

THE EXPERIMENTER HANDBOOK ADDENDUM: COLLEGE CREDIT-BEARING PROGRAMS

The Experiment, through its partnership with the School for International Training (SIT), offers college credit-bearing programs that help students engage with the most critical global issues of our time. Students who participate on an Experiment program for SIT college credit gain desirable technical and interpersonal skills that colleges seek. Credit-bearing internship programs are designed to give students an opportunity to explore a particular discipline and career area.

Developed and approved by SIT, The Experiment's intensive curriculum is rooted in experiential education. Examine issues such as global health, climate change, or gender and identity as you engage with faculty from SIT, local partners, your program group and learning community, and host communities. Through coursework, community and homestay experiences, strengthen your writing and oral presentation abilities, and develop skills in a foreign language, intercultural communication and leadership, problem-solving and critical thinking to prepare for future academic studies and professional opportunities.

INTERNSHIP PROGRAMS: Gain professional experience with credit-bearing group internships through community-led projects or field interaction with experts at international organizations, and develop proficiency in intercultural communication, project leadership, and professional office management.

TRANSCRIPTS: Students on credit-bearing programs will be issued a transcript from School for International Training, a U.S.-accredited academic institution, that can be transferred to colleges and universities according to the institution's credit transfer policies.

Academic Policies

Adapted from SIT academic institutional policies and procedures

ACADEMIC ACCOMMODATIONS

Any student who feels that they may qualify for a disability accommodation should reach out to The Experiment's Disability Services directly (disabilityservices@experiment.org). Please note that accommodations at your home institution do not automatically transfer to The Experiment / SIT. Students should work with the Disability Services staff to determine if an accommodation is possible. The Experiment disability accommodations are not retro-active.

ATTENDANCE & PARTICIPATION

Due to the nature of The Experiment credit-bearing programs, and the importance of student and instructor contributions in each and every class session, attendance at all classes and for all program excursions is required. Criteria for evaluation of student performance include attendance and participation in program activities. Students must fully participate in all program components and courses. Students may not voluntarily opt out of required program activities. Valid reasons for absence – such as illness – must be discussed in advance with the faculty, group leader, or other designated staff. All absences impact academic performance, may impact grades, and could result in dismissal from the program.

Intercultural living and learning can be exhausting and stressful. Functioning in an environment where the trivial things are different, trip us up or result in confusion can cause students to feel tired and lonely or ill. We understand that students can be subject to more illness in the abroad experience than they typically would at home. We also understand the importance of self-care in nurturing one's own resiliency.

At the same time, we are delivering intense experiential academic programs that require participation in every aspect of the program. Significant learning happens outside the classroom – during long bus rides, a shared meal, visiting an important local monument or natural or cultural phenomenon, etc. As such students are required to be present and engaged during these pieces of the program as well. Absence from any program itinerary activity (classroom based or otherwise) is considered an absence and will be treated as such. Absences are limited each semester after which point the course faculty will assess whether repeated absences hinder the student's achievement of the learning objectives of the program and will recommend the appropriate measures to take including probation and dismissal. Granting exceptions due to severe illness, hospitalization, traumatic event, etc. remains at the discretion of the course faculty.

ACADEMIC INTEGRITY

Academic integrity is a fundamental expectation of all Experiment students. Academic dishonesty is the failure to maintain academic integrity. It includes, but is not limited to, obtaining or giving unauthorized aid on an examination, having unauthorized prior knowledge of the content of an examination, doing work for another student, having work done by another person for the student, and plagiarism.

Academic dishonesty can result in severe academic penalty, including failure of the course and/or dismissal from the program. Plagiarism is the presentation of another person's ideas or product as one's own. Examples of plagiarism are:

- copying verbatim and without attribution all or parts of another’s written work;
- using phrases, charts, figures, illustrations, computer programs, web sites without citing the source;
- paraphrasing ideas, conclusions, or research without citing the source;
- and using all or part of a literary plot, poem, film, musical score, computer program, web sites or other artistic products without attributing the work to its creator.

Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record sources of material to be cited, quoted, paraphrased, or summarized, and research or critical papers should acknowledge these sources with the use of footnotes. Violations of the academic integrity policy are handled as violations of The Experiment Conditions of Participation and will result in disciplinary action.

For complete information, please see the full [SIT Academic Integrity Policy](#), [Student Guide to the SIT Integrity Policy](#), and [SIT Academic Integrity Policy Sanction Guidelines](#).

ACADEMIC STATUS

SATISFACTORY ACADEMIC PERFORMANCE (SAP)

Satisfactory academic performance is based on a student’s ability to meet the requirements of each individual course and on the student’s ability to function within the program as a whole. Specific academic expectations and grading criteria for each program will be discussed during orientation.

