

Arkansas State University Study Abroad Policies

Students can study abroad for a semester, an academic year, or during a break between semesters. Students wishing to study abroad must apply through the Study Abroad Office and receive approval from that office for participation.

Approval:

- Students must choose a program from the list of approved programs located in our study abroad application in order to be approved and registered for study abroad. The pre-departure forms must be completed with the required signatures and submitted during the semester prior to departure. If the forms are not submitted by the deadline, the student will not be registered for study abroad and will risk their enrollment status with A-State.
- Students wishing to study through a program that has not been previously approved by A-State, must have the program approved before studying abroad in order to receive credit for their work.
- Travel Warning and Waiver:
 - It is the standard policy of A-State to not approve current A-State students to study in a location that has a U.S. Department of State or Central Disease Control travel warnings in effect. This decision can be petitioned to be waived, and the petition can be reviewed on a program-by-program basis or a student-by-student basis for independent programs.

Eligibility:

- Classification:
 - Freshman students are not eligible to study abroad during the first academic year, through bilateral or affiliate partners, but are eligible to participate in summer programs led by A-State faculty.
 - Students are eligible to study abroad during their sophomore and junior years.
 - A senior may be approved to study abroad if the department chair, the dean over their degree program, and the academic affairs office approves the program of study to include a portion of the final 30 hours of coursework at A-State.
 - After the completion of one full semester transfer students will be eligible to study abroad.
 - Graduate students are also eligible to study abroad if their Program Advisor approves their study.
- Every student applying to study abroad must meet specific requirements and deadlines to be eligible to participate in study abroad programs.
 - Academic Standing Requirements:
 - Minimum cumulative GPA of 2.5/4.0 or higher at the time of application. Students will below a 2.0 must seek approval from the study abroad office through an official appeals committee.
 - Good academic standing and satisfactory academic progress towards a degree at A-State.
 - Disciplinary Requirements:
 - Students involved in a disciplinary hearing with the Student Conduct Office or the Title IX Office may not be eligible to participate in a study abroad

program. Please speak with the Study Abroad Office to determine your current eligibility.

Required Forms:

- Students planning to study abroad must complete the Study Abroad Pre-Departure Packet (consisting of the forms listed below) and submit the required pre-departure forms during the semester prior to departure to the Study Abroad Office. These forms are required of all participants in order to be registered for study abroad, receive any available financial assistance, and obtain academic credit for the coursework to be completed abroad. These forms include:
 - Study Abroad Course Approval Form
 - Assumption of Risk and Release Form
 - Financial Planning Worksheet
 - Official flight itinerary
 - Copy of photo page of passport (passport must be signed)
Health Disclosure and Medical Approved Form
 - And other documents if requested from the A-State study abroad office

Pre-Departure Orientation Attendance

- To be successful while studying abroad, preparation is key. To assist with this preparation, there will be mandatory orientation session during the semester prior to studying abroad. The orientation will address issues of academic, cultural, logistical, financial and personal preparation, as well as health and safety. Failing to attend the mandatory orientation will result in dismissal from the study abroad program. However, any financial losses incurred by the dismissal, including program fees and international airfare, are the student's full responsibility.
 - Students will be given once change to set-up an individual make-up orientation session in the event they cannot make the main session due to an excusable absence. An excusable absence for an orientation session is the same type of absence that is excused for regular course at A-State.

Credit and Course Approvals

- The Study Abroad Course Approval Form must be used by students to obtain signature approval for courses they intend to take in their study abroad program. This form is not required for students attending faculty-led programs that are designed for a specific course.
- Students on A-State programs will be issued a credit/no credit grade for all approved courses while taken abroad rather than letter grades
- When filling out the Study Abroad Course Approval Form, students should request approvals for more courses than their schedule will hold in order to cover any situation where a substitution would be required due to a class being full or unavailable upon arrival. If courses are changed while overseas, and the new courses have not been approved by A-Stat faculty prior to departure, the course MAY NOT BE ACCEPTED upon return.
 - On the form, be sure to include the exact course title and course number from the abroad provider or institution, as well as the A-State equivalent course information and a signature from personnel in the appropriate department.
 - Your study abroad course credit will not be added to your A-State transcript until all course approvals have been submitted.
 - Your study abroad credits will not appear on your A-State transcript until the official transcript from the host institution is received

