

EDUCATION ABROAD POLICY AND PROCEDURES

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 (15 quarter credits for undergraduates or 9 credits for graduates), comprehensive experience.

Short-term programs *which do not constitute a full quarters' enrollment but only one or two courses* such as Albers study tours, Arts & Sciences' Spring enroll/Summer travel field seminars or the School of Nursing Community Nursing courses in Belize and Nicaragua are not the subject herein.

Policy

Course Enrollment Participants are enrolled in either a placeholder course (15-24 undergraduate or 9-12 graduate credits) administered by Education Abroad or in courses sponsored directly by an academic department or school.

As each Seattle University quarter ends, Education Abroad staff or the sponsoring academic department administrative assistant will turn in "N" grades for all placeholder courses. When end-of-term grades arrive from the foreign school, the Office of the Registrar & Operations adjusts titles and credits using requisite placeholder course numbers and appropriate course titles (30 characters + spaces will print on transcript). Semester courses are equated to quarter credits.

When placeholder enrollment is used, the pass/fail option is available by permission of the Education Abroad Director. Only extraordinary circumstances will be considered.

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.

Courses will be assigned appropriate numbers, titles and credits. An education abroad notation (STNT) will follow each term entered at the time of posting.

Late Processing Fee A late processing fee will be assessed to students who 1) do not submit completed forms or 2) do not remove registration holds thus preventing enrollment in University required placeholder courses by the published quarterly deadlines and prior to departure. Students who seek transfer of credit at any time after the start of their program or upon return will be assessed the fee at double rate. Fees are published on the Education Abroad website.

Program Types and Associated Policy

I. SPONSORED PROGRAMS

Sponsored programs are directly operated or administered by Seattle University. They 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 educational organization.

See *Notes for Student Academic Specialists: College/School Sponsored Programs*¹

Programs in this category (10/2010):

- International Development Internship Program
- French in France, Grenoble, France
- Latin American Studies Program, Puebla, Mexico
- Belize Internship, Belize City, Belize
- ILACA Consortium in Granada, Spain
- CIEE – University of Ghana, Legon, Ghana
- School for International Training – Ghana African Diaspora
- Denmark International Studies
- CIMAS – Study in Ecuador, Consortium (UW, Evergreen, WSU)
- Augsburg College – Social Work in Cuernavaca, Mexico
- Fairfield University in Rouen, France
- Saint Louis University in Madrid, Spain
- Loyola University Chicago – The Beijing Center

Included in Statistics	Seattle University students are registered at Seattle University for regular offerings or a placeholder course.
Fin. Aid Available	Loans, grants and scholarships are available through Seattle University Student Financial Services Office except where enrollment is less than full time as is regularly the case with the Belize Internship program. 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 Paid to Seattle University	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 (Belize excepted) or overload rates as described in program materials.

Grades as reported either by the Seattle University faculty instructor or by an official transcript or grade report received from partner institutions in this category will be included in Seattle University's grade point average and included in honors calculations, etc.

SAAS, SASP, SAAA
200 Consortium and partnership programs utilize a placeholder course maintained by Education Abroad. In contrast, programs operated directly by a Seattle University department (French in France or LASP, etc.) maintain courses at the department level.

II. 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 (10/2010):

- Karl–Franzens University in Graz, Austria
- l'Ecole Supérieure Ingénieurs Electronique Electrotechnique (ESIEE), Université Paris-Est in Noisy le Grand, France
- Sophia University in Tokyo, Japan
- Universidad Pontificia Comillas de Madrid in Madrid, Spain
- Sogang University, Seoul, South Korea
- Uppsala University, Uppsala, Sweden

A. *Seattle University students going to exchange partners*

Registration Included in Statistics	Sponsoring academic department assistant or Education Abroad staff registers the student for SABD 200 or SABDG 500.
Fin. Aid Available	Are eligible for loans and grants through Student Financial Services. Special arrangement allows a student participating in a "one-semester-abroad-one-quarter-at-home" academic year to be considered full time if enrolled full time each of the two terms.
Tuition Paid to Seattle University	Pay full tuition to Seattle University. Student will pay for first term before departure and leave billing address for following terms.

SABD 200 or SABDG 500 Education Abroad or sponsoring department enrolls all participants in zero tuition, placeholder courses (15-24 undergraduate or 9-12 graduate credits). Courses carry institutional credits which are officially granted by Seattle University, not by the host school abroad. Grades awarded will be included in Seattle University's grade point average and included in honors calculations, etc. See *Notes for Student Academic Specialists: Graz/Sophia*.²

ECTS Credit ECTS credits granted from a foreign institution will be granted on the SU transcript on a one to .8 basis. One ECTS credit will equal .8 quarter credits.

