

## POLICIES RELATED TO STUDY AWAY

These policies apply to undergraduate PLU students. The Wang Center reserves the right to adapt these policies as necessary due to unforeseen global crises. If you have any questions or comments, please contact the Wang Center at 253-535-7577 or [wang.center@plu.edu](mailto:wang.center@plu.edu).

### Contents

I. PROGRAM TYPE DEFINITIONS .....	2
II. ACADEMICS .....	2
III. CELL PHONES .....	4
IV. COMMITMENT TO DIVERSITY .....	4
Disability Support Services.....	4
LGBTQ+ .....	5
Non-US Passport Holders .....	5
V. ELIGIBILITY AND APPLICATION PROCESS.....	5
First Year and Study Away.....	6
VI. FINANCES: FEES, FINANCIAL AID, CANCELLATION & WITHDRAWAL.....	7
Application Fee.....	7
Confirmation Deposit.....	7
Program Costs – Gateway and Featured.....	7
Program Costs – PLU-Approved .....	8
Financial Aid.....	8
Tuition Exchange & Tuition Remission .....	9
Participant Removal from Program .....	9
Cancellation of a Program/Course .....	9
Withdrawal.....	9
Withdrawal/Registration Timeline.....	11
VII. HOUSING DURING STUDY AWAY .....	12
VIII. INSURANCE AND HEALTH .....	13
IX. MEALS DURING STUDY AWAY .....	13
X. NON-PARTICIPANTS .....	14
XI. PRE-TRAVEL REQUIREMENTS .....	14
XII. PROGRAM PETITION.....	14
XIII. REFUNDS.....	14
XIV. SENIOR RESIDENCY REQUIREMENT (Final Year in Residence: 32-Hour Rule)..	14
XV. STUDENT CONDUCT.....	15

## **POLICIES RELATED TO STUDY AWAY**

XVI.	US DEPARTMENT OF STATE TRAVEL ADVISORY.....	15
XVII.	SUMMER PROGRAMS .....	16
XVIII.	TRANSFER STUDENTS .....	17
XIX.	VETERAN STUDENTS.....	17
XX.	VISA ISSUANCE AND REIMBURSEMENT.....	17
	Gateway Programs .....	17
	Featured Programs .....	17
	Short-term Faculty-led Programs.....	17

### **I. PROGRAM TYPE DEFINITIONS**

#### **Short term programs**

Short-term programs provide an opportunity for off-campus study lasting eight weeks or less during the summer, J-Term or spring break. Academic content, locations, and duration vary.

#### **Semester programs**

Semester and full-year programs are located all over the globe and provide a wide range of academic experiences.

- **PLU Gateway programs**: PLU Gateway Programs are aligned with PLU’s mission, developed by PLU faculty, and administered by the Wang Center for Global Education. Coursework in Gateway Programs is designed to enhance on-campus curricula. Financial aid remains uninterrupted for all PLU Gateway Programs.
- **PLU Featured programs**: PLU Featured Programs are aligned with PLU’s mission, are faculty-approved and offered in partnership with organizations and institutions throughout the world. Financial aid remains uninterrupted for all PLU Featured Programs.
- **Approved programs**: Approved programs are offered by third party providers and are recommended for students that are unable to fit an academically suitable program among PLU Gateway and Featured options. Students participating in an Approved program will receive adjusted financial aid based on the cost of the program.

### **II. ACADEMICS**

#### ***Credit for Study Away Courses***

Prior to studying off-campus on semester or year-long programs and on short-term programs through study away providers, students must work with their academic advisors to determine how courses taken and credits earned will fit with their academic goals and degree planning at PLU. This academic planning for semester and summer programs is documented on the Assignment of Credit for Study Away form; the Assignment of Credit form is not required for PLU short-term faculty-led study away courses.

For courses to count towards a major, minor or GenEd (General Education Requirement), students must use the Assignment of Credit for Study Away form to obtain the signatures of their academic advisors and the written approval from the chairs of the involved academic departments. For example, for a history course taken on a study away program to apply towards a

## POLICIES RELATED TO STUDY AWAY

student's history major, the chair of the History Department must give advance written approval on the Assignment of Credit for Study Away form.

As soon as it is completed and approved, and in advance of the student's departure date, the Assignment of Credit for Study Away form must be submitted to the Wang Center. In some cases the approval must be obtained after the program start date (i.e. course registration on-site changes the original plan). Failure to submit the completed, up-to-date Assignment of Credit with necessary approvals will result in elective credits.

Most PLU Gateway and Featured programs have established course equivalencies that are available on the Registrar's website under the [Interactive Guide](#). Students should use the Assignment of Credit form to communicate to the Wang Center how to assign the credits even in the case where a signature is not required.

The "C" Cross Cultural Perspectives GenEd requirement is fulfilled by participating in a semester or academic year of study away. This requirement is completed only through specifically designated short-term (J-Term, spring break or summer) courses. Refer to the PLU Course Catalog for clarification.

Studying off-campus through an Approved study away provider must be documented by an official transcript, which should be sent to the Wang Center. It is also advisable for students to retain class notes, graded papers, syllabi, and any certified documents of attendance provided by the program.

The number of credit hours a student receives for a particular course or semester is determined by the program provider (PLU or otherwise) and is reflected on their PLU transcript. Please contact your Study Away Advisor to determine the equivalencies for credit hours.

