



Photography in Paris

SECTION I: Course Overview

UNH Course Code: PHT301CDG

Subject Area: Photography

Prerequisites: None

Language of Instruction: English

Contact Hours: 45

Recommended Credits: 3

DESCRIPTION

Learn how the camera can be used in a foreign environment as an exciting tool of documentary record, cross-cultural understanding, artistic expression and self-discovery. After an introduction to the fundamentals of photography, both traditional and digital, your camera will be trained on the city of Paris and the personal experiences absorbed here including the architecture, history, people, and rich culture. As you develop your technical, compositional and critical skills you will create a portfolio of images that will both showcase and celebrate your whole unforgettable study abroad experience.

Your in-class workshops will develop your practical and theoretical skills, and your photographic journeys throughout the streets, and squares of the city center will be complemented with a guided in-depth visit to different photo shows.

Class time will consist of technical work, slide lectures, short film screenings, critiques of work in progress as well as outside shooting to specific sites and a museum visit.

During the course your instructor will deliver critical reviews of your work, but you will also be actively involved in analyzing and evaluating your own work and the work of others in a collaborative atmosphere of constructive reflection and criticism.

LEARNING OBJECTIVES

Cognitive/Knowledge Skills

- Comprehend and practice the basic operation and role of cameras in the creation of photographic images
- Survey the chronology of photography as an art form from its beginnings until today
- Relate the primary actors who influenced the history of photography

Analytical/Critical Thinking Skills

- Develop a more advanced understanding of the role of light and shadow in the creation of visual form and texture
- Become critically aware of the basic problems of communicating ideas and meaning through the photograph
- Acquire the artistic ability to express one's identity self through self-portraiture

Affective & Behavioral/Attitudinal Skills

- Appreciate how studying the techniques of framing a shot develops the skills of seeing the world through the eyes of another
- Develop teamwork skills through collaborative book project

SECTION II: Instructor & Course Details

INSTRUCTOR DETAILS

Class Meetings:

INSTRUCTIONAL FORMAT

The class meets once per week, 3 hours per day

SPECIAL ACCOMMODATIONS

If you require any special accommodations or have any special learning needs, please inform the instructor and submit a request using CEA’s *Special Accommodations Form* to the onsite CEA academic staff by the end of the first week of classes for full consideration. See Section III.B.CEA Policies below for additional details.

FORMS OF ASSESSMENT

The instructor will use numerous and differentiated forms of assessment to calculate the final grade you receive for this course. For the record, these are listed and weighted below. The content, criteria and specific requirements for each assessment category will be explained in greater detail in class. Any questions about the requirements should be discussed directly with your faculty well in advance of the due date for each assignment.

Class Participation 1	5%
Class Participation 2	5%
Visual Journal	15%
Technical Exercises (shoots,exams,crits)	20%
Class Assignments	25%
Photographic Portfolio/presentation	30%

Class Participation: This grade will be calculated to reflect your participation in class discussions, your capacity to introduce ideas and thoughts dealing with the texts, your ability use language effectively, and to present your analysis in intellectual, constructive argumentation.

When determining your class participation grade, traditional criteria such as material preparation, completed reading before class, and collaborative group work are all evaluated. But it is the active, meaningful and informed verbal and written contribution that you make that is most important to your overall participation grade. Indeed, willingness to share views in classroom discussions and the insightfulness of your comments and questions about assigned readings will all be taken into account when evaluating your participation.

Additionally, it is important to demonstrate a positive and supportive attitude to the instructor and your classmates, and give full attention to class activities (i.e., cell-phones off, laptop for notes only, not sleeping or distracted, etc.). Whereas attendance and punctuality are expected and will not count positively towards the grade, laxity in these areas will have a negative effect. The instructor will use the following specific criteria when calculating your class participation grade:

Criteria for Assessing Class Participation	Grade
You make major and original contributions that spark discussion, offering both critical and analytical comments clearly based on readings and research and displaying a working knowledge of theoretical issues.	A+ (9.70–10.00)

