

## **Study Abroad Policies**

### **A. Undergraduate Study Abroad Eligibility:**

Students wishing to participate in a study abroad program must initiate a formal application process through the International Programs and Services Office (IPS). For an application to be forwarded to an international institution, students first meet the following University of Scranton standards for studying abroad:

- Students wishing to participate in a study abroad program will normally have a cumulative grade point average (GPA) of at least 3.0.
- Students who do not have the required GPA may seek approval for participation from their department chair and dean's office.
- Students must be at least a second semester sophomore to participate in a semester/year long program.
- Transfer students must have completed at least two semesters at the University of Scranton before they are eligible to study abroad.
- Students on academic probation are not eligible to apply for or participate in study abroad programs.
- Students must be in good disciplinary standing with the University during the time they wish to study abroad. A student in good disciplinary standing is not on disciplinary probation, a behavioral contract, or suspension.
- The University reserves the right to deny study abroad participation to students who have problematic disciplinary histories. A student placed on disciplinary probation, a behavioral contract or suspension after being accepted for a study abroad program will be withdrawn from the program; such a student will incur all non-recoverable program costs.
- Finally, a student who has been dismissed from the University for disciplinary reasons will not be allowed to participate in a study abroad program before completing at least two full semesters at the University with no further disciplinary infractions.
- Students who have been dismissed for any reason must complete at least two full semesters with no further infractions prior to being eligible to participate in any study abroad program.
- Students must be financially cleared by the Bursar's Office.
- Once it has been determined that the student meets the University of Scranton standards, the student's application will be forwarded to the foreign or other institution administering their study abroad program. Students must then meet the academic eligibility requirements (GPA) and other requirements set by the foreign institution or other institution administering their program. When the foreign institution accepts the student, the University IPS Office will notify that student.

### **B. Standards of Conduct:**

A University student studying abroad is subject to the laws of the country in which he or she is studying and the conduct and academic codes of the host institution. While

studying abroad, a student is concurrently enrolled as a student at the University of Scranton and is subject to all University of Scranton conduct and academic integrity standards. Misconduct of any kind by a student studying abroad will be referred to the International Programs and Services Office and/or the University Judicial System for review and appropriate action. Serious misconduct may lead to the expulsion of a student from a study abroad program and suspension or expulsion from the University of Scranton.

## **C. Programs and Credits**

Students participating in a study abroad program must choose a program or university abroad on the “Approved Study Programs” list maintained by the International Programs office. Students who wish to study abroad with a program or university not on the list may request a review by the International Programs office.

Students who do not go through the IPS office are withdrawn from the University. Students must reapply for admission and upon re-enrollment; transfer of credits will be evaluated according to transfer credit policies. Once a student is withdrawn from the University of Scranton, the University can no longer report the student as a student of the University of Scranton. This may affect a student’s financial aid, health insurance coverage, student loan, etc.

### **1. Course Approval Procedure for Students Studying Abroad**

In order to complete the University of Scranton Study Abroad application process, students are required to have a course approval/pre-approval form filled out. The student and advisor each have a part to play in completing the form.

- a. The student will identify courses that she/he would like to take based on input from the advisor. Ideally, the student will review with the advisor which courses he/she will need to take during the term abroad in order to make satisfactory progress in their degree program and then identify course(s) she/he wishes to take abroad.

The student will complete the left side of the course approval/pre-approval form. The information entered by the student includes the course title, credit value and prefix/number (if available) of the course(s) to be taken abroad. The advisor, with the student, will complete the right side of the form. The information required includes: where the credits earned abroad are to be applied (major elective, free elective, specific course etc.). Additionally, the advisor is required to enter the equivalent or comparable course at the University of Scranton.

If the course taken abroad is not offered at the University of Scranton, it is given a special topics designation. The course prefix will reflect the department in which the course abroad would be housed at the University of Scranton and the course number will reflect the level of the course. All

special topics course numbers end in\_84. The only determination the advisor will need to make is the level of the course (1, 2, 3 or 4). The course title will remain the same as the title of the course abroad. The special topics designation may be utilized multiple times within the same discipline.

If the course abroad will fulfill a specific requirement at the University of Scranton, then the advisor will simply note the course prefix, number and title of the course at the University and enter it as equivalent to the course taken abroad.

If the course abroad has a credit value greater than three credits, the advisor will note where the extra credit(s) will be applied (free area, major elective area etc.).