While studying away for a semester, students must take a minimum of 12 credits per semester and may exceed the 17 credit hour limit without incurring financial penalty when taking courses as part of the study away program.

While studying away, students are registered by the Wang Center for a block of 12 SABR credits. This placeholder registration maintains a student's full-time status over the course of the program. Once the program is complete and the Wang Center receives the transcript, the transcript will be reconciled with the Assignment of Credit form and sent to the Registrar's office for review. The Registrar will then add individual courses, grades, and specific credit hours to the student's PLU transcript and CAPP report. These credits are considered PLU credits on the transcript. In the event that a student earns less than 12 credits while on a semester study away program, Student Financial Services will be notified.

### ***Grading***

Students participating on PLU Gateway, Featured and Approved study away programs – both short-term and long-term – receive letter grades for their coursework. Courses, credits and grades are recorded on the PLU transcript. Grades for semester study away are not calculated into the cumulative PLU GPA unless the student is participating in a study away course with a PLU instructor on record including independent studies, PLU short-term faculty-led programs, and select courses taught by PLU faculty. Majors with a minimum GPA requirement for graduation will factor in study away grades to determine eligibility for graduation (e.g. School of Business). Students should contact their department for more details.

## **POLICIES RELATED TO STUDY AWAY**

Students may elect to use the pass/fail grading option for study away courses if that option is still available to them and the program allows it. Students are responsible for arranging the pass/fail option with their program provider.

To earn credit for study away classes, students must earn a passing grade in accordance with published PLU policy.

### ***Independent Study***

Students wishing to register for an independent study while studying away must complete an Independent International Travel & Registration Form which is found on the Registrar's website. For independent studies outside of the normal parameters of their program, students may be charged for the additional credit hours.

### ***International Honors Program (IHON)***

An appropriate semester-long course abroad may take the place of one 200-level IHON course. Such a course must focus on a contemporary issue, be international in scope, be interdisciplinary, and require honors-level critical thinking and writing. Should a student wish to receive a second IHON credit while abroad, approval must be granted by the IHON Program Director.

## **III. CELL PHONES**

As part of PLU's commitment to student safety and security, PLU requires that all students have a working cell phone capable of making and receiving both local and international calls throughout the duration of the program. While alternative communication methods that rely on Wi-Fi can be free or cheaper than cell service, i.e. FaceTime, Skype, WhatsApp, etc., those do not meet emergency communication needs.

## **IV. COMMITMENT TO DIVERSITY**

Through the policies stated below, the Wang Center encourages and supports PLU's desire for richly diverse community committed to justice and sustainability rooted in the institution's mission and Lutheran Heritage.

### ***Disability Support Services***

As fully enfranchised members of the PLU community, students with disabilities are encouraged to participate in the many opportunities offered by global education at PLU. All university policies related to the Study Away program apply equally to students with disabilities. PLU will work diligently to provide reasonable accommodation to students with disclosed and documented disabilities who want to incorporate study away experiences into their degree programs. Such students are responsible to initiate early planning, including articulation of their academic goals, with their academic advisors, Disability Support Services (DSS), and the Wang Center for Global Education.

*Accommodations & Accessibility* - PLU will attempt to provide reasonable accommodations to enable participation by students with disabilities even though international study programs are not required to be accessible. Although physical accessibility cannot always be provided, PLU will make every effort for program access and upon request, will provide as much information as possible on accessibility of its Study Away programs. Students registered with disability services who are eligible for on-campus accommodations are also eligible for overseas accommodations when such accommodations can be arranged. Students are encouraged to disclose their disabilities to the Coordinator for Disability Support Services early so appropriate accommodations and special arrangements can be made in advance.

*Costs* - In keeping with the Americans with Disabilities Act (ADA), no qualified student will be excluded from any course of study on the basis of disability. Students must be aware, however, that the ADA does not extend beyond the bounds of the United States and, therefore, international study programs are not

## **POLICIES RELATED TO STUDY AWAY**

required to be accessible. Even though other countries may or may not have their own disability laws, students must be prepared to cover costs associated with special needs and services they may encounter abroad. It is the student's responsibility to assure that any funding required for special services abroad is arranged well in advance.

### ***LGBTQ+***

The Wang Center seeks to foster an inclusive and welcoming community of learners that values diversity and difference at home and abroad.

As such, the Wang Center supports students in identifying study away programs that are queer-friendly through curricular offerings as well as on-site services, such as LGBTQ+ friendly homestays and on-site support organizations that make the study away experience more welcoming for each individual student.

[http://www.nafsa.org/Connect\\_and\\_Network/Networking\\_with\\_NAFSA/MIGs/Rainbow\\_SIG/](http://www.nafsa.org/Connect_and_Network/Networking_with_NAFSA/MIGs/Rainbow_SIG/)

### ***Non-US Passport Holders***

We strongly recommend non-U.S. passport holders - this may include those with Deferred Action for Childhood Arrivals ([DACA](#)), Green Card (permanent residents), and International Student visa status, etc. - to seek counsel with an immigration attorney before considering study abroad as an option. Refer to this resource for more details about pursuing study abroad and DACA:

[http://www.nafsa.org/Resource\\_Library\\_Assets/Regulatory\\_Information/Resource\\_Page\\_On\\_Deferred\\_Action\\_for\\_Childhood\\_Arrivals/#students](http://www.nafsa.org/Resource_Library_Assets/Regulatory_Information/Resource_Page_On_Deferred_Action_for_Childhood_Arrivals/#students)

For Gateway, Featured, or Short-Term faculty-led programs where no visa is required for U.S. passport holders, non-U.S. passport holders will be responsible for obtaining and paying the cost of any visas required. For Gateway, Featured, or Short-Term faculty-led programs where visa costs for non-U.S. passport holders exceed the visa costs for U.S. passport holders, the student is responsible for paying the difference in cost.

