

EDUCATION ABROAD POLICY AND PROCEDURES
Effective from Academic Year 2016-2017

This policy refers to education abroad (or study abroad) programs which occur during regular academic periods (fall, winter, spring or summer quarters) and usually constitute a full-time (12 quarter credits for undergraduates or 9 credits for graduates) or short-term programs which are equivalent to less than a full quarters' enrollment.

GENERAL

Course Enrollment Participants are enrolled in either a placeholder course (12-24 undergraduate or 9-12 graduate credits) administered by Education Abroad or in courses sponsored directly by an academic department or college.

When end-of-term transcripts arrive from the international school, the Office of the Registrar removes the placeholder from the student record. Semester, ECTS or other credit value courses are equated to quarter credits.

Because two semesters of study will be shown on the Seattle University record as three quarters, it will often be necessary to delay posting first semester work until second semester grades arrive. Courses can then be manipulated into a reasonable three quarter pattern.

Late Processing Fee A late processing fee is assessed to students who 1) do not submit completed forms and applications to the Education Abroad Office by published deadlines and/or 2) do not remove registration holds thus preventing enrollment in University required placeholder courses by the published quarterly deadlines and prior to departure. Fees are published on the Education Abroad website. Students who seek to complete required forms after the start of the international program are assessed the fee at double rate.

Student Status Students are eligible to study abroad effective the summer quarter following the completion of their freshman year.

Credit Transfer All students who wish to transfer credit from an SU Sponsored, Exchange, or Non-SU program back to SU are required to complete a course approval form prior to departure. This form can be found on the Education Abroad website. Credit earned on an international program cannot be transferred to SU unless it is pre-approved by the Education Abroad Office.

Withdrawal

Sponsored & Faculty-Led See Appendix A.

Hardship Withdrawal

Sponsored & Faculty-Led See Appendix B.

Graduate students pay SU tuition and program fees for the quarter in which the program runs.

Grades

Grades assigned from the faculty leader in this category will be included in Seattle University's grade point average and in honors calculations, etc. **Undergraduates** will be assigned an "N" grade until all course work is completed.

Course Numbers

Programs operated directly by a Seattle University department maintain courses at the department level.

B. SHORT-TERM PROGRAMS in this category:

Varies each year according to college offerings. Program duration is less than a quarter.

Registration

Seattle University students are registered at Seattle University for regular Seattle University courses and *are included* in statistics.

Financial Aid

Loans, grants and scholarships may be available through SU Student Financial Services Office except where enrollment

Course Numbers Programs operated directly by a Seattle University department maintain courses at the department level.

II. SU SPONSORED PROGRAMS

Sponsored programs are operated or administered by affiliates of Seattle University.

Refer to the Education Abroad Office for a current list of programs in this category.

Registration Education Abroad registers the student for SASP 2000 in the section that corresponds to the appropriate program fee tier and *are included* in statistics.

Financial Aid Students receive one quarter of SU, state and federal loans, grants and scholarships are available per program semester through Seattle University Student Financial Services Office except where enrollment is less than full time. Special arrangement allows a student participating in a "one-semester-abroad plus one-quarter-at-home" academic year to be considered full time if enrolled full time each of the two terms.

Tuition SU Tuition and fees along with the education abroad program fee (\$0-\$12,000) are paid to Seattle University. Students are charged one quarter of SU tuition for participation during fall quarter or winter/spring quarters combined. Student pay for the first term before departure and leave a billing address for following terms.

Credit Grades as reported on an official transcript or grade report received from partner institutions in this category will appear as transfer credit and will

SASP 2000 Consortium and partnership programs utilize a placeholder course maintained by Education Abroad. Participants are enrolled by Education Abroad. Students are not able to drop or withdraw from these placeholder courses on their own.

III. SU RECIPROCAL EXCHANGE

Universities accredited by the host-country's Ministry of Education (or equivalent) with which Seattle University has a signed exchange agreement or other memorandum of understanding for the exchange of students.