- b. Students should have more courses pre-approved than they would actually take. It is not unusual that students arrive at their destinations abroad and find that courses they had planned to take are filled and they need to register for different courses. Having more approved courses provides the student with a certain degree of flexibility in regard to course scheduling while abroad. Should the student complete a course that has not been pre-approved the onus is on the student to provide the dean's office with a description of the course and documentation, including a syllabus to demonstrate course comparability.
- c. When the course pre-approval form is completed, the advisor will sign the form and the student will then meet with the chair of the department and their dean's office for final approval. The home college will maintain a copy of the pre-approval form send the original to the IPS office.
- d. When the student is officially registered for their courses it is the student's responsibility to inform their dean's office and the IPS office of the courses in which they are registered.
- e. Students who are enrolled in special programs such as SJLA, Honors or the Business Leadership Program and Pre-Med Program are required to have the director of the program approve their study plans.
- f. Students seeking to complete second or third major requirements while abroad are required to seek approval of the chair of the department in question.
- g. Upon completion of their semester abroad students are responsible to request an official transcript from their study abroad institution to be sent to the IPS Office. The IPS Office will send the official transcript to the Dean's office for final approval. The Dean's office will then forward the official transcript and final approval to the Registrar's Office. The Registrar's Office will transcribe the credits, send a copy of the Dean's approval to IPS and maintain the official transcript and approval in the student's permanent file.

- h. Final transcript evaluation will be performed by the student's dean's office. The University will not accept grades below C (2.0 in a 4.0 grading system).
- i. Students should be aware that additional transcripts from the Study Abroad Institution may be required for licensure or admission to a graduate program.

#### **D. Cultural Diversity Credit:**

Students who study abroad for a single semester will satisfy one of their cultural-diversity requirements. Students who spend a year studying abroad will satisfy two cultural-diversity requirements.

#### **E. Credits Taken at Other Institutions Through the Study Abroad Program:**

Transfer credits earned at an international institution through the Study Abroad Program are exempt from the limits for transferring credit once matriculating at the University of Scranton. In addition the Study Abroad credits will count towards the residency requirement.

#### **F. Withdrawing from a University of Scranton Study Abroad Program**

If a student chooses to withdraw her/his participation after matriculation in an approved Study Abroad program, the student must notify IPS in writing.

##### **a. Exchange Programs**

Students who participate in exchange programs are invoiced for University of Scranton tuition that stays at the University. The only fees paid by the student to the foreign institution are room, board and other normal expenses (lab fees, etc.).

If the student withdraws in time to return to campus prior to the end of the term add period, they may enroll at the University of Scranton. Tuition already paid will be applied to their studies at the University, less a non-recoverable fee of \$1,000.

If the student withdraws after the normal add period at the University, they will not be able to enroll in classes at the University for that term. In such a case, refunds for tuition will follow the normal refund schedule at the University. Additionally, the student must seek to be granted an official leave from the University.

##### **b. Non-Exchange Programs:**

When students participate in non-exchange programs, the University is invoiced for the educational costs incurred by the student and remits payment to the foreign institution or study abroad provider. The student elects either Option 1 which charges the student University of Scranton tuition or Option 2 which charges the student the value of the foreign tuition plus a Study Abroad fee of \$1,750.00.

If the student withdraws in time to return to campus prior to the end of the term add period, they may enroll at the University of Scranton and will be charged tuition for the semester at the normal and prevailing rate.

The University will work with the student in securing a refund for recoverable costs from the study abroad provider. However, the student may incur charges from the Study Abroad provider that will be charged to the student's University of Scranton account. The student will be subject to the rules, regulations and procedures governing refunds of the institution he or she was attending.

**Study program cancellation/curtailment:**

The University of Scranton, at its discretion, may cancel or suspend study programs because of real or potential safety, security or health risks to the participant. Additionally, the University, at its discretion may place certain countries or regions of the world on a "Banned Study List" for University students. Students who wish to study in a country on the "Banned Study List" may file a written appeal with the International Programs office.

In the event a University of Scranton Exchange program is cancelled, the University will work diligently with the student to facilitate normal academic progress and will refund recoverable costs to the student. The recoverable costs refunded to the student will be determined with the following factors in mind:

- If the student is able to complete required coursework for the term; no tuition will be refunded.
- If the student is not able to complete the required coursework for the term, the University will work with the student to develop a class schedule for that term at the University of Scranton. Returning to the University will only be allowed within the normal add period. Tuition already paid will be applied to the current term at the University.
- If the student is not able to complete the required coursework for the term and the normal add period at the University of Scranton has passed, the University will refund the tuition amount paid by the student, less a \$500 administrative fee (non-recoverable cost).

In the event a non-exchange program is cancelled, whether sponsored by another American university or by a foreign university, the University will work diligently with the student to facilitate normal academic progress and will work with the

student to receive a refund for recoverable costs. The recoverable costs to the student will be determined with the following factors in mind:

- The University will work with the student and university abroad to facilitate the completion of academic work in progress at the time of program cancellation, if feasible
- If the program is cancelled prior to the end of the normal add period at the University, the University will work with the student to develop a class schedule for that term at the University of Scranton. Tuition due to the University for will be charged at the normal and prevailing rate.
- The University will work with the student in securing a refund for recoverable costs from the study abroad provider. The student will be subject to the rules, regulations and procedures governing refunds of the institution he or she was attending.

Approved by APC  
January 15, 2007