## **V. ELIGIBILITY AND APPLICATION PROCESS**

To be considered for study away programs, students must meet or exceed the following standards:

For ***all study away programs*** – students must be currently enrolled at PLU and be in good standing and remain in good standing before and during program participation. Good standing means that students receive academic, health, student conduct, and financial clearances from the University. Program acceptance is conditional pending final determination of good standing prior to the program start date.

Both before and during the program, the Wang Center collaborates with other University offices such as Student Services, Rights and Responsibilities, the Health Center, the Registrar's Office, and the Business Office to determine good standing. Should the good standing of a student be in question before or during the program in which they are participating, the Executive Director of the Wang Center will convene the Study Away Clearance Committee on an as-needed basis. This committee is made up of representatives from the aforementioned University offices and other relevant departments as necessary. The Study Away Clearance Committee's purpose is to provide the Wang Center with a recommendation regarding individual students whose good standing status is in question either before or during the program.

For ***short-term study away programs*** – students must successfully complete a minimum of one semester at PLU prior to studying away, be in good standing and meet all other prerequisites specific to the program. Eligibility of transfer students to participate in short-term programs will be determined as outlined in the section on Transfer Students.

For ***semester and year-long study away programs*** – students must have completed two or more semesters of study at PLU by the time the program will begin (exceptions apply for Transfer Students and some

## POLICIES RELATED TO STUDY AWAY

programs require Junior standing or above), meet the minimum GPA requirement for the program (specifics below), meet all other prerequisites specific to the program; and must be enrolled at PLU in the semester immediately preceding the program start date. Exceptions will be considered on a case-by-case basis for students with a GPA lower than the documented minimum.

- Chengdu, China = cumulative GPA of 2.7, 3.0 preferred
- Oaxaca, México = cumulative GPA of 3.0
- Oslo, Norway = cumulative GPA of 2.7, 3.0 preferred
- IHON-Oxford = cumulative GPA of 3.0
- University of Southeastern Norway, Norway = cumulative GPA of 2.7, 3.0 preferred
- Trinidad & Tobago = cumulative GPA of 2.7, 3.0 preferred
- Windhoek, Namibia = cumulative GPA of 2.7, 3.0 preferred
- ILACA Granada, Spain = cumulative GPA of 2.7, 3.0 preferred
- GEO London = cumulative GPA of 2.5
- IAU Aix-en-Provence = cumulative GPA of 2.5
- CIEE Costa Rica (Tropical Ecology & Conservation; Sustainability & the Environment) = cumulative GPA of 2.5
- CIEE Arts & Sciences Seoul, South Korea = Cumulative GPA of 2.5
- SIT Study Abroad (select Featured programs) = varies by program, check website for GPA requirements
- University of Tasmania = Cumulative GPA of 2.5
- Victoria University of Wellington = Cumulative GPA of 2.6
- IES Berlin = Cumulative GPA of 2.75
- IES Milan = Cumulative GPA of 2.75
- IES Vienna = Cumulative GPA of 2.75
- College Year in Athens (CYA) = no minimum GPA
- University of Aberdeen = Cumulative GPA of 3.0
- Approved Programs = 2.7 minimum, 3.0 strongly preferred (each approved program may also have their own minimum GPA requirement)

The application process generally includes an online application, essays, recommendations, an official transcript, an advising session and/or interview. Additionally, students applying to Featured/Approved programs must complete the program provider's application requirements.

PLU application deadlines are based on the term spent studying away. Deadlines are as follows:

Fall term – March 15<sup>th</sup>

Spring term – May 1<sup>st</sup>

J-term – April 15<sup>th</sup>

Summer term – March 15<sup>th</sup>

Some programs may have extended deadlines; this will be reflected on the PLU Terra Dotta database.

Program providers may have their own application deadlines. The student should verify these deadlines on the program provider website. The student must apply to PLU before they will be approved to study away with the program provider.

### ***First Year and Study Away***

All First Year students are required to enroll in a four-credit course during January Term (J-Term) (either on-campus or through off-campus/study away). During their first J-Term, First Year students are exposed to the best of PLU: experiential learning; intensive classes; co-curricular programs; global education. While some J-Term study away courses have prerequisites or students with advanced class standing may have priority, most are open to First Year students on a space-available basis. Once a new First Year student has been accepted to PLU, paid their deposit to PLU as their commitment to enroll, and has been issued a PLU ePass, they may apply for any J-Term study away course for which they meet eligibility

## POLICIES RELATED TO STUDY AWAY

requirements and which has space availability. The J-Term study away application process is the same for First Year students, with only one exception regarding the required recommendation. New First Year students may request a recommendation from their high school teacher, community college instructor, or PLU Admission Counselor in lieu of requesting a recommendation from a PLU professor.

First Year students are not normally eligible to participate in any semester-long study away programs, but are encouraged to meet with a Study Away Advisor to begin planning for a study away experience during their Sophomore/Junior/Senior years.