You make significant contributions that demonstrate insight as well as knowledge of required readings and independent research.	A-/A (9.00–9.69)
You participate voluntarily and make useful contributions that are usually based upon some reflection and familiarity with required readings.	B/B+ (8.40–8.99)
You make voluntary but infrequent comments that generally reiterate the basic points of the required readings.	C+/B- (7.70–8.39)
You make limited comments only when prompted and do not initiate debate or show a clear awareness of the importance of the readings.	C (7.00–7.69)
You very rarely make comments and resist engagement with the subject, attending class having manifestly done little if any preparation.	D (6.00–6.99)
You make irrelevant and tangential comments disruptive to class discussion, a result of frequent absence and complete un-preparedness.	F (0–5.99)

Visual Journal: The Visual Journal is a record of all things you look at and think about on a daily basis during your stay in Paris and it will include daily entries, dated like a diary. It may include articles, photographs taken by you or someone else, drawings, ticket stubs, some personal writings, etc.—just about anything that is visual. It should stand as evidence of what moves and inspires you as well as how you react to the world you are living in. It will be checked every week in class.

Technical Exercises: In addition to the independent work you build into your photographic portfolio, you will also have to apply your evolving technical knowledge so that it becomes visually integrated into your personal work. Good technical practices should quickly become part of your working process. You will encounter several technical problems and will demonstrate, through various exercises, how these specific problems can be solved. The objective here is to show that you control the camera as opposed to the camera controlling you. Included in this rubric is an evaluation of your work during outside shoots, a written examination and the collective book project.

Class Assignments: This will include the writing of text to accompany your final project as well as a final, creative paper at the end of the semester.

Photographic Portfolio: The thrust of this course lies in the individual portfolios that each of you will complete. Following the tradition of Robert Frank (as an observer from another place), much of the course will be involved in creating a cohesive, intelligent meaningful group of photographs of this remarkable city and your visual observations of your experience abroad. The final product will exhibit a concrete understanding of visual communication and technical knowledge while demonstrating a clear personal vision.

CEA Grading Scale				
Letter Grade	Numerical Grade Low Range	Numerical Grade High Range	Percentage Range	Quality Points
A+	9.70	10.00	97.0 - 100%	4.00
A	9.40	9.69	94.0 - 96.9%	4.00
A-	9.00	9.39	90.0 – 93.9%	3.70
B+	8.70	8.99	87.0 – 89.9%	3.30
B	8.40	8.69	84.0 – 86.9%	3.00
B-	8.00	8.39	80.0 – 83.9%	2.70
C+	7.70	7.99	77.0 – 79.9%	2.30
C	7.00	7.69	70.0 – 76.9%	2.00

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D	6.00	6.99	60.0 – 69.9%	1.00
F	0.00	5.99	0 - 59.9%	0.00
W	Withdrawal			0.00
INC	Incomplete			0.00

CEA ATTENDANCE POLICY

Every student is expected to attend all scheduled class sessions on time and be thoroughly prepared for the day's class activities. In compliance with NEASC and UNH accreditation requirements, CEA instructors compile regular attendance records for every course and take these records into account when evaluating student participation and overall course performance. CEA tolerates reasonable, but limited absences not to exceed more than five contact hours of accumulated absences in any given course due to sickness, personal emergency, inevitable transport delay and other related impediments. No documentation is required for such absences, as CEA does not distinguish between excused or unexcused absences.

- In this course, the following attendance policy applies:
 - A maximum of two days of accumulated absence due to sickness, personal emergency, inevitable transport delay and other related impediments will be tolerated.
 - Your final course grade will drop one full letter grade (e.g. A- to B-) for missing three days regardless of the reason for your absence.
 - If your absences exceed three days of class, you will automatically fail this course.

Late arrivals or early departures from class, sleeping or causing disruptions in class or during class activities can result in being marked absent from class. Furthermore, to comply with immigration and financial regulations, you must maintain full-time student status and attend at least 12 hours of class every week for the duration of the semester. Consequently, CEA will dismiss from all CEA courses, programs, activities and housing any student who fails to maintain satisfactory academic progress or full-time student status.

WORKLOAD EXPECTATIONS

In conformity with CEA policy, all students are expected to spend at least two hours of time on academic studies outside of, and in addition to, each hour of class time.

REQUIRED READINGS

Listed below are the required course textbooks and additional readings. Whether you buy your books from our locally affiliated merchants or whether you acquire these before arrival, you must have constant access to these resources for reading, highlighting and marginal note-taking. It is required that you have unrestricted access to each. Additional copies will be placed on reserve in the Academic Affairs office for short-term loans. Access to additional sources required for certain class sessions will be provided in paper or electronic format consistent with applicable copyright legislation. In addition, the Academic Affairs Office compiles a bank of detailed information about the many libraries, documentation centers, research institutes and archival materials located in the host city and accessible to CEA students. You will be required to use these resources throughout your studies. Direct access to additional resources and databanks are available to you through the online library of the University of New Haven.

