

## SEMESTER/YEAR & SUMMER NON-AUGSBURG PROGRAMS

The following policies govern student participation and state policies concerning off-campus study programs during a semester, academic year abroad or a summer non-Augsburg program.

### 1. APPLICATION

The student must complete an off-campus study application and receive approval for the study program from the Office of International Programs for all off-campus study programs. Extensions of stay and change of program location must have Augsburg Abroad's approval.

### 2. APPLICATION DEADLINES

- Students intending to study abroad or on a HECUA domestic program must submit the Augsburg Abroad application to Augsburg Abroad by the following deadlines:
- **March 1st for fall semester or academic year; October 1st for spring semester and summer non-Augsburg programs**
- Students are responsible for ensuring that applications are submitted to the Office of International Programs before the deadline of the program to which they are applying.

### 3. ELIGIBILITY REQUIREMENTS

Students must meet the following criteria to be eligible for study off-campus:

- Have a minimum GPA of 2.5 at the time of application. Programs may require a higher GPA. Students with lower averages should consult with Augsburg Abroad before completing an application.
- Be in sophomore, junior or senior standing. Transfer students must complete one semester at Augsburg before they may study off-campus. Courses taken on off-campus programs during the senior year will meet the Augsburg residency requirement.
- Not be on academic or disciplinary probation. Student placed on academic or disciplinary probation after admittance to a study abroad or off-campus program may be withdrawn by Augsburg Abroad and/or the program. The student is responsible for all non-recoverable costs incurred.
- Not have an outstanding balance on their student account
- Demonstrate an ability to adjust to new cultural and living conditions.

### 4. FINANCIAL AID

- Financial aid, with the exception of work study, applies toward off-campus study. Students studying off-campus register as full-time students for a semester or a year.

### 5. PAYMENT OF FEES

- The student account in the Enrollment Center must be paid in full or receive special clearance prior to participating in an off-campus study program.
- Students will pay Augsburg tuition unless the program tuition is higher, in which case students pay the higher tuition in addition to a study abroad fee. Charges on student accounts may also include room and board fees and other programming costs.

### 6. STUDENT PARTICIPATION REQUIREMENTS

- Students are required to be enrolled in health insurance through HTH while studying abroad. Students will receive a policy number prior to departure from HTH. It is the students' responsibility to know and understand this health care coverage and to determine whether it is adequate for his/her own needs (<http://www.hthstudents.com/>).
- Study abroad students are required to attend a pre-departure orientation session held by Augsburg Abroad.
- Upon completion of a non-Augsburg program, the student must: 1.) Complete and return the Augsburg Abroad Program Evaluation Form; and 2.) Ensure an official transcript of the study completed abroad is sent to the Office of International Programs, who will forward it to the Registrar upon certification that program requirements are met.

- Falsification of information on application or pre-departure forms may result in withdrawal from the program.
- Students who are unable to secure a passport or required visas prior to departure and are delayed due so at their own cost.
- Students are responsible for requesting reasonable accommodations related to a disability within a reasonable time frame prior to departure.

## 7. CREDIT TRANSFER

Credit earned by the student on programs will normally transfer as credit toward graduation, major and distribution requirements.

- Credit approval must be obtained prior to departure for all programs.
- Credit earned may be applied toward Augsburg Core/General Education requirements and toward major and/or minor requirements with the approval of the faculty advisor and/or Department Chairs. Augsburg Core/General Education requirements are generally approved through the Registrar's Office.
- Credit from non-Augsburg programs will transfer on the basis of 4 semester hours = 1 Augsburg course credit; or 6 quarter hours = 1 Augsburg course credit. In general, a student must register for a minimum for 14 semester hours or 21 quarter hours per term to receive the equivalent of 4 Augsburg course credits.
- Grades for credit earned on Augsburg and HECUA programs will be figured into the student's GPA. Grades on non-Augsburg programs will be reported on the transcript, but will not be figured into the GPA.
- In the event the student is unable to obtain her/his course schedule as planned, the student should substitute appropriate courses and inform Augsburg Abroad. While the College cannot insure substitute courses will be acceptable in the student's academic program, it will make every effort to provide a liberal interpretation of the criteria for acceptability.
- Transcripts from non-Augsburg programs must be sent to the Office of International Programs.
- A "**C**" or **equivalent** or higher must be received for the credit to count at Augsburg.

## 8. STANDARDS OF CONDUCT ABROAD

- Augsburg students are representatives of the college while abroad and held to the Augsburg student policies and standards for student behavior as outlined in the Augsburg Student Guide.

## 9. WITHDRAWAL/CANCELLATION/EARLY DEPARTURE

- The student must provide the Office of International Programs with advance written notice if she/he decides to leave the program.
- The program provider or Augsburg College may determine that circumstances within a foreign country require cancellation of the Program within that country. The student will receive advance notice of its intention to withdraw from participation in the program.
- A foreign government institute abroad may also prematurely terminate the program.
- Withdrawal due to my own circumstances, such as health conditions, or behavior that disrupts the program and/or group.

## 10. DISMISSAL FROM THE PROGRAM

**Students dismissed from the program based the program's** grounds for dismissal (e.g. unacceptable academic performance, being disruptive to the program, having a medical or mental health condition that has an impact on the study abroad program/group or is life-threatening to myself (the student), or other reason presented by the program) **must** provide Augsburg Abroad written notice of the dismissal.

**Students dismissed are** responsible for their own care and safety, as Augsburg College will have no liability for care and safety after having been dismissed from the program

**The student accepts all responsibility for loss or additional expenses, including, but not limited to transportation and return travel, lodging, meals, personal and other program related expenses, or any other services to me in connection with my early departure.**

**11. RELEASE OF INFORMATION**

- Under the Family Educational Rights and Privacy Act of 1974, we provide certain directory information about students enrolled for off-campus study. This information includes name, home address and telephone number, home school, major, program and dates of attendance. We make this information available to officials at other institutions. You may elect to withhold any or all of this directory information by notifying our office in writing no later than April 1. A complete statement of the College's policy in this regard is available from the Office of the Registrar.
- For the safety of the student, Augsburg reserves the right to release information to whom we coordinate.

**12. EXCEPTIONS**

Exceptions to these requirements may be granted at the discretion of the Office of International Programs.

I have read, understood and agree to the policies as stated above.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Program Abroad & City/Country

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Return signed to:  
Augsburg Abroad  
Office of International Programs  
2211 Riverside Avenue, Campus Box 307  
Minneapolis, MN 55454  
Tel: 612-330-1650  
Faxed copies will not be accepted.