

# Short-Term Program Policies & Guidelines

## Augsburg Abroad - Office of International Programs



The following policies govern student participation and state policies concerning short-term study abroad programs. If you have any questions about these guidelines and policies, please contact Augsburg Abroad, Office of International Programs at 612-330-1159 or [abroad@augsborg.edu](mailto:abroad@augsborg.edu) or stop by room 200 in Murphy Place.

### Eligibility Requirements

Short-term abroad and off-campus programs are open to students of any level who:

- Have a minimum GPA of 2.5 at the time of application. Students with lower averages should consult with Augsburg Abroad before completing an application.
- Not be on academic or disciplinary probation. Students placed on academic or disciplinary probation after being admitted to a study abroad or off-campus program may be withdrawn by Augsburg Abroad and/or the program.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.
- Meet all course and/or program pre-requisites.
- Secure a passport and/or any other relevant travel documents in a timely fashion.

Falsification of any information on personal data and application forms (e.g. listing an inaccurate GPA) may result in disqualification for consideration of approval to study abroad.

### Application Process and Deadlines

- Students must complete a short-term program application packet by the date listed on the brochure and receive approval from Augsburg Abroad. Extensions of stay and change of program location may be done with advance approval from the Study Abroad Advisor. Please note that many programs fill well before this deadline so early application is encouraged.

### Wait-Listed Students and Confirmation of Courses

- If a course has reached its maximum enrollment, students may be placed on a wait-list, if available. Students must submit all application materials and confirmation to enroll form, which acts as a deposit. If a cancellation occurs, Augsburg Abroad will immediately notify students of acceptance. If no cancellations occur by the program's application deadline, students will be contacted.
- Courses are confirmed as soon as the minimum number for each individual course is reached. Decisions as to whether courses with low enrollment will be offered will be made approximately two weeks prior to or on the final application deadline.

### Student Standards of Conduct

- Prior to departure, students studying abroad are required to attend an orientation session held by Augsburg Abroad.
- Each student is expected to conduct him/herself in a responsible and mature manner at all times. This includes being sensitive to members of the group and respectful of the cultural norms and behavior in each country/region s/he encounters.
- Each student is obliged to follow the instructions of the course instructor and/or program leader. Traveling with a group of people requires organization and coordination. Scheduled visits, movement at airports and train stations, and other travel situations will often necessitate a certain regimen, which the course instructor must impose.
- Each student is required to attend all classes and scheduled outings, may not buy, sell or use drugs at any time, may not engage in abusive use of alcohol, and must abide by dress and cultural codes suitable to the country s/he is visiting. Furthermore, as a guest in another country, local laws apply to you. Any student who violates any of these, or other rules issued by Augsburg College, or the course instructor, may be sent home immediately at their own expense. Moreover, failure to follow Augsburg rules and regulations may result in a disciplinary action and/or loss of credit upon your return.

### Flight Deviations

Course prices are based on group arrangements including flights. Augsburg College reserves the right to assess a service charge for any flight changes or deviations. In addition, any fare changes or other fees assessed by the airline will be the responsibility of the student. Requests for flight changes or deviations must be in writing. Submission of a request does not guarantee a change or deviation.

## **Visas**

Several programs require a visa. If necessary, Augsburg Abroad will contact you regarding necessary paperwork. Most visas will require at least one (sometimes more) passport photos. Non-U.S. citizens will be required to secure any necessary visas on their own.

## **Health and Medical Concerns**

All Augsburg students will be enrolled in international health insurance through HTH WorldWide. This cost is included in your program fees. Students will receive policy numbers prior to departure. 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.

### *Recommended & Required Immunizations*

Per Minnesota State Law, every student must verify that he/she has an "up-to-date" tetanus shot in order to remain enrolled at Augsburg College. Additionally, some courses may require and/or recommend additional immunizations. Travel health information is available from the Center for Disease Control and Prevention (CDC) for specific countries. Visit their website at: [www.cdc.gov/travel.html](http://www.cdc.gov/travel.html)

### *General Health*

Travel abroad can be physically and emotionally demanding. Please thoughtfully assess your health in light of the potential rigors of the trip. Culture shock and intensive interaction with other group members can also affect your health. Illnesses requiring bed rest impair one's ability to participate in scheduled programming, and can affect the entire groups' learning process. We ask that you assess your physical and mental condition carefully before studying abroad and we encourage you to consult with your doctor. You will be asked to complete a medical form. Please be aware that the information you provide will be given to your faculty leader and on-site staff, for their use in case you need medical attention while on the program.

## **Transfer of Credits**

Credit earned will normally transfer as credit toward graduation, major/minor, and distribution requirements.

- In order to receive credit, each student who is participating on an off-campus study program needs to complete a Short-Term Credit Agreement form, which is part of the standard application packet.
- Credit earned may be applied toward major and/or minor requirements with the approval of the faculty advisor. Augsburg Core and General Education requirements are approved through the Registrar's Office. See the program brochure for the requirements your program is pre-approved to fulfill.
- Augsburg Abroad staff will register students for their short-term study abroad program. Students must not attempt to self-register on-line or at the Enrollment Center window as this will trigger incorrect charges to the student's account.

## **Course Load**

You must register for all courses required by the short-term program. Credit values may vary, so confirm the specific program credit load with the Augsburg Abroad Office. Any courses removed by you without Augsburg Abroad permission prior to the start of the program will be re-added to your schedule. If no work was completed in these reinstated courses, a grade of zero will be awarded.

## **Financial Aid and Payment of Fees**

Financial aid may apply toward your program abroad. Consult with the Financial Aid office to receive specifics on your financial aid options.

## **Payment/Deposit**

To hold your place in a short-term program, you must commit to participation by submitting a signed Confirmation of Enrollment Form. This acts as a deposit of \$350 and is non-refundable. The \$350 deposit portion is refundable only if the course is cancelled by the Office of International Programs.

## **Withdrawal/Cancellation/Refund**

- Notice of cancellation must be submitted in writing to the Office of International Programs. Students who cancel assume financial responsibility for all non-recoverable costs at the time of withdrawal. This may include forfeiting the entire cost of the program abroad.
- Students who voluntarily withdraw from the program and/or course prior to its completion due to his/her own circumstances are responsible for their own care and safety, as Augsburg College will have no liability for my care and safety after the student has left 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 the early return and withdrawal from the program.
- No refund is given to students who wish to omit portions of the program or course(s).

**Dismissal from the Program**

- Students may be dismissed from the program based on poor academic performance, disrupting the program and/or the group, not adhering to standards of conduct noted above, having a medical or mental health condition that has an impact on the study abroad program/group or is life-threatening to the student, or for other grounds deemed necessary by the faculty/group leader and/or program staff.
- Dismissed students are responsible for their own care and safety, as Augsburg College has no liability for care or safety after having been dismissed from the program
- Dismissed students accept all responsibility for program expenses, loss and/or additional expenses, including, but not limited to: transportation and return travel, lodging, meals, personal and other program-related expenses, or any other services connected to early departure.

**Program Evaluation**

Students are expected to complete and submit a program evaluation upon completion of the program abroad. Students' anonymous feedback is provided to faculty and on-site program leaders.

**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 60 days prior to program departure. A complete state 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 pertinent information to officials overseas with whom we deal.

**Exceptions**

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

**Student Acknowledgement and Agreement**

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

Program Abroad \_\_\_\_\_ Date \_\_\_\_\_

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

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