 hours of time on task/hours of effort, whether in person or virtual, synchronous or asynchronous.
- Online: Course is offered completely online with no required in-person component. Each IES Abroad credit carries 45 hours of time on task/hours of effort, whether synchronous or asynchronous. Wherever possible, online courses should have regular synchronous components on a schedule made available to students before/upon course registration.
- HyFlex: Each class session is available for attending in person or online. Face-to-face sessions are accessible via video/audio stream. Students can choose whether to

attend in person, attend online synchronously, or view the class session online asynchronously. Each IES Abroad credit carries 45 hours of time on task/hours of effort.

### Attendance

Each Center maintains a Center-wide attendance policy for F2F, Hybrid, and Online modalities.

- Excused and unexcused absences take into consideration class modalities due to unforeseen circumstances.
- Excused and unexcused absences are clearly defined for each modality in a policy available to students well in advance.
- Center-wide attendance policies allow students to complete missed work due to excused student absences - including illness, quarantine/self-isolation, etc.

### Course Content and Delivery

Regardless of modality, courses incorporate culture and experiential learning in line with IES Abroad standards.

- All faculty meet minimum standards for using education technology tools (Moodle, Zoom, etc.).
- Emergency pivot to virtual. Criteria for changes in course modality are communicated to IES Abroad faculty members, students, parents, and home institution study abroad coordinators. When changing course modality (whether intentional or in response to disruption), faculty clarify the following:
  - Assessment
  - Participation – to be set in rubrics
  - Contact hours / time on task
  - Attendance policy
- Class Recordings. Class sessions may be recorded. Audio and video recordings may be made available to students in class via a secure page on Moodle. Faculty inform students before recording and explain how to access the recording and how long it will be available. When accessing recordings, students are expected to meet expectations set in the course syllabus, IES Abroad's Code of Student Conduct, and IES Abroad's Information Technology Policy.

### Home School Approval

Appropriate home school approval, whether for hybrid, online, HyFlex, or emergency pivot to virtual courses, will be secured prior to the start of the program.