Horenstein, Henry. *Digital Photography: A Basic Manual*. London: Little, 2011

Ernest Hemmingway, *A Moveable Feast*

David Sedaris, *Me Talk Pretty One Day*

Recommended reading:

Roland Barthes, *Camera Lucida: Reflections on Photography*, 1982.

Susan Sontag, *On Photography*, 2001.

Adams, Robert, *Beauty in Photography*, 1996.

Required Supplies

You must work with digital photography. It is mandatory that you bring a 35 mm SLR/DSLR (single lens reflex) camera (digital). POINT AND SHOOT CAMERAS ARE NOT ACCEPTABLE as they do not allow enough options to control the camera. Digital cameras must have a minimum of 8 mega pixels. Your camera must have a manual mode and a 50 mm or 35mm lens (or a zoom including the 50 mm focal length). It must be functioning and, particularly if old and unused for a long time, has to be reviewed professionally before you leave the U.S.

You will be required to regularly print out some of your selected photographs for specified class critiques. This can be done close to the school at the BHV or at negatif+ a photo lab. You will also be required to have a USB key and a computer for classroom sessions. You should have a basic Photoshop or iPhoto to adjust your photographs.

ADDITIONAL RESOURCES

UNH ONLINE LIBRARY

As part of this program, you are provided with direct access to additional resources and databases available through the online library of the University of New Haven. To access the online UNH library, go to <http://www.newhaven.edu/library/Services/CEA/> .

Students at CEA Study Abroad Centers have access to the several online research databases through the University of New Haven Library for the purposes of research. Access to these online databases is granted only during the time of enrollment, requires the use of a UNH ID number, which is issued individually to all Study Abroad Center students at the start of the semester. Access to the UNH Library is available through the *MyCEA Account*.

You must comply with UNH policies with regard to library usage. Policies can be found at:

<http://www.newhaven.edu/library/general/Policies/>

CEACLASSROOM: CEA'S MOODLE CMS

CEA instructors use the open source course management system (CMS) called Moodle that creates an interactive virtual learning environment for students and educators alike. This web-based platform provides you with 24/7 access to the course syllabus, daily schedule of class lectures and assignments, non-textbook required readings, and additional resources directly related to your studies. Moodle includes the normal array of forums, up-loadable and downloadable databases, wikis, and related academic support designed for helping you achieve the many course learning objectives. The ceaClassroom website is located here: <https://www.ceaClassroom.com/>

During the first week of class, the CEA academic staff and instructors will provide you with log-in information and corresponding passwords to access this site. They will also help you navigate through the many functions and resources Moodle provides. While you may print a hard copy version of the syllabus that is projected on the first day of class, it is the class schedule on Moodle that is the definitive and official one, given that the instructor will be announcing updates and additions there and nowhere else. It is your responsibility to ensure that you have access to all Moodle materials related to your course and that you monitor Moodle on a daily basis so as to be fully informed of required course assignments and any scheduling changes that might occur.

Course Calendar
Photography in Paris

Session	Lecture & Discussion Topics	Class activities	Homework	Independent Student work
#1	<p>Introduction of class requirements and objectives Slide Lecture (survey)</p> <p>Preliminary technical demonstration</p>	<p>Slide lecture overview: Frank, Klein, Atget, Doisneau, Ronis, Bresson, Brassai</p>	<p>begin visual journals, readings, photographing your “neighborhood”</p> <p>review photographers seen in class</p>	<p>Bring cameras to class with manuals</p> <p>Begin reading Sedaris & Hemingway Horenstein, a basic manual – intro. Go over camera functions</p> <p>assignment # 1 shooting in your neighborhood</p>
#2	<p>Subcity: Paris & New York</p> <p>Lecture: History of photography</p> <p>technical information – tech review</p> <p>Formats/Digital & film: parallels & differences</p>	<p>Examination of different format cameras, negatives and prints</p> <p>visual journals, review manuals and technical notes</p>	<p>visual journals, review manuals and technical notes</p> <p>continue photographing</p> <p>prepare selected prints for next class</p>	<p>Continue: assignment # 1, visual journals, readings + Horenstein chapter 1</p> <p>get to know your camera</p>
#3	<p>The self-Portrait – brief intro</p> <p><u>Exercise 1a – make a self portrait</u></p> <p>Street photography:</p> <p>Gary Winogrand, Cartier Bresson, Marc Cohen, André Kertesz, Diane Arbus</p> <p>critique of ex. 1</p>	<p>slide lecture & short films</p> <p>critique of ex. #1</p>	<p>continue: selected readings, visual journal</p> <p>assignment #2 - shoot in the genre of street photography and shoot night pictures altering the ISO</p>	<p>Horenstein: chapter 2 review tech. notes with camera</p> <p>review photographers</p>

