

Roosevelt University

Policy on Roosevelt Study Abroad – Exchange and Non-Exchange Programs

Policy 3.8

Responsible Executive: Vice President of Enrollment and Student Services

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Policy on Roosevelt Study Abroad -- Exchange and Non-Exchange Programs

I. Exchange Programs Policy

As Roosevelt increases its involvement in study abroad programs for its students, a crucial element will be the expansion of programs in which the university enters partnerships with foreign universities. Most Roosevelt University students will find this opportunity most optimal. These partnerships are designed to minimize the risks of study abroad and to maximize student involvement in programs that have direct, approved exchanges between Roosevelt University and foreign universities.

For university-sponsored programs, students desiring to study abroad should be familiar with specific procedures outlined in the official exchange agreements. Effective with the Fall semester of 2004, Roosevelt students wishing to earn academic credit applicable to their Roosevelt degree during study abroad must contact the Office of International Programs (HCC 125) for procedural information. Highlights of the process include:

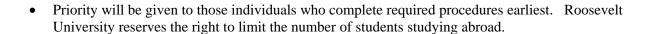
- Petition to Study Abroad and Liability forms must be completed and submitted to the Office of International Programs at least two months prior to anticipated departure.
- Academic credit for study abroad experiences must be approved by the Dean of the student's college prior to study abroad. Candidates must register at Roosevelt for the term(s) during which they plan to study abroad.
- A Study Abroad Fee of \$500 per term will cover processing and other handling expenses prior to, during and after the study abroad experience. The fee is due when application is made and is non-refundable unless the student is denied permission to study abroad.
- Roosevelt tuition and fees in effect during the period of study abroad will be charged at the time
 of registration. Students demonstrating eligibility for financial assistance (based on the FAFSA
 and other documents as required) may receive traditional state, federal, and university funds
 during their study abroad experience.

- Before receiving authorization to study abroad, candidates must first complete a minimum of one semester at Roosevelt and have earned grades of C or better. Study Abroad candidates may not be on academic or financial aid probation.
- Students are not normally encouraged to study abroad during their final semester at Roosevelt University to insure that all credits from study abroad are duly applied toward their degree before the final graduation check. Exceptions require written approval of the College Dean.

II. Non-Exchange Programs Policy

Effective with the Fall semester of 2004, Roosevelt students wishing to earn academic credit applicable to their Roosevelt degree during study abroad must contact the Office of International Programs (HCC 125) for procedural information. Highlights of the process include:

- Petition to Study Abroad and Liability forms must be completed and submitted to the Office of International Programs at least two months prior to anticipated departure.
- Academic credit for study abroad experiences must be approved by the Dean of the student's college prior to study abroad. Candidates must register at Roosevelt for the term(s) during which they plan to study abroad.
- A Study Abroad Fee of \$500 per term will cover processing and other handling expenses prior to, during and after the study abroad experience. The fee is due when application is made and is non-refundable unless the student is denied permission to study abroad.
- Third party study abroad vendors typically charge students \$10,000-\$15,000 per semester, a charge which generally includes housing, orientation, tuition, and air travel. In third party arrangements, the student will submit payment to Roosevelt based on an invoice of all charges from the vendor. The university will then pay the vendor and the student will be responsible for direct payment of any additional costs to the vendor. If the study abroad candidate has followed the procedures outlined above, Roosevelt tuition will **not** be assessed in addition to the tuition figure charged by the vendor.
- Students eligible for financial assistance may receive state and federal funds during their study abroad experience. Roosevelt University institutional funds will not be available during the non-exchange study abroad experience.
- Before receiving authorization to study abroad, candidates must first complete a minimum of one semester at Roosevelt and have earned grades of C or better. Study Abroad candidates may not be on academic or financial aid probation.
- Students are not normally encouraged to study abroad during their final semester at Roosevelt University to insure that all credits from study abroad are duly applied toward their degree before the final graduation check. Exceptions require written approval of the College Dean.



Rationale

These procedures ensure that Roosevelt University students receive full credit for their Study Abroad experience and preserve their registration at Roosevelt upon their return.

Updated 4/29/2004