

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.

Refund Policy**Sponsored & Faculty-Led** See Appendix C**PROGRAM TYPE and ASSOCIATED POLICY****I. SU FACULTY-LED PROGRAMS**

Faculty-led programs are operated or administered by Seattle University. This may include direct teaching by Seattle University faculty, a combination of direct teaching and teaching contracted to host-country faculty, or institutional partnership with an existing international institution.

A. LONG-TERM PROGRAMS in this category as of 07/2016 (subject to change):

- Latin American Studies Program (LASP)
- French-in-France (FIF)
- International Development Internship Program (IDIP)
- Matteo Ricci College International Internship
- Matteo Ricci College France Program

Registration	Seattle University students are registered at Seattle University for Seattle University courses and <i>are included</i> in statistics.
Financial Aid	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 in each of the two terms.
Tuition	Tuition is paid to Seattle University as described in program materials. Quarter and multi-quarter programs during the regular academic year are billed at full-tuition rates or overload rates as described in program materials. Program fees may apply.
Grades	Grades as reported by Seattle University faculty. Grades are included in Seattle University's grade point average, in honors calculations, etc.
Course Numbers	Programs operated directly by a Seattle University department (French in France or LASP, etc.) maintain courses at the department level
Statistics	Seattle University students are registered at Seattle University for regular Seattle University courses and <i>are included</i> in statistics.
Financial Aid	Loans, grants and scholarships are available through Seattle University Student Financial Services Office except where enrollment is less than full time.

Tuition	Undergraduate students are enrolled in the quarter prior to the period spent abroad and credits are included in the maximum full-time enrollment of 20 credits. Additional credits will be charged as overload. Short-term programs have additional fees which are billed to the participating student's account to cover stated program expenses abroad. Tuition and fees are paid to Seattle University as described in program materials. 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.
Cancellation, Withdrawal & Hardship Withdrawal	Students who wish to drop/add a Faculty-led Education Abroad program during the add/drop period must speak to the faculty leader to determine if it is possible and what the financial and academic impacts will be. In order to prepare for student participation in SU Faculty-led programs, the university must make advance payments for room reservations, transportation, and other items; therefore, tuition and program fee reimbursement may not be possible. See Appendix A for Withdrawal Policy, Appendix B for Hardship Withdrawal Policy, and Appendix C for Refund Policy.
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 <i>are included</i> in statistics.
Financial Aid	Loans, grants and scholarships may be available through SU Student Financial Services Office except where enrollment is less than full time.
Tuition	Undergraduate students are enrolled in the quarter prior to the period spent abroad and credits are included in the maximum full-time enrollment of 20 credits. Additional credits will be charged as overload. Short-term programs have additional fees which are billed to the participating student's account to cover stated program expenses abroad. Tuition and fees are paid to Seattle University as described in program materials. Graduate students pay SU tuition and program fees for the quarter in which the program runs.
Grades	Grades are assigned by the faculty leader and are 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.

**Cancellation,
Withdrawal &
Hardship
Withdrawal**

Students who wish to drop/add a Faculty-led Education Abroad program during the add/drop period must speak to the faculty leader to determine if it is possible and what the financial and academic impacts will be. In order to prepare for student participation in SU Faculty-led programs, the university must make advance payments for room reservations, transportation, and other items; therefore, tuition and program fee reimbursement may not be possible. See Appendix A for Withdrawal Policy, Appendix B for Hardship Withdrawal Policy, and Appendix C for Refund Policy.

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 not be included in the Seattle University grade point average or included in honors calculations, etc.

**Cancellation,
Withdrawal &
Hardship
Withdrawal**

Students who wish to cancel program participation prior to the last day of SU's add/drop period or withdraw after SU's add/drop period must speak to the Education Abroad Office and the program provider. In order to prepare for student participation in SU Sponsored programs, the university makes advance payments; therefore, SU tuition and program fee reimbursement may not be possible as the university makes payments to the provider on behalf of the student. See Appendix A for Withdrawal Policy, Appendix B for Hardship Withdrawal Policy, and Appendix C for Refund Policy.