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#4	<p style="text-align: center;"><i>The Outsiders</i> Robert Frank & William Klein</p>	<p>screening of short films and slide lecture</p> <p>some technical review</p>	<p>continue with regular ongoing assignments</p>	<p>Continue reading, journals and ongoing work</p> <p>Optional youtube video: leaving home coming home (Frank)</p>
#5	<p style="text-align: center;">Outside shoot Gare du Nord Inside and outlying area</p>	<p style="text-align: center;"><u>photographing on site</u></p>	<p>Continue ongoing work</p> <p>review, select pictures from assignment #2 + Gare</p>	<p style="text-align: center;">Horenstein: chapter 3</p> <p>Continue assignment #2, edit pictures from gare, assess work</p>
#6	<p style="text-align: center;">Ex. 1a Due – self portrait</p> <p>Film screening: War Photographer Brief tech review)</p> <p>preparing the shoot for the re-photographic project Brassai, Atget, Baldus, Doisneau,</p>	<p>film screening</p> <p>review possibilities for re-photographic project</p>	<p>prepare all work for next class critique prints</p> <p>prepare for tech. exam</p>	<p style="text-align: center;"><u>BEGIN FINAL PROJECT</u></p> <p style="text-align: center;">5 weeks in Paris</p> <p style="text-align: center;">imagine text</p>
#7	<p style="text-align: center;">EXAM on technical information Faces of November + portrait lecture</p> <p>working session: critique: ass. #2 + gare du nord introduction to site and format</p> <p>preparation of re-photographic project (select picture)</p>	<p style="text-align: center;">critique of assignment #2 + gare du nord</p>	<p>continue project: 5 weeks in Paris</p>	<p style="text-align: center;">Horenstein : chapter 4 continue ongoing work + readings</p>

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#8	Outside Shoot: re-photographic shoot	photographing on site	continue shooting	continue with visual journals, final project & readings review photographers seen in class
#9	slide lecture: on color Eggleston, Leiter, Shore, Parr photographs & text: a personal vision Michals, Calle, Jen Davis, Sultan <u>Exercise #3 2nd self portrait</u>	Review and select pictures onto USB key 2 folders: good & maybe	continue with regular ongoing assignments	prepare all work for individual meetings next week Hemingway & Sedaris reading completed –
#10	individual meetings: BOOKS: the object, ideas for layout DUE: exercise #3, visual journal, book covers, 2 folders on USB	Student/professor meetings (evaluation of work)	after meetings re-asses pictures, continue shooting over weekend work on text for book	Selected photographs should be downloaded to site, arranged & re-arranged throughout the weekend
#11	selected projects: Mann, Goldin , Sternfeld, Waplington short critique of book covers a look at the final portfolio as an object (possible working session if book is incomplete)	slide lecture demo	Prepare work for final critique	Prepare work for final critique

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#12	a lecture on the professors work <u>ex. 4: 3rd self portrait</u>	Slide lecture:film	prepare work for final critique	Prepare work for final critique <u>BOOK READY FOR PRESS</u>
#13	Final critique Group 1 Ex. 4 due w/2 previous SP's	Final presentations	presenting students bring in visual journals	Continue ongoing work Prepare work for final critique <u>Final essay due</u> <u>Presenting students must submit v.journals</u>
#14	Final critique Group 2	Final presentations	Presenting students bring in journals	<u>Presenting students must submit v. journals</u>

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Course Calendar
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REQUIRED PRINT SIZE FOR FINAL PRESENTATIONS A4

Submissions for final:

Between 8 – 12 A4 photographs

Visual Journal

Accompanying text w/photographs

All 3 self-portraits

Final Essay (first part of presentations)

SECTION III: CEA ACADEMIC POLICIES

CEA is committed to providing excellent educational opportunities to all students. The policies outlined in this section outline general expectations for CEA students. Please carefully review the relevant course policies outlined below to ensure your success in this course and during your time abroad.