ACADEMIC PROBATION

A student may be placed on academic probation, and will be notified of such in writing if they:

1. Are continuously absent at program activities;
2. Repeatedly fall asleep in class or are repeatedly late;
3. Are repeatedly rude and/ or show a lack of consideration to the course faculty, other students, program lecturers or other program-related personnel, Experiment group leaders, homestay families, host nationals, or others.
4. Repeatedly engage in behavior which is, in the opinion of the course faculty, Experiment group leaders, and/or program-related personnel, culturally insensitive and/or inappropriate;
5. Engage in behavior which endangers the course faculty, other students, themselves, Experiment group leaders, and/or host nationals, including, but not limited to, a repeated refusal to take action to address physical, behavioral, or mental health problems;
6. Commit a further transgression of a norm about which a warning was previously issued;
7. Have received a letter of warning from the course faculty indicating that the student is failing to work up to the standards or within the spirit of the program;
8. Have received an incomplete and have not satisfactorily outlined a course of action to meet any outstanding course requirements;
9. Have failed 33% or more of course requirements.

A student who is placed on academic probation is required to discuss their academic status with the course faculty and make a plan for regaining satisfactory status.

ACADEMIC DISMISSAL

A student is subject to dismissal and will be notified of this in writing if, in the opinion of the course faculty, they:

- Have failed to meet the conditions of any academic probation;
- Have failed 50% or more of the program's requirements;
- Demonstrate inadequate quality of participation.

In cases of academic dismissal, the course faculty makes a recommendation to the SIT Office of the Dean of Faculty who will ultimately make the final decision. The Experiment's only obligation to a dismissed student is to confirm in writing the reasons for dismissal.

The normal published refund schedule applies. Students may appeal a decision of academic dismissal consistent with The Experiment/SIT's policies and procedures. Appeals of any decision must be made in writing to the SIT Office of the Dean of Faculty within 48 hours of the initial decision. The student's status remains dismissed until the appeal has been decided. For grade appeal, please see section entitled *Grading: Grade Appeal Process*.

To request a deferral of implementation of the SIT Office of the Dean's sanction, the student must submit a written request no later than 5 PM the business day after receipt of the sanction letter and email or present the request in writing. The SIT Office of the Dean of Faculty written decision will be available for the student the following business day.

CREDIT HOURS

The semester credit hour is the unit of measurement of academic work at The Experiment/SIT. The number of credit hours assigned to a course is one way to measure the learning outcomes expected, the mode of instruction used, and the amount of time expected for both outside preparatory and in-class work in order for a student to successfully complete the course.

The SIT standard is 1 credit hour = no less than 45 hours of coursework. The calculation is based on the standard 50-minute academic hour. The number of credits each course carries determines how many total hours each course involves in a semester.

For face-to-face courses, this is usually calculated as, for each hour spent in classroom activities or direct faculty instruction, students will spend two hours outside of class. For example, for one academic credit, students will spend approximately 15 hours in face-to-face, classroom-based instruction and approximately 30 hours completing additional coursework.

EQUAL EDUCATION OPPORTUNITIES

It is the policy of The Experiment / SIT to provide equal employment and educational opportunities for all persons regardless of age, ethnic origin, gender, nationality, physical or learning ability, race, religion, sexual orientation, gender identity, protected veteran's status, or any other legally protected status.

GRADING

GRADES

Grades will be given in accordance with the system below.

A 4.0 or 94-100

A- 3.7 or 90-93

B+ 3.3 or 87-89

B 3.0 or 84-86

B – 2.7 or 80-83

C+ 2.3 or 77-79

C 2.0 or 74-76

C- 1.7 or 70-73

D+ 1.3 or 67-69

D 1.0 or 64-66

F 0.0 or below 64

I Incomplete

W Withdrawal (student initiated)

AW Administrative withdrawal

NR No grade received from instructor

*Note: SIT does not award an A+ grade

Credit/No Credit are not options. Other than letter grades, only I (incomplete), W (withdrawal), or AW (administrative withdrawal) will be submitted, as explained below. Program-specific grading policies and criteria for A-B-C-D-Fail will be shared with students during orientation.

GRADE APPEAL PROCESS

Phase One

A student seeking a grade change must first, within 60 days of the posting of the grade, write a formal grade appeal letter directed to The Experiment Senior Program Office or The Experiment course faculty (henceforth all referred to as faculty), providing any supporting documents for the grade appeal. In considering the appeal, the faculty relies on the materials and information the student submitted. The faculty may also consult with appropriate in-country faculty, reevaluate work that may have remained in country, and any other documentation relevant to the specific course(s) being appealed. Within 30 days of receipt of the appeal letter, the faculty must send a written response to the student. If the grade has been changed the faculty submits a grade change form to the SIT registrar.