### VI. FINANCES: FEES, FINANCIAL AID, CANCELLATION & WITHDRAWAL

#### *Application Fee*

To complete an application for any study away program, students must pay a \$50 non-refundable application fee. Students participating in multiple programs within the same academic year are required to pay separate application fees for each program. **Third party Featured or Approved program providers may require an additional application fee.**

#### *Confirmation Deposit*

PLU Gateway, Featured, and short-term study away programs require a non-refundable confirmation deposit. For semester programs, this confirmation deposit is \$300. For short-term study away, the confirmation deposit ranges from \$75 to \$300. The confirmation deposit is applied towards the program fee.

For PLU Approved semester programs, any confirmation deposit must be paid directly to the provider. The confirmation deposit usually ranges from \$300-500.

#### *Program Costs – Gateway and Featured*

The cost to participate in Gateway and Featured semester study away programs typically includes:

- The PLU comprehensive fee for tuition, housing, most meals, some study tours/excursions, study away insurance, and visa (if required, see Visa Issuance & Reimbursement) and up to \$750 toward airfare.
- Additional expenses may include, but are not limited to, passport, partial round-trip international air travel, baggage fees, independent travel, meals not included in the program, cell phone and usage fees, personal spending money and recommended or required immunizations.

#### **List of Gateway & Featured Programs for 2019-2020 Academic Year**

Gateway
Chengdu, China
Oaxaca, Mexico
Oslo, Norway (Bjørknes)
University of Southeastern Norway (Vestfold or Bø campuses)
Trinidad & Tobago
Windhoek, Namibia
IHON-Oxford, England

## POLICIES RELATED TO STUDY AWAY

Featured	
IES Berlin, Germany	CIEE Costa Rica – Tropical Ecology & Conservation
IES Milan, Italy – Music: Voice, Composition & Instrumental	CIEE Costa Rica – Sustainability & the Environment
IES Vienna, Austria	CIEE Seoul, South Korea
College Year in Athens (CYA)	IAU Aix-en-Provence, France
GEO London	ILACA Granada, Spain
GEO London w/Internship	SIT Study Abroad – select programs only; see <a href="https://www.plu.edu/studyaway/studyabroad/semester-programs/sit-programs/">https://www.plu.edu/studyaway/studyabroad/semester-programs/sit-programs/</a> for complete list
University of Aberdeen, Scotland	Victoria University of Wellington, New Zealand
University of Tasmania, Australia	

### *Program Costs – PLU-Approved*

The cost to participate in **PLU-Approved third party programs** varies by program. The cost to participate in these study away programs typically includes, but is not limited to:

- The program fee, as published by the provider
- A PLU administrative fee\* of \$1,500 for semester, \$3,000 for academic year or \$200 for summer programs
- Additional expenses may include, but are not limited to, passport and visas (including travel to consulate), residence permits, round-trip international air travel, baggage fees, independent travel, housing deposits and/or surcharges, program excursions, lab or science course fees, optional add-ons and other program-specific surcharges, meals not included in the program/supplemental meal plans, cell phone and usage fees, personal spending money, recommended or required immunizations, health plan deductibles, optional study tours, and local transportation to/from classes and optional trip cancellation insurance.

\*The administrative fee covers direct services by PLU and the Wang Center in support of the study abroad experience. This includes membership dues, promotion, orientation and reentry expenses, carbon consciousness fees and program development.

### *Financial Aid*

Financial aid will remain uninterrupted for students participating in all PLU Gateway or Featured programs. This includes State and Federal financial aid (with the exception of work-study), University grants and scholarships, and government loans. Other outside scholarships, grants and loans may not apply. Students must receive financial clearance from the University in order to participate in a study away program. PLU gift aid may be applied to an unlimited number of Gateway or Featured programs.

For students participating in Approved programs that are less expensive than PLU, PLU gift aid will be reduced accordingly. For students participating in Approved programs that are more expensive than PLU, PLU gift aid will remain unchanged. PLU financial aid may be used for participation in only one Approved program experience (for either a semester or an academic year). Any exception to this policy must receive approval from the Global Education Committee.



## **POLICIES RELATED TO STUDY AWAY**

### ***Tuition Exchange & Tuition Remission***

Tuition exchange & tuition remission benefits do not apply to study away, except for PLU Gateway programs. Tuition exchange students accepted for these PLU-directed opportunities must pay for housing, meals, and all additional expenses associated with participation, including a supplemental fee for internships. Tuition exchange benefits do not apply to any other study away programs offered through third party providers, consortia, etc., as indicated in the Tuition Exchange offer letter. (Also see Tuition Benefits Policy, found at [www.plu.edu/humanresources/documents](http://www.plu.edu/humanresources/documents))

### ***Participant Removal from Program***

PLU reserves the right to decline an application for off-campus study. PLU further reserves the right to cancel the participation of an accepted student before departure or during the program. In such a case, the student forfeits the \$50 non-refundable application fee for any non-participation circumstances.

Students who are dismissed from off-campus study because of unacceptable personal behavior and/or academic performance are responsible for 100% of the program fee and will not receive academic credit for the semester. Students are responsible for making travel arrangements and are responsible for the associated cost of travel changes. The Wang Center may request a copy of the final itinerary from the dismissed student.

### ***Cancellation of a Program/Course***

Pacific Lutheran University reserves the right to cancel a program/course at any time. Should circumstances require that PLU cancel a program/class, students will be notified immediately. The timing and cause of the cancellation will determine the exact amount of the refund; all efforts will be made for a full refund on behalf of the student.