Furthermore, as a participant in the CEA program, you are expected to review and understand all [CEA Student Policies](#), including the academic policies outlined on pages 19-23 of this document. CEA reserves the right to change, update, revise or amend existing policies and/or procedures at any time.

A. CLASS/INSTRUCTOR POLICIES

PROFESSIONALISM AND COMMUNICATIONS: As a student, you are expected to maintain a professional, respectful and conscientious manner in the classroom with your instructors and fellow peers. Following class policies as outlined in the sections below set the general expectations for your behavior and performance in CEA classes.

You are expected to take your academic work seriously and engage actively in your classes while abroad. Advance preparation, completing your assignments, showing a focused and respectful attitude are expected of all CEA students. In addition, expressing effective interpersonal and cross-cultural communication is critical to your success. Demonstrating your effort to do the best work possible will be recognized, whereas unconstructive arguments about grades, policies, procedures, and/or trying to get out of doing required work will not be tolerated. Simply showing up for class or meeting minimum outlined criteria will not earn you an A in this class. Utilizing formal communications, properly addressing your faculty and staff, asking questions and expressing your views respectfully demonstrate your professionalism and cultural sensitivity.

ARRIVING LATE / DEPARTING EARLY FROM CLASS: Consistently arriving late or leaving class early is disruptive and shows a lack of respect for instructor and fellow students. For persistently missing class time, the instructor deducts percentage points from the overall participation grade as indicated earlier in the syllabus. Missing a significant portion of one of your classes may constitute a full day's absence. If you arrive late due to serious and unforeseen circumstances, or if you must leave class early due to illness or emergency, you must inform the instructor immediately. The instructor will determine if the amount of class time missed constitutes an absence.

SUBMITTING WORK: All formal written work you carry out in this course (research papers, projects, studies, etc.) must be submitted in electronic format. Your instructor may also require that you hand in a hard copy of your work in class. You should keep copies of your work until your academic records have been recorded at your home institution, which may take 3 – 12 months after the completion of your program. As a student, you are responsible for providing copies of your work in the event of grade appeals, credit transfer requirements, faculty requests, etc.

LATE HOMEWORK: Homework is due at the specified date and time stated by your instructor. Late homework may not be accepted and/or points may be deducted as a result. Typically, homework submitted several days after the deadline, with no previous discuss with your instructor will not be accepted. It is up to your instructor's discretion to determine penalties for homework submitted after the deadline.

EXTRA CREDIT: Individual student requests for extra credit are not permitted. Extra credit for students' who miss classes, quizzes, exams is not available in any circumstance. Typically, extra credit will not be awarded, however, in the special event your instructor determines extra credit is available for the class, it is up to his/her discretion on how and when to award opportunities for credit. Under no circumstance will extra credit exceed more than 5% of your overall course assessment.

SECTIONS: Students must attend the class section they are registered in and may not switch sections for any reason. Students who turn up in a section of a class they are not registered in will not be able to stay for the lesson and will not be considered present unless they attend their assigned section that week.

MAKE-UP CLASSES: CEA reserves the right to schedule make-up classes in the event of an unforeseen or unavoidable schedule change. All students are expected to attend any make-up classes and the standard attendance policy will apply. Make-up classes may be scheduled outside of typical class hours, as necessary.

MISSING EXAMINATIONS: Examinations will not be rescheduled. Pre-arranged travel or anticipated absence does not constitute an emergency and requests for missing or rescheduling exams will not be granted.

USE OF CELL PHONES, LAPTOPS AND OTHER ELECTRONIC DEVICES: Always check with your faculty about acceptable usage of electronic devices in class. Devices may be used during class breaks and before/after official class times only. Students who create a disturbance or fail to pay attention in class due to electronic devices, will receive a warning and must immediately put devices away unless otherwise instructed by your professor. Inappropriate usage of your electronic devices or repeat warnings will result in a warning and may lead to a deduction in participation grades and/or class dismissal. Any students asked to leave class will be counted absent for the day.