Programs in this category as of 8/2016 (subject to change):

American College of Greece Athens, Greece
Australian Catholic University Brisbane, Melbourne, Sydney, Australia
Hull University, Hull, England
Malärdalen University, Vasteräs, Sweden
Sogang University, Seoul, South Korea
Soochow University, Suzhou, China
Sophia University Tokyo, Japan
Universidad Pontificia Comillas de Madrid in Madrid, Spain
Uppsala University, Uppsala, Sweden

A. Outgoing Seattle University students to exchange partners

Registration	Education Abroad staff registers the student for SABD 2000 and <i>are included</i> in statistics.
Financial Aid	Seattle University, state and federal loans, grants and scholarships are available through Seattle University Student Financial Services Office except where enrollment is less than full time. Special arrangement allows a student participating in a "one-semester-abroad plus one-quarter-at-home" academic year to be considered full time if enrolled full time each of the two terms.
Tuition	SU tuition and fees are paid to Seattle University. Students are charged one quarter of SU tuition for participation during fall quarter or winter/spring quarters combined. Student pay for first term before departure and leave billing address for following terms. Room and board are paid to the host university.
SABD 2000	Education Abroad enrolls all participants in full tuition, placeholder courses (12-15 undergraduate credits).
Grades	Grades as reported on an official transcript or grade report received from partner institutions in this category will appear as transfer credit and will not be included in the Seattle University grade point average or included in honors calculations, etc.
ECTS Credit	ECTS credits granted from a foreign institution are granted on the SU transcript on a one to .8 basis. One ECTS credit equals .8 quarter credits.

B. Incoming reciprocal exchange students to Seattle University

Registration	SU College Academic Advisor registers the student for appropriate courses and they <i>are not included</i> in statistics.
Financial Aid	None
Application/Admission	<p>Application for admission is sent by overseas program partner to Seattle University Education Abroad Office. A required Seattle University tuition waiver form is produced by Education Abroad. Incoming students do not pay an application fee or confirmation deposit. Admissions updates Colleague to reflect "deposit prepaid." Full-time student status is required. A J-1 immigration form is issued by the International Student Center along with an admit letter. Housing and new student orientation information is sent to student in standard manner.</p> <p>The student is assigned a Seattle University academic advisor who may advance register the student. Otherwise, the student may register after arrival to campus.</p>
Tuition	<p>The Education Abroad Office provides Housing & Residence Life and the appropriate academic advisor with the name and ID number of each incoming exchange student prior to advance registration so tuition can be waived; a matriculation fee will not be assessed, no holds will be produced, and students will not be included in statistics. Although incoming exchange students do not pay SU tuition or course/lab fees, other charges such as for Housing and Residential Life, technology, recreation, and music lessons are assessed. Students are <i>not included</i> in statistics.</p> <p>A Seattle University transcript may be requested by the exchange student. The document is only a record of the student's registration and course completion. The actual credits are granted by the home school.</p>
SU Procedures	Other matters pertaining to in-coming exchange students are subject to Seattle University procedures.

IV. NON-SEATTLE UNIVERSITY PROGRAMS (Non-SU)

Students may attend programs with which Seattle University has no affiliation or institutional relationship but from which credit is transferable (i.e. accredited U.S. sponsor or foreign institution accredited by the host country Ministry of Education) as pre-approved by the Education Abroad Office. Students participating in Non-SU programs will pay SU a \$1000 fee upon credit transfer to cover administrative costs.

Registration	Education Abroad registers the student for SANS 2000 and <i>are included</i> in statistics.
Financial Aid	With appropriate arrangements, state and federal loans and grants can be continued through Student Financial Services at Seattle University. Seattle University grants and scholarships do not apply. Financial aid counselor arranges details of loan checks with student prior to departure. Student Financial

Services may need students/programs to complete a Financial Aid Affiliation Agreement to meet federal financial aid regulations.

Credit

A completed Course Approval form other EAO paperwork are required in order for credit earned to transfer to SU. Grades as reported on an official transcript or grade report received from partner institutions in this category will appear as transfer credit and will not be included in the Seattle University grade point average or included in honors calculations, etc. Students pay SU a \$1000 Transfer Articulation fee upon credit transfer to cover administrative costs.