### ***Withdrawal***

Should a student choose to withdraw from a program, they will forfeit the application fee and the confirmation deposit. Additional fees may apply following program withdrawal; see program-specific withdrawal policy for more details. The Wang Center must be notified in writing of intent to withdraw from a program or course.

In the case where a student withdraws and then wishes to participate in another study away program within the same academic year (ex. Transferring an application from a semester program to a J-term program), the application fee may be applied to the new program within the same academic year per written request and subject to Wang Center approval.

### ***Gateway Semester Programs***

Students who withdraw their participation before the dates listed below will forfeit their initial payments (\$50 application fee and \$300 program confirmation deposit) AND will be charged for any funds already expended on their behalf (e.g. airline and/or other travel tickets, deposits, entrance fees, theater tickets, visa fees, meal advances, etc.).

Students who withdraw their participation after the dates listed below will forfeit their initial payments (\$50 application fee and \$300 program confirmation deposit) AND will be charged an additional \$300 cancellation fee AND will be charged for any funds already expended on their

## **POLICIES RELATED TO STUDY AWAY**

behalf (e.g. airline and/or other travel tickets, deposits, entrance fees, theater tickets, visa fees, meal advances, etc.).

Spring term – November 1  
Fall term – June 1  
Summer term – May 1

Students withdrawing after the program start date will be responsible for 100% of the program fee as billed to their student account; an exception will be made for students who withdraw in time to return to campus and enroll full time at PLU for the same semester, in which case the student will forfeit their initial payments (\$50 application fee and \$300 program confirmation deposit) AND will be charged an additional \$300 cancellation fee AND will be charged for any funds already expended on their behalf (e.g. airline and/or other travel tickets, deposits, entrance fees, theater tickets, visa fees, etc.)

*Global Scholar Award Recipients:* Receipt of the Global Scholar Award to qualified students is contingent upon participation in the study away program. See Global Scholar Award acceptance letter for further details. This award is not transferable to other programs or for other financial needs. Students who receive a Global Scholar Award are responsible for reimbursing the University for the Award if they withdraw, cancel, are dismissed, or are unable to participate for any reason.

### *Featured Semester Programs*

The Wang Center must be notified in writing of intent to withdraw from a program. Students who withdraw their participation before the dates listed below will forfeit their initial payments (\$50 application fee and \$300 program confirmation deposit) AND will be charged for any funds already expended on their behalf (e.g. airline and/or other travel tickets, deposits, visa fees, meal advances, program provider fees, etc.).

Students who withdraw their participation after the dates listed below will forfeit their initial payments (\$50 application fee and \$300 program confirmation deposit) AND will be charged an additional \$300 cancellation fee AND will be charged for any funds already expended on their behalf (e.g. airline and/or other travel tickets, deposits, visa fees, meal advances, program provider fees, etc.).

Spring term – November 1  
Fall term – June 1  
Summer term – May 1

Students withdrawing after the program start date will be responsible for 100% of the program fee as billed to their student account; an exception will be made for students who withdraw in time to return to campus and enroll full time at PLU for the same semester, in which case the student will forfeit their initial payments (\$50 application fee and \$300 program confirmation deposit) AND will be charged an additional \$300 cancellation fee AND will be charged for any funds already expended on their behalf (e.g. airline and/or other travel tickets, deposits, visa fees, meal advances, program provider fees, etc.)

## **POLICIES RELATED TO STUDY AWAY**

Any cancellation and withdrawal policies from the program provider will also apply. Students should contact the program provider for specific details.

*Global Scholar Award Recipients:* Receipt of the Global Scholar Award to qualified students is contingent upon participation in the study away program. See Global Scholar Award acceptance letter for further details. This award is not transferable to other programs or for other financial needs. Students who receive a Global Scholar Award are responsible for reimbursing the University for the Award if they withdraw, cancel, are dismissed, or are unable to participate for any reason.

### *Approved Semester Programs*

The Wang Center must be notified in writing of intent to withdraw from a program. Withdrawal from an Approved program always results in forfeiting the \$50 application fee. Students who withdraw their participation after the dates listed below will be charged a \$300 cancellation fee by PLU in addition to forfeiting the \$50 non-refundable application fee.

Spring term – November 1

Fall term – June 1

Summer term – May 1

Cancellation and withdrawal policies from the Program Provider will also apply. Students should contact the Program Provider for specific details.

### ***Withdrawal: Registration and Grading***

Students withdrawing after their study away program start date that are unable to return to the PLU campus to enroll full time for the same semester will receive a grade of Withdrawal (W) for any uncompleted courses *if* they return no more than three months after the program start date (Academic Withdrawal deadline), per the PLU practice on campus.

A student that leaves prior to the end of the program and after the Academic Withdrawal deadline and/or fails to complete and turn in all required academic work prior to departure will receive a failing grade in any outstanding assignments or exams, which may lead to a failing grade in his or her courses.

### ***Withdrawal/Registration Timeline***

Withdrawal prior to program start date the Wang Center will drop the study away course registration on Banner.

Withdrawals after the program start date and prior to the PLU add/drop date (see PLU Registrar's Office website), the Wang Center will drop the study away course registration on Banner.

Withdrawals after the program start date and after the PLU add/drop date (see PLU Registrar's Office website), receive a grade of Withdrawal (W).