Cell Phones: Use of a cell phone for phone calls, text messages, emails, or any other purposes during class is impolite, inappropriate and prohibited. Students are asked to show common courtesy to others in order to create a positive learning environment and eliminate distractions for everyone. Cell phones, tablets, watches and other electronic devices are to be turned off or silenced (do not set to vibrate) and placed in your purse, backpack, briefcase, etc. during class and any parts of the course including guest lectures, academic excursions, site visits and so on.

Laptops: Faculty determine whether laptops will be allowed in class. The use of a laptop may be limited to specific purposes including note taking, as allowed by special needs/academic accommodations, and/or at the discretion of the instructor. The use of a laptop is prohibited during all tests and quizzes, unless otherwise specified by your instructor. If you have any questions, check with your instructor.

ACTIVE LEARNING - ACADEMIC EXCURSIONS, FIELD TRIPS, SITE VISITS, GUEST LECTURES, ETC:

Students will have the opportunity to participate in a variety of experiential learning activities throughout the course. These activities may take place during regular class hours, or they may be scheduled outside class hours on occasion. Students should be mindful to arrive well prepared and on time for these activities and be engaged and respectful as it is a privilege to be invited to these visits and meet with local experts. Disrespectful behavior will result in a warning and/or dismissal from the activity and may result in a grade deduction or absence for the class period.

GRADE DISPUTES: Any questions about grades or grade dispute you encounter in this course must immediately be discussed with the instructor and resolved onsite before the last week of class. Only end-of-term assignments graded after the end of your program are subject to CEA's formal grade appeal procedure. For more information, see *CEA Academic Policies* at http://www.ceastudyabroad.com/docs/CEA_Policies.pdf.

B. CEA GENERAL ACADEMIC POLICIES

COURSE REGISTRATION: It is your responsibility as a student to ensure that your course registration records are accurate for all enrolled courses throughout the semester. At the beginning of the semester and at the end of course registration, check your *MyCEA Account* to ensure you are properly enrolled in all of your desired courses. If a course is missing or an additional course is present, you must resolve with CEA academic staff immediately.

ADD/DROP POLICIES: Students may make changes to registration once onsite, as long as full-time student status is maintained (12 credit hours in the semester) and academic program requirements are maintained. All changes must be made at the start of each term during the designated Add/Drop Period, which concludes at the end of the first week of classes during a semester or on the second day of classes during summer programs. Some limitations may apply. You are responsible for notifying your home institution of any schedule changes.

COURSE WITHDRAWAL: Students wishing to withdraw from a course may do so until the Course Withdrawal Deadline, which is the end of the fourth week of classes in a semester or the end of the first week of classes in a summer program. Course withdrawal requests approved during this timeframe will appear as a "W" on the academic transcript. To request a withdrawal, you must complete the *Change of Course Petition Form* and submit to

your local academic staff. You must also notify your instructor in writing of your intent to withdraw from the course. You must remain academically eligible as a full-time student. No tuition or course fee refunds will be granted for approved withdrawals.

MONITORING GRADES AND ATTENDANCE: You are responsible for monitoring your grades and attendance records throughout the course. Any questions or concerns should be discussed immediately with your instructor and/or local academic staff. Your grades and attendance records can be accessed via your *MyCEA Account* online at any time throughout the semester.

ACADEMIC INTEGRITY: CEA is an academic community based on the principles of honesty, trust, fairness, respect and responsibility. Academic integrity is a core value which ensures respect for the academic reputation of CEA, its students, faculty and staff. CEA expects that you will learn in an environment where you work independently in the pursuit of knowledge, conduct yourself in an honest and ethical manner and respect the intellectual work of your peers and faculty. Students, faculty and staff have a responsibility to be familiar with the definitions contained in, and adhere to, the CEA Academic Integrity Policy.

For the complete policies, please see the Academic Integrity Policy in its entirety by visiting http://www.ceastudyabroad.com/docs/GC_Academic_Integrity_Policy.pdf.

Violations of CEA's Academic Integrity Policy may result in serious consequences, including program dismissal. CEA also reserves the right to share information of such violations with your home institution.