Phase Two

If the student is not satisfied with the decision of the first phase and wants to proceed further, they must submit a second appeal letter, in writing within 30 days, to the SIT Office of the Dean of Faculty. This second appeal letter must include all relevant materials, documentation, and information. The faculty is also asked to provide documentation. The Office of the Dean of Faculty then gathers all the documentation and forwards all documents to a SIT Academic Review Board which is comprised of one academic dean and two relevant faculty who are not in any way connected to the case. The Academic

Review Board will decide on the appeal and their decision will be communicated to the student by the academic dean within 30 days after receiving the appeal letter and documentation. The Office of the Dean of Faculty will also communicate with the faculty and the registrar, in case of a grade change.

Phase Three

Should the student want to appeal the Academic Review Board's decision they must send a third appeal letter to SIT's Chief Academic Officer, with a copy to the Office of the Dean of Faculty. This must be done within 30 days of receipt of the Academic Review Board's decision. This appeal must be based only on the evidence and rationale previously considered by the SIT Academic Review Board. The Chief Academic Officer will review the official record of these proceedings. The Chief Academic Officer's decision is final, and they will notify the involved individuals within 30 days of receipt of the student's final appeal. If the student's appeal results in a change to the academic record, the SIT registrar will update on the Colleague Self-Service and will forward an updated transcript to the student's school of record.

INCOMPLETE GRADE POLICY

This policy allows a student with extenuating circumstances a brief extension (maximum 60 days) to complete outstanding work after the end of a semester or program end date despite deadlines set forth in the syllabus. In rare situations, an extension beyond 60 days may be granted due to health or other extraordinary circumstances. However, in no case should the extension to complete outstanding work be granted for more than a total of 120 days after the end of the semester or program end date. Please see SIT's Grade of Incomplete policy [here](#).

LATE ASSIGNMENTS

The Experiment credit-bearing programs integrate traditional classroom lectures and discussion with field-based experiences, site visits and debriefs. The curriculum is designed to build on itself and progress to the culmination (projects, case studies, internship, final retreat, etc.). It is critical that students complete assignments in a timely manner to continue to benefit from the sequences in assignments, reflections and experiences throughout the program.

Students may request a justified extension for one paper/assignment during the semester. Requests must be made in writing and at least 24 hours before the posted due date and time. If reason for request is accepted, an extension of up to one week may be granted at that time.

Any further requests for extensions will not be granted. Students who submit work within the allowable extension of the initial deadline may still receive a penalty of 10 percent applied to the grade achieved on the late assignment. Students who fail to submit the assignment within the extension period will receive an 'F' for the assignment.

RESEARCH & ETHICS IN FIELD STUDY & INTERNSHIPS

RESPONSIBILITY TO PEOPLE WHOSE LIVES & CULTURES ARE STUDIED

Students' first responsibility is to those whose lives and cultures they study. Should conflicts of interest arise, the interests of the human subjects take precedence over other considerations, including the success of the field study or group project. If the study has negative repercussions for any members of the target culture, the project cannot be considered a success. Students must do everything in their power to protect the dignity and privacy of the people with whom they conduct field study.

The rights, interest, safety, and sensitivities of those who entrust information to students must be safeguarded. Students may not realize the risk that participants may take by taking part in the student's research. Students should endeavor to understand and appreciate the role of their human subjects. The right of those providing information to students either to remain anonymous or to receive recognition is to be respected and defended. It is the responsibility of students to make every effort to determine the preferences of those providing information and to comply with their wishes. It should be made clear to anyone providing information that despite the students' best intentions and efforts, anonymity may be compromised or recognition may fail to materialize. Students should not reveal the identity of groups or persons whose anonymity is protected through the use of pseudonyms.

Students must be candid from the outset in the communities where they work about the fact that they are students. The aims of their study projects should be clearly communicated to those among whom they work. Students must acknowledge the help and services they receive. They must recognize their obligation to reciprocate in culturally appropriate ways. Students must take into account and, where relevant and to the best of their ability, make explicit the extent to which their own personal and cultural values affect their field study. To the best of their ability, students have an obligation to assess both the positive and negative consequences of their field study. They should anticipate any possible consequences and inform individuals and groups likely to be affected.

Students must not represent as their own work, either in speaking or writing, materials or ideas directly taken from other sources. They must give full credit in speaking or writing to all those who have contributed to their work.

RESPONSIBILITY TO HOSTS

Students should be honest and candid in all dealings with their own institutions and with host institutions. They should ascertain that they will not be required to compromise either their responsibilities or ethics as a condition of permission to engage in field study. They will return copies of their study to SIT Study Abroad and, in consultation with their academic director, may be required to submit copies to other sponsoring institutions and to the community that hosted them.

FAILURE TO COMPLY

When The Experiment determines that a student has violated the statement of ethics, the student will be subject to disciplinary action, up to and including dismissal from the program.

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

[The Family Educational Rights and Privacy Act of 1974](#) as amended ("FERPA") is a federal law that endows eligible students with certain rights pertaining to their education records. Please see SIT's FERPA policy [here](#).