The following circumstances may warrant exceptional approval of a withdrawal after the Academic Withdrawal deadline: a serious accident or illness, a severe psychological problem, or

## **POLICIES RELATED TO STUDY AWAY**

a family emergency such as death or a serious accident or illness. If, in an emergency, a student needs to depart early or is unable to complete a requirement of one or more courses after the Academic Withdrawal deadline, the student must ask permission from the Program Director who will consult with the Wang Center. In the rare instance that an exception to the Academic Withdrawal policy is granted, PLU will assign one of two grades for courses left uncompleted:

- a grade of Withdrawal (W) if the student leaves the program after the Academic Withdrawal deadline and receives approval from the Wang Center;
- a grade of Incomplete (I) if the student leaves the program after the Academic Withdrawal Deadline and less than two weeks prior to the end of the program, and where academic circumstances allow a student to complete exams or submit final assignments that occur after his/her departure. Under these circumstances, students must receive written approval to be issued an Incomplete (I) for these courses, accompanied by a clear outline of completion requirements and due dates for all missed work.

Student is responsible for withdrawing themselves from their host institution. The Wang Center will not submit any withdrawal notices on behalf of the student.

### ***PLU Short-Term (J-Term, Spring Break and Summer)***

*Cancellation of a program/course:* Pacific Lutheran University reserves the right to cancel a program/class at any time. Should circumstances require that PLU cancel a program/class, students will be notified immediately. The timing and cause of the cancellation will determine the exact amount of the refund.

*Student withdrawal:* The initial payments of the \$50 application fee and \$300 confirmation payment (unless another specified amount based on the program) are non-refundable. The Wang Center must be notified in writing of any withdrawal or cancellation of an application. The Wang Center will withdraw the student's application from Terra Dotta, but the student must submit a withdrawal form to the Registrar by the deadline (Registrar's Office website for dates and fees).

Students who withdraw their participation from a J-Term study away program after August 31<sup>st</sup> will forfeit their initial payments (\$50 application fee and \$300 confirmation payment) AND will be charged an additional \$300 cancellation fee AND will be charged for any funds already expended on their behalf (e.g. airline and/or other travel tickets, deposits, entrance fees, theater tickets, visa fees, lodging, meal advances, etc.). Students who withdraw their participation from a J-Term study away program after December 1<sup>st</sup> are responsible for the full program fee.

*Global Scholar Award Recipients:* Receipt of the Global Scholar Award to qualified students is contingent upon participation in the study away program. See Global Scholar Award acceptance letter for further details. This award is not transferable to other programs or for other financial needs. Students who receive a Global Scholar Award are responsible for reimbursing the University for the Award if they withdraw, cancel, are dismissed, or are unable to participate for any reason.

## **VII. HOUSING DURING STUDY AWAY**

To provide security and comfort to the greatest extent possible, and to take advantage of cultural opportunities such as home stays, students must reside in the housing accommodations provided by the program. Students may not elect to arrange housing independently, even when this is an option offered through a program provider. Only under very special circumstances, students may petition to the Wang Center to reside in non-program housing. Short-term faculty-led program participants typically reside in shared hotel rooms with other program participants of the same-

## **POLICIES RELATED TO STUDY AWAY**

identified gender; all such accommodations contain a sufficient number of single beds based on the number of occupants.

### **VIII. INSURANCE AND HEALTH**

Students and dependents, if applicable, are required to maintain their domestic health insurance policy while studying away. If they do not have a domestic insurance policy, they are required to purchase short-term domestic insurance for the duration of their study away program. More information can be found here: [www.plu.edu/health-center/insurance-fees/](http://www.plu.edu/health-center/insurance-fees/). Additionally, students may not waive out of the PLU Wellness Access Plan while away. More information is available here: [www.plu.edu/health-center/wellness-access-plan/](http://www.plu.edu/health-center/wellness-access-plan/).

As a member of the EIIA consortium, PLU students receive a supplemental international travel insurance program that includes travel assistance, accident & sickness coverage, emergency evacuation, and repatriation, included in the program fees for all PLU international short-term, PLU summer, Gateway, Featured, and Approved semester study away programs. Students will maintain their international travel insurance coverage during any personal travel which immediately follows a PLU study away program.

In the event a student needs medical care, the student must pay their medical expenses, save receipts and any medical paperwork, open a claim with EIIA/Seven Corners, and seek reimbursement from EIIA/Seven Corners with the guidance of the PLU Director of Risk Services within 90 days of the event.

More information about EIIA/Seven Corners can be found here: <http://www.sevencorners.com/eiia>

[WellAbroad](#) is a website created by Seven Corners to promote positive international travel experiences. Students may visit the WellAbroad website to prepare for their study away program and consider healthcare access, travel logistics, political environments, economic and security status, current events, etc. of their study away destinations. WellAbroad profiles specific regional healthcare access and provides detailed information about healthcare providers contracted with Seven Corners outside the US. This allows students to better understand how they can access the healthcare system of the country they are traveling to, if it is needed.

Trip cancellation insurance is a separate and optional insurance that students may purchase on their own. It is the student's responsibility to consider their personal health needs and consult resources such as the Centers for Disease Control and Prevention, <https://wwwnc.cdc.gov/travel/page/studying-abroad>. All students must submit a health information form signed by a medical provider, regardless of whether they have a medical condition, in order to participate in a study away program. Failure to submit the form by the deadline may result in the student's dismissal from the program. Information from the form will be sent to the faculty leader/on-site coordinator of their program so that they may give proper assistance in case of an emergency.