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.
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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 *are not included* in statistics.

Financial Aid None

Application/Admission 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.

The student is assigned a Seattle University academic advisor who may advance register the student. Otherwise, the student may register after arrival to campus.

Tuition 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 *not included* in statistics.

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.

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 *are included* 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 University. Students are still responsible for the Seattle University Technology Fee during their term/s abroad.
Transfer Articulation Fee	Student pays tuition to the overseas program sponsor and not to Seattle University. Students will still be responsible for the Seattle University Technology Fee during their term/s abroad.
ECTS Credit	ECTS credits granted from a foreign institution will be transferred to SU on a one to .8 basis. One ECTS credit will equal .8 quarter credits.

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.

- A. **Reinstatement Guidelines.** Seattle University expects that personal medical reasons resulting in hardship withdrawal from a Sponsored or Faculty-led education abroad program must be treated and a satisfactory level of recovery attained before the student can successfully return to the intellectual, social and emotional demands of the Seattle University campus. Thus, a student may not register for classes in the next immediate quarter, including summer, following the quarter in which the hardship withdrawal was granted and must use that time to obtain treatment to address or resolve the condition that necessitated the hardship withdrawal.

(Under special circumstances, a student may request an early return. The student contacts the Director of Education Abroad to request an early return. In cases where a student's circumstances warrant consideration of an earlier return, the Director of Education Abroad, the Associate Provost for Global Engagement, and the Associate Vice President for Student Development, in consultation with the appropriate health-care professional from the Student Health Center (SHC) and/or Counseling and Psychological Services (CAPS), make a determination based upon the available information.)

- B. **Reinstatement Request.** To request reinstatement after a hardship withdrawal following the quarter for which a student received the hardship withdrawal, the student contacts the Director of Education Abroad. At the time of the reinstatement request, the student must provide both off-campus health care provider(s) and his/her/their counterpart(s) at Seattle University with written permission to exchange confidential health information and communicate freely. The SU medical and counseling providers share their recommendations with the Director of Education Abroad, the Associate Provost for Global Engagement, and the Associate Vice President for Student Development for consideration.

The student must submit two letters to the Director of Education Abroad no later than three weeks prior to the start of the desired quarter of registration.

1. The student's letter to the Director of Education Abroad addressing the following, at a minimum:
 - a. A request for reinstatement.
 - b. An explanation of what has been accomplished during the absence.
 - c. An understanding of the value, as well as the limits, of peer support and support from professors, residence hall staff, other campus professionals, and health providers.
2. A supporting letter from an appropriate health-care professional (physician, psychiatrist or psychologist) to Director of Education Abroad, the Associate Provost for Global Engagement, and Associate Vice President for Student Development addressing the following, at a minimum:
 - a. A summary of the reasons for the student's treatment and the agreed-upon treatment goals.
 - b. The start date and end date, if any, of treatment and the frequency of appointments.
 - c. A summary of the progress and gains made on treatment goals.
 - d. A professional opinion regarding the student's current ability to handle the intellectual, physical, social and/or personal demands of being a (1) full-time student at Seattle University and, if applicable, (2) living safely and independently in the residence halls, providing appropriate self-care, and utilizing available support and treatment resources.
 - e. A recommendation, if applicable, on special conditions under which the student should be readmitted, e.g., fitness for duty, nursing clinical.
 - f. A recommendation, if applicable, on additional support or treatment for the student in order to be successful.
 - g. Any additional comments, based on knowledge of the student.