SPECIAL ACCOMMODATIONS: CEA is supportive of students with the need for special accommodation(s) on its study abroad programs. In order to accommodate special requests, students must notify CEA in advance and provide documentation no later than one week from the start of classes. Students requesting special accommodation(s) must submit CEA's Special Accommodation(s) Form. CEA will review requests to determine what accommodation(s) can be granted. The extent to which accommodations can be provided depends on the nature of the accommodation needed, the general situation in the host country regarding accessibility and available services and costs of services. Late requests are subject to review, and CEA may not be able to provide accommodations. Retroactive requests for accommodations will not be considered. Additional details can be found: <http://www.ceastudyabroad.com/docs/CEA-DisabilityPolicy.pdf>

RELIGIOUS HOLIDAYS: CEA is sensitive to, and supportive of, the fact that faculty, staff and students constitute a rich mixture of religious and ethnic groups. CEA recognizes that many religious holidays merit or require absence from class. To strike a reasonable balance between accommodating religious observance and meeting academic needs and standards, CEA instructors will make reasonable accommodation when a student must miss a class, exam or other academic exercise because of a required religious observance, when the instructor/Academic Office is informed of the specific instance in need of accommodation within the first two weeks of the semester course, or by the end of the second class meeting of summer or short session. Students must submit any missed work in advance of the holiday and will be required to make up missed class time through alternate assignments to receive full credit for time out of class. Students must submit a written request for religious accommodations using ***CEA's Religious Observance Request Form*** in the timeline stated above for full consideration.

ACADEMIC ELIGIBILITY: You must remain academically eligible to participate in CEA classes. Factors determining eligibility are outlined in [CEA Student Policies](#), including: full-time status, satisfactory academic progress and complying with academic and attendance policies. Whether you plan to transfer letter grades back to your home institution or not, CEA expects that you will complete all graded assessment categories in each course in which you are enrolled. Failure to complete course requirements will result in grade penalties, and may lead to academic probation and/or program dismissal if you are unable to maintain satisfactory academic progress or full-time student status in your program.

EARLY PROGRAM DEPARTURE: CEA does not allow early program departures. Students departing the study abroad program prior to the end date remain subject to all course policies, including attendance. Assignments, presentations, examinations, or other work will not be rescheduled for voluntary early program departures. In the event of an emergency in which a student is unexpectedly unable to complete the program, students may submit a request for ***Leave of Absence or Program Withdrawal*** using the appropriate form for CEA review and approval. Contact CEA academic staff to request these forms.

COURSE AND INSTRUCTOR EVALUATIONS: Students will have the opportunity to evaluate both the class and the instructor at the conclusion of the course. Your constructive participation in the evaluation process is important and appreciated.

TRANSCRIPTS: CEA transcripts for this course will be available approximately 90 days from your program completion.

APPEALING A GRADE: Students who decide to appeal a course grade must do so within the **60-day period** following the end of your academic program (or, for academic year students, the end of the semester in which the course was taken). Upon receiving course grades through the *MyCEA Account*, you may initiate the appeal process by filling out and submitting to Academics@ceastudyabroad.com and your onsite academic staff the CEA ***Grade Appeal Application Form***.

The grade appeal must concern an end-of-semester form of assessment calculated after the Program End date. It is your responsibility to address all interim grading issues directly with your instructor(s) while onsite. The appeal procedure and the grade re-evaluation it requires do not guarantee a change in grade and could result in an increase, no change, or decrease in the final grade. Any change is subject to a ruling by the course instructor, in consultation with the Academic Dean, and must be based on the academic evidence provided by you to support the appeal. Keep in mind that you may need to submit copies of your work, emails to/from faculty if you are disputing a grade. We recommend keeping records of your work and communications for 3 – 12 months after program completion, until your academic records have been recorded at your home institution.

Upon receiving the results of the review and the decision of the instructor, CEA staff will inform you of the outcome of the appeal. Students who decide to submit a secondary appeal must submit a *Grade Appeal Review Petition* to the Department of Academic Affairs at Academics@ceastudyabroad.com within 15 days of being informed of the initial appeal decision. Secondary appeals will be reviewed by CEA's Academic Review Board. All decisions from the Academic Review Board are final.

A FULL LIST OF CEA POLICIES IS AVAILABLE ONLINE:

[HTTP://WWW.CEASTUDYABROAD.COM/DOCS/CEA_POLICIES.PDF](http://www.ceastudyabroad.com/docs/CEA_POLICIES.PDF)