Students must inform the Wang Center for Global Education of any recent (in the past year) medical or special needs or changes in health that occur before the start of the program. Students may be required to work with their health care provider or others to develop a care plan prior to their study away departure to identify resources and develop plans for their health and safety while away. Students may complete one health information form, listing all destinations and travel dates, if participating in consecutive study away programs.

### **IX. MEALS DURING STUDY AWAY**

The number of meals provided varies by study away program. Check program details for more information. PLU students participating in full year continuous Gateway or eligible Featured Programs are only eligible for a meal stipend during the January Term provided the student is enrolled in program-related coursework on-site or is enrolled in independent coursework,

## **POLICIES RELATED TO STUDY AWAY**

including internship credit, through PLU. Students on Approved programs are advised to seek this information directly from program providers.

### **X. NON-PARTICIPANTS**

Occasionally students request for family, friends and significant others to join study away programs. Non-PLU student participation can detract from the experience of PLU students. Non-participants may travel with their student before and after the program. They are not permitted to travel along with the group. Non-participants are not eligible to join any classes or study tours on study away programs. PLU is responsible for booking rooms and tours, non-participants are not eligible to room share in PLU-booked housing or join tours. Significant others are not covered by PLU's international insurance.

### **XI. PRE-TRAVEL REQUIREMENTS**

Confirmed participants in any PLU study away program are required to attend orientation and complete the pre-departure requirements specific to their program by the established deadlines. Pre-departure materials include, but are not limited to, Assignment of Credit form, Health Assessment appointment, Health form, visa materials and budget meetings with Student Financial Services. Failure to attend orientation and complete the pre-departure requirements may result in dismissal from the program.

Unless otherwise specified, deadlines are the following:

- Summer - May 15<sup>th</sup>
- Fall, Academic Year programs – June 1<sup>st</sup>
- J-Term programs – November 1<sup>st</sup>
- Spring programs – November 1<sup>st</sup>
- Spring Break programs – March 1<sup>st</sup>

### **XII. PROGRAM PETITION**

Students wishing to participate in a study away program that is not approved by PLU may submit a proposal to the Wang Center for Global Education and the Global Education Committee to seek one-time approval for the proposed program. All PLU study away policies and requirements are applicable to this one-time approval. The Executive Director of Wang Center for Global Education has final authority to approve/deny petitions.

If students choose to participate on an unapproved program during the semester, they will withdraw from PLU for their study away term, will not be eligible for financial aid, and will be responsible for transferring the credit earned to PLU should they reapply to PLU upon return.

Students are not normally approved to participate in any non-PLU J-Term study away programs.

Students who wish to use PLU gift aid for a second Approved Semester Program must submit a proposal letter to the Global Education Committee prior to applying to the program. This proposal should highlight that their academic needs cannot be met on a PLU Gateway or Featured Program.

### **XIII. REFUNDS**

Students who opt out of program-funded experiences due to illness or personal choice are not eligible for a refund, nor will the experience be made available later.

### **XIV. SENIOR RESIDENCY REQUIREMENT (Final Year in Residence: 32-Hour Rule)**

Out of the final 40 semester hours of a student's program, at least 32 semester hours must be completed in residence at PLU. This requirement is satisfied when students participate in PLU Gateway, Featured and Approved study away programs, for which the credits earned appear on the PLU transcript.

## **POLICIES RELATED TO STUDY AWAY**

Students may study away during their final semester at PLU, but should be aware that the posting of grades and graduation date may be significantly delayed. Participation in commencement may not be possible.

### **XV. STUDENT CONDUCT**

All students participating in off-campus study programs must review and sign the Student Agreement for Off-Campus Study in accordance with PLU's Student Conduct Policy.

In addition to the PLU Code of Conduct, students must abide by the laws of the host country (related to personal weapons, sexual relationships, drug use, etc.) during their study away and by any community standards established by the program.

<https://www.plu.edu/srr/student-code-of-conduct/>If accommodation due to student behavior must be made to enable continued participation in the program, the student is responsible for costs associated with accommodation; if the student refuses such accommodation, they may be dismissed from the program at their own expense per the dismissal policy.

### **XVI. US DEPARTMENT OF STATE TRAVEL ADVISORY**

PLU encourages safe, culturally respectful global travel by PLU students, faculty and staff and wants to provide all of the necessary information to make those travels as successful as possible. To this end, the University has established the following travel policy for students related to travel, research and other university-related activities (music, sports, etc.) to countries under a US Department of State Travel Advisory.

As of January 10, 2018, the US State Department revised its travel advisory system "to provide U.S. citizens with clear, timely, and reliable safety and security information worldwide." Under the new system, every country will have a Travel Advisory, providing levels of advice ranging from 1 to 4:

- Level 1 - Exercise Normal Precautions: This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.
- Level 2 - Exercise Increased Caution: Be aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.
- Level 3 - Reconsider Travel: Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.
- Level 4 - Do Not Travel: This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

The detailed Travel Advisories provides clear reasons for the level assigned, using established risk indicators, and offer specific advice to U.S. citizens who choose to travel there:

- C - Crime: Widespread violent or organized crime is present in areas of the country. Local law enforcement may have limited ability to respond to serious crimes.
- T - Terrorism: Terrorist attacks have occurred and/or specific threats against civilians, groups, or other targets may exist.
- U - Civil Unrest: Political, economic, religious, and/or ethnic instability exists and may cause violence, major disruptions, and/or safety risks.
- H - Health: Health risks, including current disease outbreaks or a crisis that disrupts a country's medical infrastructure, are present. The issuance of a Centers for Disease Control Travel Notice may be a factor.
- N - Natural Disaster: A natural disaster, or its aftermath, poses danger.