- C. **Reinstatement Review and Decision.** The Director of Education Abroad, the Associate Provost for Global Engagement, and the Associate Vice President for Student Development review the reinstatement request to evaluate whether the circumstances leading to the full or partial hardship withdrawal have been adequately addressed and whether there is reasonable assurance that similar factors will not prevent the student's progress in the near term. Appropriate health-care professionals at Seattle University review the complete application and add their recommendations to the materials to be considered. The Director of Education Abroad, the Associate Provost for Global Engagement, and the Associate Vice President of Student Development, along with personnel from the Student Health Center (SHC) and/or Counseling and Psychological Services (CAPS) may require a personal interview with the student. The Director of Education Abroad, the Associate Provost for Global Engagement, and the Associate Vice President of Student Development decide if and when the student may return.

The decision to reinstate a student following a hardship withdrawal from an SU Sponsored or Faculty-led program for personal medical reasons is a provisional determination. When permission to return is granted, any special conditions or requirements are provided in writing to the student. It may be advisable for the student to establish a professional relationship with a member of the Student Health Center (SHC), Counseling and Psychological Services (CAPS), and/or a professional in the community. If the health issue has not been satisfactorily resolved within the first term of attendance after reinstatement, the Director of Education Abroad, the Associate Provost for Global Engagement, and the Associate Vice President for Student Development may reverse the reinstatement decision.

- D. **Academic Reentry Plan.** When approved for reinstatement, the student meets with the Dean or Dean's designee in the student's school or college or the academic advisor for registration and a reentry plan. The Director of Education Abroad has the hold on the student lifted. Upon return, the student meets periodically with the Dean or Dean's designee in the student's school or college or the academic advisor to review the academic plan and progress. The academic plan will be kept on file in the Dean's office of the student's school or college.

APPENDIX C

SEATTLE UNIVERSITY SPONSORED and FACULTY-LED EDUCATION ABROAD REFUNDS OF TUITION AND FEES

Refunds of tuition and fees for Sponsored and Faculty-led education abroad do not follow general university policy because the university makes advance payments to prepare for each student's program participation in advance of the start of the program.

1. **Official program cancellation prior the last day of the SU add/drop period:**
Students must inform the Education Abroad Office and their program provider/leader, and are responsible for all unrecoverable costs incurred by the university on the student's behalf. This may include SU tuition as well as program fees.
2. **Official program cancellation after the SU add/drop period:**
Students must inform the Education Abroad Office and their program provider/leader, and are responsible for all unrecoverable costs incurred by the university on the student's behalf. This may include SU tuition as well as program fees. The student may not be authorized for any refund.

Financial Aid Recipients:

Any refund is applied first to the student's financial aid source(s) in accordance with federal, state, and institutional guidelines for students who cancel or withdraw from a Sponsored or Faculty-led program. Credit balance refunds created by withdrawal adjustments will be remitted to the student by check or direct deposit.

Hardship Withdrawal Refund

Tuition and program fee refunds for those receiving HW grades generally follow the same guidelines above, that is, students will be financially responsible for all unrecoverable costs associated with participation, including SU Tuition and fees. Students should initiate hardship withdrawal with their program provider if it is not an SU Faculty-led program.

1. Hardship conditions are considered on a case by case basis and may or may not be granted a tuition refund.
2. A refund request if made by submitting a letter addressed to the Director of Education Abroad in which the student explains the circumstances and rationale for the refund request. This letter is submitted with the required documented requested in the Hardship Withdrawal Policy for Sponsored and Faculty-led Education Abroad Programs.
3. Refund requests are decided and acted upon by a university committee within sixty (60) days of receipt of the request by the Director of Education Abroad.
4. All refund requests must be made no later than the end of the quarter following the quarter in which the hardship withdrawal was initiated.
5. A refund following a hardship withdrawal is limited to one time only during the student's enrollment at SU.

Please consult the Education Abroad Office for specific details including financial information related to your situation

Policy previously revised: 09/01/93, 01/09/95, 10/26/99, 10/16/01, 01/25/02, 06/19/03, 10/12/06, 08/06/08, 08/19/09, 10/06/10, 09/13/12, 10/20/14, 09/10/15, 07/15/16