

## **Procedure 2200: Education Abroad**

### **Summary of Key Changes**

The Procedure has been updated as follows:

- Added a definition of education abroad
- Moved the eligibility requirements from the end of the document to the second paragraph
- Clarified and corrected four forms of education abroad
- Revised some details of education abroad practices and steps
- Added fee waiver policy



## PROCEDURE

### Education Abroad

Procedure Administrator: Director, Office of Global Engagement

Authority:

Effective Date: May 1, 2015; TBD

Index Cross-References: Procedure 6412 University Travel

Procedure File Number: 2200

Approved By: Dr. Harvey Kesselman, President

### I. DEFINITION AND TYPES OF EDUCATION ABROAD

- A. Education Abroad refers to Stockton students pursuing education in a country other than the U.S., including, but not limited to, enrollment in courses, experiential learning, internships, service learning, and other learning activities. Education abroad usually involves academic credit.
- B. All eligible first-year students, sophomores, juniors and seniors may apply. Students must have completed at least one academic semester at Stockton for eligibility. All applicants must have at minimum 2.5 overall GPA, have no more than 10% F, NC, I or W grades, be in good standing (academic & social), and submit recommendation forms from at least two faculty. Students who do not meet the above eligibility requirements may appeal to the Office of Global Engagement for consideration demonstrating extenuating circumstances but are not guaranteed approval. Non-matriculated students are eligible to apply but must pay the Overseas Study Program Fee for non-matriculated students.
- C. Education Abroad takes four basic forms: 1) pursuing education at foreign institutions with which the University has exchange agreements; 2) pursuing education through another American college/university accredited program or authorized third-party providers; 3) pursuing education in a foreign country or at a foreign institution selected by the student and approved by the University in advance through the petition process; and 4) participating in faculty- and staff-led programs through a) an academic course combining classroom learning with a short-term study abroad component before, during, or after the course or b) a non-credit-bearing group travel program designed and led by the faculty or staff member with a specific purpose such as service-learning.

If applicable, the Office of the Registrar will place students on a special education abroad course to maintain their matriculation at Stockton. Students remain eligible for financial aid, most of which may be applied to their program costs abroad.

- D. Except for credits earned through the faculty- or staff- led programs, credits earned abroad will be recorded as transfer credits on the student's Stockton University

transcript. Upon receipt of a student’s official transcript from the host institution, the Office of Registrar will review and determine the number of credits awarded. Credits awarded for faculty- or staff-led programs will be recorded as Stockton course credits.

## II. APPROVAL PROCESS OF EDUCATION ABROAD

- A. Education Abroad programs are developed and/or administered through the Office of Global Engagement (OGE).
- B. Students in all education abroad programs must complete an education abroad application and a pre-departure orientation with OGE and pay the Overseas Study Program Fee.
- C. Approved travel may be modified based upon Department of State Travel Advisories guidance. The Director of Global Engagement will, under the direction of the Office of the Provost, work with students and relevant office for guidelines specific to individual countries and/or programs for study abroad. The Office of Global Engagement will share all travelers’ emergency contact information, destinations, and travel dates with the Off Campus Emergency Response Team (OCERT) before the departure.

## III. CANCELLATION OF AN EDUCATION ABROAD PROGRAM

- A. The University or its designee reserves the right to cancel an education abroad program, including ending a faculty-led program or requiring students to return to the University.
- B. If the education abroad program is canceled by the University for reasons other than Department of State Level 3 or 4 risk, students will be refunded the Overseas Study Program Fee. Deposits or application fees paid to providers or partner institutions are not eligible for the University refund. OGE will work with providers or partner institutions to facilitate applicable refunds outlined in the program’s cancellation policy and financial timeline.
- C. If the student cancels or withdraws from the education abroad program, the student will be subject to the withdrawal policy and financial timeline outlined in the program.

### Review History

	Date
Procedure Administrator	07/14/2022
Faculty Senate	
Deans	8/15/2022
AA Leadership	
Divisional Executive	
General Counsel	
Cabinet	
President	