



Marywood

UNIVERSITY

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STUDY ABROAD HANDBOOK

I. Mission

To enrich the education of our undergraduates and graduates with a global component so as to allow for a full education in our interdependent world.

II. Types of Marywood Study Abroad Programs

A. Exchange Programs

These programs are direct bilateral agreements between foreign universities and Marywood University. All terms are set forth within the relative contractual agreements.

Students register and pay at Marywood University. Financial aid is available in full for fall and spring terms. During summer sessions only Federal Stafford Loans are available. Grades and credits are awarded via Marywood University's Registrars office.

B. Affiliated Study Abroad Programs

These programs exist as billing agreements between other universities or consortiums, who themselves have agreements with foreign universities or have their own school abroad, thereby allowing MU students to participate and study at stated foreign universities.

Students pay Marywood University directly for affiliated programs under the agreement terms MU has with the affiliate. Financial aid is available in full for fall and spring terms. During summer sessions only Federal Stafford Loans are available. Grades are awarded from either our partnering university or consortium and not the foreign institute. Credits are transcribed via Marywood University's Registrars office.

C. Faculty Led Programs

Faculty led programs at Marywood exist as short term study abroad programs, which are run during spring break, intersession, or in the summer. They are taught by a Marywood University faculty member. The faculty member will lead a group of students abroad for a global learning experience which will be made up of a class component as well as various excursions that includes content of the class material. The leading faculty member acts as the representative in charge while abroad. Policies and procedures for developing such programs can be found in "*Procedures for Approval of Faculty-Led Study Abroad Experience*".

D. Establishing Affiliations

The establishment of affiliate agreements is coordinated by the Director of Study Abroad and approved by Special Assistant to Office for International Affairs.

III. Requirements for Studying Abroad

A. GPA

Marywood University requires a minimum GPA of 2.5 on a 4.0 scale.

Some of the above stated partnering agreements may require a GPA of 2.8 to 3.5 on a 4.0 scale. It is at the discretion of the partner institution to deviate from the requirements and any appeals must be made first through the Special Assistant to Office for International Affairs and then the respective partnering institution.

Students on academic probation may not participate in any MU study abroad programs.

B. Sophomore

Students must be equal to or greater than a sophomore in the spring semester to study abroad.

Any requests for exceptions must be made to the Director of Study Abroad.

C. Exchange Programs

Student is currently a matriculating MU student.

Must meet minimum GPA requirements set forth by both MU and the partnering institution. If the partnering institution requires a higher GPA than is required by MU then the required GPA defaults to the partnering institutions guidelines.

Must be =< sophomore in spring semester.

Language proficiency if applicable.

Course prerequisites.

D. Affiliated Programs

Must meet minimum GPA requirements set forth by both MU and the partnering institution. If the partnering institution requires a higher GPA than is required by MU then the required GPA defaults to the partnering institutions guidelines.

Must be =< sophomore in spring semester.

Language proficiency if applicable.

Course prerequisites.

E. Faculty-Led Programs

Must meet minimum GPA requirements set forth by both MU and the partnering institution. If the partnering institution requires a higher GPA than is required by MU then the required GPA defaults to the partnering institutions guidelines.

Must be =< sophomore in spring semester.

Language proficiency if applicable.

Course prerequisites.

IV. Marywood University required paperwork for Studying Abroad

The Study Abroad office oversees the administration of any request from a student that wants to study abroad. Students are required to apply to the study abroad program through the Study Abroad Office to ensure the proper procedures and guidelines are followed. These guidelines are in place in order to provide an appropriate study abroad experience for students while acting as a risk management barrier as concern to safety and liability issues that will pertain to the respective students and their experiences abroad.

A. Student Inquiry / Application

A three page document used to gather the basic information of a student including their contact information, year of study, year of graduation, and study abroad interests. This document is reviewed by the Director of Study Abroad in order to grant acceptance to the study abroad program.

B. Authorization of Transfer of Credit

One page document that is used to obtain pre-authorization for a transfer of credit for the given number of credits that have been signed off on by the students advisor, department chair, Study Abroad Director, and the registrar.

C. Student Intent to Study Abroad

This one page document is to be completed in conjunction with the Study Abroad Director and the student. The student is to list their name and social security number along with the institution and country in which they will study. The Study Abroad Director will fill in the estimated financial data. Student will provide the Financial Aid office with a copy of this document along with a copy of the *Authorization of Transfer of Credit* form.

D. Agreement and Release

A document stating the student is aware of the inherent risks involved in studying abroad and they assume the so stated risks outlined in the *Student Agreement and Release Form*.

V. Procedures for Study Abroad

- Students are to complete *Study Abroad Application*.
- Application is to be approved by Study Abroad Director.
- Students receive acceptance letter into the Marywood University Study Abroad Program.
- Schedule appointment with student.
- Students will be informed of the subsequent process.
- Choose country of destination with student.
- Choose university/college of choice with student.
- Inform student of specific timeline and requirements based upon school of choice.
- Have student meet with their academic advisor to discuss what classes they still need to fulfill graduation requirements.
- Advisor and student will determine comparable courses the student can enroll in while abroad that are certain to fulfill above stated graduation requirements.
- Advisor and student will then complete *Authorization of Transfer of Credit* form.

- Complete *Student Intent to Study Abroad* form.
- Completed application and supporting documents to be forwarded to all necessary Marywood departments.
- Completed application and supporting documents to be mailed/faxed to partnering institution.
- Upon receiving confirmation that a Marywood student has been accepted into a partnering institutions program, the student is notified.
- Student should be advised to meet with the Marywood Financial Aid department.
- Study Abroad Office to follow up with partnering institutions to ensure all steps and paperwork are complete for all students participating in the program.
- All documentation from above should be copied and placed in the students file for future accountability purposes.
- Conduct a pre-departure meeting once a semester prior to students leaving for their study abroad experience.
- Conduct a post departure meeting with all returning students.
- Update pertinent database.