



# California Institute of Integral Studies

## COMPREHENSIVE EXAMINATION CONTRACT

Use this form to register for a comprehensive examination. Submit it, signed by the instructor and your dept./program chair, and with its syllabus, both attached to an email sent from your CIIS student email account to [registrar@ciis.edu](mailto:registrar@ciis.edu).

If you have questions, contact the Registrar's Office at [registrar@ciis.edu](mailto:registrar@ciis.edu) or 415-575-6126.

Name and Address: *(please print legibly)*

_____	CIIS ID Number: _____
_____	E-mail Address: _____
_____	Phone: _____

Semester: all  Spring  Summer  Fall Year: \_\_\_\_\_

Exam Title: \_\_\_\_\_  
\_\_\_\_\_

Examination's Content: \_\_\_\_\_  
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The syllabus is attached.       A copy of this contract has been submitted to the academic program's office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructor:** I approve of the exam's content.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Department/Program Chair:** I approve of the exam's content.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>REGISTRAR'S OFFICE USE:</b>			
DATE FORM RECEIVED: _____	HOLD(S)? <input type="checkbox"/> No <input type="checkbox"/> Yes	DATE REQUEST PROCESSED: _____	BY: _____

## Registering After the Late Registration Deadline

Registering after the Late Registration Deadline generates the Late Registration Fee charge. It's not charged if you've registered for any courses before the deadline; if you're only auditing; or if it's your first semester in the program. See the academic calendar for the deadline. See the Catalog for the fee rate.

## Registering After the Add Deadline

All registration transactions must be conducted by the Add Deadline (including for courses that begin after the deadline). If serious extenuating circumstances occur, you may write an appeal to this policy to your department/program chair explaining why an exception is warranted, the circumstances which caused the deadline to be missed, and the steps you'll take to avoid missing it in the future. Include, if appropriate, supporting documentation such as a letter from a physician. If the chair approves, submit to the Registrar's Office a hard-copy registration form signed by the instructor and the chair and attach the appeal. The Business Office must confirm receipt of the course's tuition before the registration will be processed. Online payment won't be possible; instead contact [businessoffice@ciis.edu](mailto:businessoffice@ciis.edu) or 415-575-6132 and request a credit card payment authorization form.

## Payment

Tuition and fees are charged within 24 hours after registration and are due then. A Late Payment Fee is charged to students who have a balance the day after the Add/Drop Deadline (financial aid recipients are exempt). CIIS accepts cash; check or money orders made out to CIIS; or VISA and Master Card, which can be paid online by logging into <https://my.ciis.edu> and going to the eBiz tab. (It is not possible to pay online for courses registered for after the Add/Drop deadline – see the policy above.) Financial aid recipients should only pay the amount their aid will not cover. CIIS offers a Deferred Payment Plan which divides the balance into three equal installments (two in summer). A fee is charged for this service. See the academic calendar for installment payment deadlines. The Late Payment Fee is charged for each installment not paid on time.

## Drop, Withdrawal, and Administrative Withdrawal

- **Drop = Withdrawing from a class before the Add/Drop Deadline.**  
A drop transaction must be conducted online through MyCIIS or by submitting a *Registration Form* to the Registrar's Office. Notification of a drop, written or otherwise, to the instructor, program staff, or any other CIIS office is insufficient. A drop will result in a 100% reversal of the class' tuition charge. The deadline to drop is the Add/Drop Deadline, even for courses which begin after the Add/Drop Deadline.
- **Withdrawal = Withdrawing from a class after the Add/Drop Deadline**  
To withdraw, submit a *Registration Form* to the Registrar's Office, signed by the instructor. The official date of withdrawal is the date this form is received by the Registrar's Office. The Registrar's Office does not accept withdrawal requests after the last day of the class. A "W" grade is assigned, and is *not* considered to be an unsatisfactory grade for CIIS' academic probation purposes. It may have implications for financial aid.
- **Administrative Withdrawal**  
CIIS reserves the right to administratively withdraw a student from a course who fails to do any of the following:
  - Meet their financial obligations with the Institute
  - Meet their course prerequisites
  - Attend the course
  - Adhere to academic or administrative policies

An "AW" [Administrative Withdrawal] grade is assigned. An AW grade does not impact the grade point average, but is considered to be an unsatisfactory grade for academic probation purposes. See the probation policies in the CIIS Catalog.



# California Institute of Integral Studies

## SYLLABUS TEMPLATE

Use this form as a guide in creating the syllabus for your course. Your syllabus may have a different arrangement or format but it **must contain all of the information below** unless specifically noted as optional.

Instructors are to post syllabi on Canvas, CIIS's online learning management system, and can do this as soon as the course has been built into the class schedule. Submit the syllabus to the program coordinator two weeks before you post it, however, for the program to review it. We recommend it be posted to Canvas six weeks before the term begins, and require it be posted at least one week before. For assistance, contact CIIS' Office of Online Learning at [onlinelearning@ciis.edu](mailto:onlinelearning@ciis.edu). The program manager/coordinator may also post it to the program page of MyCIIS, which is the administrative portal for students, faculty, and staff.



