

## 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on disciplinary probation, a behavioral contract or suspension after being accepted for a study abroad program will be withdrawn from the program; such a student will incur all non-recoverable program costs.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.

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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

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