- To receive credit for courses taken abroad, participants must submit the following items to the Study Aboard Office:

- Course approval for each course taken abroad by appropriate department and study abroad office
- Official transcript upon completion of the program
 - The official transcript must be in a sealed envelope from the study abroad program or university abroad, and it must be sent directly to the Study Abroad Office. Transcripts opened by the student, emailed copies of transcripts and unofficial transcripts will not be accepted.

Mail to:
 Study Abroad Office
 Arkansas State University
 P.O. Box 2230
 State University, AR 72467

Payment

- Study abroad program costs are billed through your A-State student account and are due at the same time as a regular semester fees.
 - If you decide to withdraw from the program, your \$50 application fee will not be refunded as well as any other payments if that payment deadline has passed.
 - There is a \$50 application fee that is non-refundable once you put in an application.
 - There is a deposit that is due upon application if you are going on a faculty led program. This fee is non-refundable after the payment deadline passes
 - If you are not accepted into the program, your deposit will automatically be refunded.
- It is the students responsibility to keep up with the payments and deadlines due to the study abroad office
- Tuition and fees differ per program. During your advising appointment, you are encouraged to ask about it so that you are aware.

Cancellation

- One the first day of early registration the semester prior to departure, there is a deposit paid upon application becomes non-refundable. If a student cancels on or after this date, he/she may also be liable for any costs incurred on their behalf by A-State or the study abroad provider or international institution, which may include up to the total program cost. If a student has an outstanding balance, the refund will be sent to the student, as described in the next point.
- If a study abroad program is cancelled or itinerary is change by A-State for the safety of students and faculty, the student must take responsibility for the non-refundable expenses and should not hold A-State accountable.
- Cancellations must be submitted in writing to the Study Abroad Office before the final payment deadlines. Approved refunds will be processed through the Treasurer's Office. Refunds will only be made to the person who paid the deposit. If you paid the deposit by cash or check, you must call the Treasurer's Office to request a refund check: otherwise, the funds will remain on your student account. If you paid the deposit by credit card, the refund will be credited back to the card.
- No request for refund will be considered after the start of the program abroad.

Most Financial Aid/Scholarships

- Most scholarship and financial aid awards from A-State are applicable to A-State-approved study abroad programs. Federal financial aid may be used for non A-State study abroad programs if a contract exists between A-State and the sponsoring organization.
- Student who apply for the study abroad travel voucher will not be approved to receive the award until reviewed and selected by the Study Abroad Office. Not all students are awarded the voucher as each recipient is selected based of the eligibility requirements and conditions set by the Study Abroad Office. If the program is cancelled or deferred to a later date, the student will need to refund A-State study abroad the voucher funds.

International Insurance

- The cost of study abroad program offered through A-State includes mandatory international health insurance coverage depending on the type of program. The coverage will begin on the first day of the program and ends on the last day of the program. The policy selected by A-State is a uniform policy that is specifically designed for students who are studying abroad and to help provide them with insurance globally. While some programs may require additional insurance policies, students will not be exempt from the A-State policy. Many times those policies are national plans that do not cover students when they travel to other countries, nor do they include important features such as emergency evacuation.
 - Students are required to maintain study abroad health insurance valid in the U.S. while they are abroad. The international health insurance policy covers students **ONLY** while they are outside of the United States, and the policy terminates upon return to the United States.
 - Claims not covered by the student abroad insurance policy will not be covered by Arkansas State University. That includes claims: loss of property, theft of property, damage of property, etc.
 - More information regarding the international insurance is found on the “Health & Safety” page of our A-State study abroad webpage under “study abroad insurance”.