

## **Leave for Non-Affiliated Study Abroad**

Saint Mary's College sponsors a variety of study abroad programs. Some students find that their educational and personal goals can best be met by external programs that are not affiliated with Saint Mary's. The College advises students in this process to enable interested students to take advantage of such study abroad opportunities.

If a student chooses to enroll in one of these external programs, she will take a **Leave for Non-Affiliated Study Abroad** from Saint Mary's, and not pay any tuition, room, or board to Saint Mary's. She will pay all program costs directly to the non-affiliated program and arrange to meet all requirements and communication with that program. The student will also be responsible for communication directly with the Office of Academic Affairs & First Year Studies and the Office of International & Intercultural Learning in addition to arranging all on-campus re-entry requirements. While her federal financial aid and federal loans will apply, her Saint Mary's College institutional aid and/or merit aid, and state awarded financial aid will not. The student needs to pay \$550 study abroad administration fee to Saint Mary's College.

The sponsoring institution handles all program details and issues a transcript of courses completed to the student. The student is responsible for requesting official documentation to go to the Office of the Registrar at Saint Mary's College.

There are three types of external programs to choose from: direct enrollment in a foreign university, enrollment in a program that is sponsored by another American college/university, or enrollment in a program that is coordinated by a third-party provider designed specifically to offer study abroad programs. The Office of International and Intercultural Learning has information and experience working with a large number of external programs.

### **When selecting a program, keep in mind the following general guidelines FOR APPROVING THE EXTERNAL PROGRAM:**

The program you choose must be approved by the Associate Dean of Advising, Academic Affairs & First Year Studies and the Office of International & Intercultural Learning on the basis of location, accreditation, curricular fit, and safety & security. If the program is not approved, credit will not transfer.

- **LOCATION:** Approval will not be given for other college/university's programs at international institutions where Saint Mary's has a program. Students wishing to study at these institutions must enroll through Saint Mary's College.
- **ACADEMIC ACCREDITATION:** Approval will not be given for programs which do not have proper academic accreditation, either from a U.S. accrediting body, or from the appropriate body in the foreign country. Some language-training programs, for example, are not accredited.
- **CURRICULAR FIT:** Coursework must be appropriate to the student's course of study, and meet Saint Mary's standards for transfer credit.
- **SAFETY/SECURITY:** Country of study must be rated "Relatively Safe" or "Safe" by the US State Department (<http://travel.state.gov/travel/>).

**In planning your studies, keep in mind the following general guidelines FOR APPROVING LEAVE FOR NON-AFFILIATED STUDY ABROAD:**

- GPA: Students must have a cumulative GPA of at least 2.5 to be approved for foreign study. Some programs have higher requirements.
- FINANCIAL AID: Institutional financial aid cannot be used for programs sponsored by other college/university. Loans and outside aid (including federal aid and some state aid) can be applied to some programs. If you receive any kind of financial aid, discuss your plans with the Office of Financial Aid offices as soon as possible.
- TRANSFER CREDIT: Credit earned on other programs is recorded on your transcript as transfer credit. This means you must have a grade of “C” or better for a course to transfer, and grades will not be calculated into your GPA. Transfer credits for approved courses will apply towards students’ program of study and graduation.

**Procedures:**

- Before applying:
  - A. Discuss your plans with your academic advisers and the Office of Academic Affairs & First Year Studies to determine whether studying abroad will further your academic goals. Will you need to extend your program of study beyond four years? Will you be able to take your major courses in sequence? Will you be able to find any required courses on foreign programs?
  - B. Program must be approved by the Office of Intercultural & International Learning.
- When you have been accepted to a program and have decided to go:
  - Complete a change of status form in the Office of Academic Affairs & First Year Studies.
  - Ask for written approvals for the courses you want to take from your department chair for any courses applied to your major, and from the Associate Dean of Advising, Academic Affairs & First Year Studies for all other courses.
  - Ask your adviser about courses for which you should register when you return. Take your Saint Mary’s bulletin with you.
  - If you want to return to campus housing, see the Office of Residential Life about room deposit deadlines and room selection procedures.
  - If you are receiving financial aid, see the Office of Financial Aid about deadlines, eligibility and procedures for financial aid.
- When you are abroad:
  - Forward the mailing address to the Office of the Registrar so registration materials can be sent to you for the following semester.
  - Notify the Office of Academic Affairs & First Year Studies of any changes in your course schedule, and send descriptions of courses that were not approved before you left. Bring with you syllabi, notes, etc., for any course about which there might be questions.
- At the end of the program ask the college/university to send an official transcript to the Office of the Registrar at Saint Mary’s College.