B. Reciprocal Exchange coming to Seattle University

Application for admission is sent by overseas program director to Seattle University admissions. A tuition waiver form signed by the provost is required. There is no application fee, no request for confirmation deposit and admissions notes student as "deposit prepaid" in Datatel. J-1 immigration form is issued with admission letter and requires full-time student status. Housing and new student orientation information is sent in standard manner.

The administrative assistant in the hosting academic department may advance registered the student or s/he may register after arrival in Seattle.

No Tuition Paid to Seattle University The administrative assistant in the hosting academic department provides student financial services manager and associate the Office of the Registrar & Operations with name and ID number of each reciprocal exchange student prior to advance

Excluded from Statistics 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 no tuition or lab fees are charged, special charges such as those for music lessons are assessed.

A regular Seattle University transcript may be requested by students. The document is only a record of the student's registration and course completion. The actual credits are granted by the home school.

Additional Information Other matters pertaining to in-coming exchange students are subject to Seattle University procedures.³

² *Notes for Student Academic Specialists: Graz/Sophia:*

Some special courses from Graz are mandatory.

CR/F and any language bonus credit for students returning from Sophia is graded CR.

At Sophia University each exchange student must register each semester for a Japanese Language course.

³ *Exchange Participant Manual 2008.*

III. APPROVED PROGRAMS

Seattle University may enter into consortium or partnership relationships with reputable education abroad program providers, foreign institutions, or U.S. institutions operating programs abroad as approved by school/college proposal or Education Abroad Office proposal to the Provost. Participants maintain in-residence enrollment at Seattle University in a zero-tuition, 15 credit course per quarter (SAAP 300, SAAPG 500).

Programs in this category (10/2010):

- CIEE - Council for International Education
- IES-Abroad *Institute for International Education of Students*
- Soochow University in Suzhou, China (Modern Languages and Literature)
- Universidad de Salamanca, Salamanca, Spain (summer Spanish intensive only)
- CIMAS – Study in Ecuador, Consortium (summer Spanish intensive only, see “SU Sponsored,” above for academic year programs)

SAAP 200 or SAAPG 500	Education Abroad enrolls participant in zero tuition, placeholder courses (15-24 undergraduate or 9-12 graduate credits). Statistics will include these students.
Seattle University Resident Credit Granted	As designated in Memoranda of Understanding with each program, Seattle University accepts the program grade report or transcript as submitted by the program provider to the Office of the Registrar & Operations. Grades will be posted to the Seattle University transcript as residence credit up to limits described in program materials or department policies and utilizing grading scales and/or course equivalencies established by sponsoring departments.
Included in Statistics	Grades awarded will be included in Seattle University's grade point average and included in honors calculations, etc.
No Tuition to Seattle University	Tuition is paid directly to the overseas program sponsor by the enrolling student. Seattle University special education abroad health insurance is required.
Limited Fin. Aid Available	With appropriate arrangements, federal loans and federal grants can be continued through Student Financial Services at Seattle University, but no Seattle University grants or scholarships apply. Financial aid counselor arranges details of loan checks with student prior to departure. Financial Services may need students/programs to complete Financial Aid Affiliation Agreements to meet federal financial aid regulations.

IV. NON-SEATTLE UNIVERSITY PROGRAMS

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 are enrolled in a placeholder course.

Transfer Credit Granted Seattle University student attends another institution's education abroad program and registers at the other school.

Grades are submitted, via official transcript from the program provider, to the Office of the Registrar & Operations at student's request. Credits are not Seattle University credits and are posted as transfer credit, without grades on the transcript.

SANS 200 or SANS 500 Education Abroad enrolls all participants in zero tuition, placeholder courses (15-24 undergraduate or 9-12 graduate credits). Statistics will include these students.

Limited Fin. Aid Available With appropriate arrangements, federal loans and federal grants can be continued through Student Financial Services at Seattle University, but no Seattle University grants or scholarships apply. Financial aid counselor arranges details of loan checks with student prior to departure. Financial Services may need students/programs to complete Financial Aid Affiliation Agreements to meet federal financial aid regulations.

No Tuition Paid to Seattle University No tuition is due to Seattle University. Tuition is paid to the overseas program sponsor.
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.

Included in statistics. Registrar will report student to Clearinghouse as enrolled full time.

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