Policies for Princeton Summer Courses Abroad

Eligibility

To enroll in a Princeton summer course, students must be currently matriculated students in good academic standing and not have graduated before the program begins. Students will not ordinarily be admitted if they are currently on disciplinary probation.

Withdrawal from Summer Courses

A designation of “W” for withdrawal will appear on the transcript if a student voluntarily withdraws after the midpoint of the course.

Deadlines for Course Work

All final work for a summer course must be submitted no later than one week after the last class session. If final work is scheduled to be submitted after the course disbands, instructors must make provisions for students to submit the work by the deadline. Instructors must confirm with the student that the work has been received. Students who do not receive such confirmation must follow up with the instructor. Students are responsible for submitting the work on time; travel plans and logistical issues are no excuse for non-submission or late submission of final assignments.

From time to time, serious illness or other emergencies may make it difficult for students to comply with the deadline. Instructors who receive requests for extensions must check with Dean Nancy Kanach, who will be available via email at all times, to approve these requests. Without formal approval, missing work must be counted as a “zero” or an “F” and averaged into the grade for the course.

Submission of Final Grades

Instructors must submit final grades to the sponsoring department or program, and all grades must be sent to the Registrar within two weeks (including weekend days) of the deadline for submission of the final work for the course. For example, if a seminar ends on July 31 and concludes with a paper or take home examination (or any other work that is due after the close of the last class), the due date for that work can be no later than noon on August 7 (one week later). Grades would then be due by noon on August 21 (two weeks later). If all required course work is completed by the end of the course, then the grades would be submitted by August 14 or two weeks after the end of the course.

This policy is necessary to ensure that grades are in the hands of the Registrar in a timely fashion and that any follow-up that might be needed can take place long before the beginning of the new academic year. In some cases, a student’s eligibility to return to campus may be dependent upon the successful completion of a summer course.

Refund Policy

Students who withdraw from a Princeton program after accepting a place but before the program begins will lose the non-refundable deposit and any unrecoverable costs. There are no refunds after the start of the program.