## POLICIES RELATED TO STUDY AWAY

- E - Time-limited Event: A short-term event, such as an election, sporting event, or other incident that may pose a safety risk.
- O - Other: There are potential risks not covered by previous risk indicators. Read the country's Travel Advisory for details.

For more information, see: [Worldwide Caution](#) from the U.S. State Department.

While PLU students are encouraged to study and conduct research abroad as well as engage in other university activities (music, sports, etc.), the following rules and conditions, apply to such travel:

1. Students may participate in a credit-bearing study abroad or international internship program in countries with an overall Travel Advisory Level 1 (*Exercise Normal Precautions*) or 2 (*Exercise Increased Caution*). For a complete and updated list of U.S. State Department Advisory, see: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
2. Certain areas within these countries may be designated within the Travel Advisory as either Level 3 (*Reconsider Travel*) or 4 (*Do Not Travel*) locations, as such; students will not be allowed to travel to or reside in these areas.
3. Students may not travel to countries with a U.S. State Department advisory level 3 and 4. For a complete and updated list of U.S. State Department Advisory, see: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
4. Should the advisory notice change a destination to a higher risk level while a student is studying or conducting research on PLU program, or representing the university in other kinds of activities (music, sports, etc.), the Wang Center, in consultation with the Provost, the Director of Risk Management and Insurance and on-the-ground partners, will outline a course of action that safeguards student health and wellbeing.
5. Students shall take precautions with respect to their personal safety. Students must recognize that the University, and even the U.S. Department of State, may be unable to help in the event the student encounters difficulties abroad.
6. In cases where the CDC modifies a travel advisory to a *Warning Level 3* (red) while in country, students may be requested to monitor their health upon return, or be subject to screening at the port of entry, a process that may include voluntary or involuntary isolation or quarantine of the traveler. Further, a student may not be permitted to return to campus until they have completed appropriate health monitoring and/or screening to determine that they are not infected with the disease in question. The monitoring and screening required will be decided on a case-by-case basis by the Executive Director of the Wang Center and the Provost in consultation with appropriate public health officials.
7. Regarding independent travel, PLU acknowledges that students often maximize their time away with personal travel before, during and after the study away program. Such travel is permitted provided students adhere to and recognize the following policies:
  - Students may not travel to destinations with a U.S. State Department advisory level 3 and 4. For a complete and updated list of U.S. State Department Advisory, see: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
  - Students may not travel to destinations that are under a trade block.
  - Travel to approved destinations before the program start date, including early arrival, is considered personal travel.

### **XVII. SUMMER PROGRAMS**

If students choose to use their financial aid and receive PLU credit for their summer study away, they must work with the Wang Center to study through an approved program. Students must adhere to the appropriate Wang Center deadlines, attend the mandatory Wang Center orientation and pay a \$200 administrative fee.



## **POLICIES RELATED TO STUDY AWAY**

### **XVIII. TRANSFER STUDENTS**

Students who transfer to PLU must satisfactorily complete at least one semester of study on campus before they can participate in semester or yearlong study away programs. Students who transfer to PLU in fall term may apply to participate in off-campus J-Term courses in that same academic year. The eligibility of J-Term participation for students who transfer to PLU for spring term will be determined on an individual basis.

### **XIX. VETERAN STUDENTS**

Students are enrolled for full-time status at PLU while studying away on semester study away programs and earn PLU credits that fulfill major, minor, GenEd/IHON, and elective requirements. Therefore, GI Benefits *may* be applied toward the tuition component of study away fees provided the program meets GI Benefit requirements. GI benefits may not apply toward short-term study away program fees. Veteran students should consult their benefits coordinator. More information here:

<http://www.iie.org/en/Programs/GI-Bill-Benefits-for-Study-Abroad>

### **XX. VISA ISSUANCE AND REIMBURSEMENT**

#### ***Gateway Programs***

Most Gateway programs cover all visa related costs in the student's program fee. Students participating in a program in Norway may have additional visa/residence permit-related expenses outside of the program fee, such as domestic travel expenses to submit documents at a U.S.-based visa-processing center.

The application and receiving process for visas/residence permits will be explained to Gateway program students by the Program Manager and/or Program Director. The Wang Center cannot guarantee that students will receive a visa/residence permit for their chosen program.

#### ***Featured Programs***

For Featured programs where students must pay directly for a visa (not included in the program provider fee), PLU will reimburse up to \$300 of the visa fee. In order to receive reimbursement, students must submit a receipt/documentation to the Wang Center by the deadline stated by their PLU Study Away Advisor. PLU will not cover travel or mail costs.

Featured program students are responsible for applying for and receiving their visa/residence permit. PLU Study Away Advisors do not provide guidance in this process; the student is encouraged to ask their Program Provider for assistance with the application process. The Wang Center cannot guarantee that students will receive a visa/residence permit for their chosen program.

#### ***Short-term Faculty-led Programs***

For program destinations that require US passport holders to have a visa, the Wang Center will facilitate the visa application process and will cover visa application fees. For program destinations that require non-US passport holders to have a visa, students are responsible for acquiring their own visa. In these cases, the Wang Center will provide documentation upon request such as a letter of support, airline ticket confirmation, hotel confirmation, insurance verification, etc.