# California Institute of Integral Studies

## COURSE INFORMATION

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**Course Title:**

**Course Number:**

**Credit Hours:**

**Grade Option:** - this is determined by the program; see the Catalog

**Semester:**

**Meeting Times and Days:**

**Class Location:**

**Online Component (if any):**

**Special Events or Retreats:**

## INSTRUCTOR

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**Full Name/Title:**

**Telephone Number:**

**Office Location:**

**Office Hours:**

**Email Address:**

## COURSE DESCRIPTION

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*Short description of the course, either from the course catalog or created by you. What are the big questions the course will address?  
How does the course connect to the curriculum?*

**COURSE GOALS (OPTIONAL)**

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*A statement or list of what you hope to accomplish in this course.*

**STUDENT LEARNING OUTCOMES**

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*Four to eight statements of what the student should expect to know or be able to do by the end of the course. Student learning outcomes need to be concise, teachable and assessable. They form the foundation of the course design.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

**COURSE TEXT AND MATERIALS**

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*List required books and readings.*

**COURSE ASSESSMENT MEASURES**

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*Specify how student learning will be assessed in the course, the weighting of the various assessments, and the due dates. If a paper is required, indicate the format to be used (e.g., ALA, Chicago, MLA); each program has a specified format.*

## **COURSE CALENDAR**

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*This is a week-by-week list of topics to be covered, materials to be read, special events and due dates for assignments. While the course calendar is required, instructors can signal that the plan is subject to change.*

## **BIBLIOGRAPHY (OPTIONAL)**

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*List suggested readings for research or greater depth in the subject matter.*

## **RELEVANT POLICIES**

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It is strongly recommended that these policies be discussed with the students at the first class meeting. These are Institute policies and, as such, cannot be overridden by a program or instructor. You or your program may, however, enforce stricter versions of these policies. If so, then include those versions in your syllabus.

### **Class Attendance Policy**

Students are expected to attend all class meetings regularly and punctually. Students are assigned an F (Failure) or NP (No Pass) grade if they are absent for more than 20 percent of a course. This maximum includes both excused and unexcused absences. Three instances of tardiness or leaving early are considered equivalent to one absence. Instructors may permit a student to deviate from this rule on the grounds of illness necessitating confinement for 24 hours or more, a death in the family, or other extreme emergencies. The instructor may request verification of these circumstances by a letter from a medical professional, the Dean of Students, or the Academic Vice President as appropriate. Due to the nature of some courses, individual programs, departments, and

instructors may enforce stricter policies than these. Check the program handbook and/or the syllabus of a course to see these policies.

### **Academic Integrity**

Creative and original scholarly research is at the heart of the Institute's academic purpose. It is essential that faculty and students pursue their academic work with the utmost integrity. This means that all academic work produced by an individual is the result of the individual's efforts and that those efforts acknowledge explicitly any contribution by another person. Reproducing another's work and submitting it as one's work without acknowledging the source is called "plagiarism," or stealing the intellectual property of another, which is the antithesis of scholarly research. Any use of other ideas or others' expression in any medium without attribution is a serious violation of academic standards. If confirmed, plagiarism subjects a student to disciplinary action.

### **Policy on Incompletes** (*you or your program have the right to not allow incompletes*)

Students anticipating being unable to complete a course may request permission from the instructor to receive an "I" (Incomplete) grade; students who have not completed the work required for a course are not to be given a passing grade in the course without completing the required work. CIIS courses are expected to be organized in a way that allows work to be completed during the semester the course is being offered. Below are the policies related to incomplete grades:

1. Permission to be given an "I" grade is given only in the following circumstances:
  - a. medical reasons documented by a health-care professional;
  - b. a family emergency verified with supporting documentation; or
  - c. decision by faculty member based on exceptional pedagogical reasons.
2. The instructor has the right to refuse to grant an "I" grade.
3. The Registrar's Office does not record an "I" grade without receiving an Incomplete Grade Request Form signed by the student and the instructor by the grade submission deadline. This form stipulates what coursework is remaining and its due date.
4. The instructor, not the student, determines the deadline for the remaining coursework. This deadline cannot exceed two semesters (including summer) from the last day of the semester in which the course took place, and can be earlier. (For example, if the course is in fall 2011, the student has until the last day of summer 2012 to submit the work unless the instructor specifies an earlier deadline.) The maximum deadline for an Incomplete given for exceptional pedagogical reasons is one semester. This deadline is not extended for students who are on a leave of absence, become inactive, or refrain from registering for any semester while the work remains outstanding.
5. If the student does not submit the coursework by this deadline, the "I" grade converts to an "IN" (Permanent Incomplete). An "IN" is irreversible.
6. Students may not graduate with an "I" grade on their record *even in an elective course*. Students may graduate with an "IN" grade on their record, provided that if the IN was for a required course, the student later successfully repeated the course.
7. The submission of an "I" grade by an instructor does not imply that that instructor will be a CIIS employee in a subsequent semester. It is the student's responsibility to maintain current contact information for this instructor.
8. Students may not sit in on a subsequent semester's offering of the same course in order to make up the coursework.
9. When submitting the remaining coursework, the student must include a signed Grade Change Form. The instructor uses this form to notify the Registrar's Office of the final grade.

### **Student Disability Services**

A student with a permanent or temporary disability may request accommodations by contacting Student Disability Services (SDS), a service of the Dean of Students Office, at [studentaffairs@ciis.edu](mailto:studentaffairs@ciis.edu). The Student Disability Services Coordinator works with students to provide reasonable accommodations that will allow for full access and participation in the academic environment. The student must provide documentation from a licensed healthcare professional. The Student Disability Services Coordinator will communicate with the student's faculty only after receiving a written request from the student; the nature of the disability is never disclosed. More information about registering with Student Disability Services can be found in the Student Life tab of MyCIIS, or at [https://my.ciis.edu/ICS/Student\\_Life/Student\\_Disability\\_Services.jnz](https://my.ciis.edu/ICS/Student_Life/Student_Disability_Services.jnz).

### **Statement on Diversity**

*This statement is program-specific. It is within either the program's or the instructor's discretions to include it on the syllabus.*