

SECTION: 5. Student Policies

SUBJECT: Study Away Policy

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**Background:** This policy outlines a clear path for students choosing to study abroad to follow, both for financial aid and to assure they enroll in transferable courses.

**Point of Contact:** International Programs Office Study Away Coordinator

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Financial Aid, Student Accounts, Registrar & Records, Student's Division Office

**Date of approval by LCSC authority:** October 7, 2008

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 6/2018

**Summary of Major Changes incorporated in this revision to the policy:**

Removal of specific processes that are better documented in a procedure, option of part-time enrollment, and reduction in the number of credits required before a student is eligible to study away.

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LCSC encourages students to study away for their academic, professional and personal development and enrichment.

1. Programs. LCSC offers the following approved Study away options to Lewis-Clark State College (LCSC) students. Full-time or part-time enrollment is dependent on the specific program requirements. Any study away outside of the options below will result in a determination by LCSC that the student is no longer an active LCSC student and ineligible for support and services due to lack of enrollment.
  - A. Exchange Partner School Relationships /National Student Exchange: LCSC students can pursue a summer, semester or year abroad at specific post-secondary institutions with which LCSC has a memorandum of agreement. Grades earned from these institutions are transcribed as LCSC grades and the courses are recorded on the transcript with the name of the host institution. These students are registered at LCSC for the duration of the exchange, pay LCSC tuition, and may be eligible for federal financial aid and LCSC scholarships.
  - B. Non-exchange Partner Universities: LCSC partners with institutions outside of the traditional reciprocal exchange model. LCSC and the partner accept each other's students and charge a discounted tuition rate. Credits earned through LCSC approved non-exchange partners are transcribed as LCSC grades and the courses are recorded on the transcript with the name of the host institution. These students are registered at LCSC for the duration of the term abroad, and may be eligible to apply for federal financial aid. Students do not pay LCSC tuition during the term away, and they are personally responsible for all costs and fees associated with the program.
  - C. Faculty-Led Study Away (FSA): Periodically, academic departments may arrange for groups of LCSC students to experience/study international culture and earn college credit through institutional, faculty-led programs overseas. Acceptance into these programs is at the discretion of

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the faculty/department offering the program, as are credits/grades received. As these students will be registered at LCSC for this/these credit(s), these students may be eligible for financial aid.

- D. Third-Party Program Providers: LCSC contracts with study abroad providers to be the official LCSC study away providers for qualified students. Approved programs are listed at <http://www.lcsc.edu/international/study-away/>. LCSC reviews its list of approved programs annually and has selected to work with the partners and programs based on a number of factors including cost to students, risk management, academic offerings, and LCSC international strategy considerations. Credits earned through LCSC approved third-party providers are transcribed as LCSC grades and the courses are recorded on the transcript with the name of the host institution. These students are registered at LCSC for the duration of the term abroad, and may be eligible to apply for federal financial aid. Students do not pay LCSC tuition during the term away, and they are personally responsible for all costs and fees associated with the program.
2. Eligibility. Students must fulfill the following criteria in order to be eligible.
    - A. Students must be fully admitted to LCSC with degree-seeking status.
    - B. Students must be registered full-time in the fall or spring semester before the term abroad.
    - C. Students must have sophomore standing (transfer credit is applicable).
    - D. Students must have a current (at time of application and term abroad) cumulative GPA of 2.75 or greater.
  3. Approval to study away. The Study Away Coordinator will approve participation in Study Away programs contingent upon the following:
    - A. Student meets all eligibility requirements as stated in item 2. Eligibility
    - B. Student has met with the Study Away Coordinator and his/her academic and financial advisors to discuss suitability of the desired program. Student completes any application(s) and pays the necessary application fee(s) to the Study Away Office.
    - C. Student does not have significant Student Code of Conduct violations.
    - D. Student has consulted with his/her academic advisor and relevant division chairs to confirm course equivalency for courses the student intends to take while studying away.
  4. Pre-departure Preparation. With Study Away Coordinator help, students are responsible for the following:
    - A. Attend mandatory pre-departure orientation.
    - B. Enroll in the appropriate SD course to act as a placeholder for credits earned abroad (SD 200, 201, 202, etc.).
    - C. Notify key offices of study away plans.

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- (1) Any arrangements for scholarships or financial aid and attendance confirmation requirements are discussed with the Financial Aid Office at this time.
    - (a) Students must be registered full-time for term abroad at the host institution to be eligible for federal financial aid and LCSC scholarships.
    - (b) Students must be paying non-resident fees to be eligible for LCSC Out-of State Scholarships.
  - (2) Any arrangements for payment of fees to the college or to a third party program provider are discussed with the Student Accounts staff at this time.
  - (3) Course equivalencies are confirmed in writing with the Registrar and Study Away Coordinator.
5. Upon the student's return from the term(s) away:
- A. Students are responsible to request official transcripts from the host program/institution. LCSC will not request the transcript for them. Only official transcripts sent directly to the Registrar & Records Office will be accepted.
  - B. The Registrar & Records Office records all study away grades as letter grades (A-F).
  - C. In the case that a student is unhappy with the grades received during the study away period, the student should go through the official appeal process of the host program/institution attended in order to remedy any disagreements. It is not possible to appeal for a grade change through the LCSC appeals process, and no grade changes will be allowed in this manner.