SANS 2000

Education Abroad enrolls all participants in zero tuition, placeholder courses (12-24 undergraduate).

Tuition

Student pays tuition to the overseas program sponsor and not to Seattle

APPENDIX A

SEATTLE UNIVERSITY EDUCATION ABROAD SPONSORED AND FACULTY-LED PROGRAM WITHDRAWAL

There are two types of withdrawal from Education Abroad Sponsored and Faculty-Led programs: regular withdrawal (W grade) and hardship withdrawal (HW grade). These grades do not affect the student's grade point average; however, they may affect the student's full time status which may lead to changes in their financial aid or campus housing eligibility, academic course sequencing, international visa or athlete status. See the *Education Abroad Sponsored and Faculty-Led Refunds of Tuition and Fees policy 97-1* for information on how withdrawals impact tuition and fee payments.

After the end of the add/drop period in a term, students must take action to withdraw from any Education Abroad Sponsored or Faculty-led program for which a W or HW grade is desired. If the student takes no action to seek a withdrawal, the grades earned by the student on a Faculty-led program at the end of the term will be added to the student's academic transcript. In the case of Sponsored programs, only credit, and not grades, is applied.

Regular Withdrawal (W Grade)

Allows the student to withdraw from an Education Abroad Sponsored or Faculty-led program after SU's add/drop period in a given term and results in the assignment of a W grade. The withdrawal deadline is the third business day following completion of 60% of the program term as calculated within federal guidelines.

Students must fill out and get official signatures on an Education Abroad Sponsored and Faculty-Led Program Withdrawal Request Form by 4 pm on or before the deadline stated above. The Withdrawal Request Form can be obtained through the Education Abroad Office.

Note: A full week is defined as Monday through Sunday.

APPENDIX B
SEATTLE UNIVERSITY
EDUCATION ABROAD SPONSORED AND FACULTY-LED PROGRAM
HARDSHIP WITHDRAWAL

I. Hardship Withdrawal (HW Grade)

Allows the student to withdraw from a Sponsored or Faculty-Led education abroad program after the SU add/drop period and results in the assignment of an HW grade for the term abroad. A full hardship withdrawal is a withdrawal from all courses of the program, regardless of the number of credits. The student applies to the Education Abroad Office for a hardship withdrawal and must do the same with the program provider.

- A. **Petition for Hardship Withdrawal.** It is strongly encouraged that students petition for the hardship withdrawal by the last day of final exams in the term in which the hardship withdrawal occurred. Retroactive hardship withdrawals may be considered up to the last day of the quarter following the quarter when the hardship occurred. Hardship withdrawals may be approved if one or more of the following has occurred:
1. Personal medical reasons: incapacitating illness and/or injury to the student.
 2. Personal non-medical reasons: catastrophic event involving the student, catastrophic illness in the immediate family, death of an immediate family member.
- B. **Required Documentation.** In all cases hardship withdrawal requires specific documentation from a qualified professional or organization. Example documentation includes, but is not limited to, medical assessment, death certificate or a fire/police report. All original documentation is retained in the Education Abroad Office. The hardship withdrawal form is placed in the student's academic file in the Office of the Registrar.
- C. **Required Approval.** Hardship withdrawal requires the consultation of the Director of Education Abroad and the program provider. Because Sponsored and Faculty-led education abroad programs require participation for the whole length of the program, it may not be possible to grant partial withdrawal.
- D. **Reinstatement.** Hardship withdrawal *may* require approval for reinstatement:
1. Personal non-medical reasons do not require a reinstatement process.
 2. Approved hardship withdrawal for personal medical reasons may require the below reinstatement process at the discretion of the Director of Education Abroad.
 3. If the student is registered in an education abroad placeholder course for the upcoming quarter and is not reinstated by the beginning of the quarter, the Education Abroad Office is responsible for dropping the student from the education abroad placeholder course.

II. Reinstatement Process following a Hardship Withdrawal for Personal Medical Reasons

In cases of hardship withdrawal requiring reinstatement for personal medical reasons, the Education Abroad Office works with the Registrar's Office to place a hold on the student. The student must apply for reinstatement to the university as outlined below.

