

Policies and Procedures - Semester and Year Long Programs

ELIGIBILITY & ACADEMIC REQUIREMENTS

In addition to the program requirements that apply to all programs, students must satisfy the following criteria to be approved to participate in a semester or year-long program:

1. A student must have a minimum grade point average of 2.5 to participate in a semester or year-long program. Some programs may require a higher average. Students below a 2.5 GPA may appeal to the Office of Study Abroad to seek approval. Students on academic or conduct probation may not appeal to study abroad.
2. Students with sophomore, junior, or senior standing may study abroad. Courses taken on St. Thomas-approved study abroad programs during the senior year will meet the St. Thomas residency requirement.
3. Transfer students applying to study abroad must complete at least one semester at St. Thomas before going abroad. If a transfer student applies to study abroad during their first semester on campus, grades from previous universities will be reviewed and approval will be conditional upon successful completion of the first semester at St. Thomas (i.e., student earns at least a 2.5 GPA, or higher if required of the student's chosen program).
4. First year students who will achieve sophomore status by the end of their first semester at St. Thomas (typically because of AP or PSEO credits) must complete one semester at St. Thomas before applying to study abroad for a semester or year.
5. Students must clearly outline how their selected study abroad program will enable them to meet their personal and academic goals. Applicants must demonstrate knowledge of their host country.
6. The Office of Study Abroad will review each complete application to determine St. Thomas approval, and will send approved applications on to the respective program or program director. The Office of Study Abroad also has the right to request additional interviews, in order to determine St. Thomas approval for study abroad, including whether the chosen program's format and requirements suits the student's background and abilities.
7. The study abroad program must include study of the host country language if other than English. Students are encouraged to begin language study prior to leaving the United States.
8. The student studying abroad for either a semester or a year is registered at St. Thomas as a full-time student and is required to earn at least 12 U.S. semester credits each semester. At least 12 credits must be taken on-site with the study abroad program.
9. Credit earned by the student on approved abroad programs will normally transfer as credit toward general requirements for graduation. With specific approval of the department chair, credits for certain courses taken abroad may be applied toward major, minor, or allied requirements. Students studying abroad on other approved programs are responsible for speaking with their department chair to determine which credits will transfer towards major, minor or allied requirements.

Following a student's approval to participate in an off-campus program, the student must meet applicable program requirements to maintain eligibility to participate in the off-campus program.

Transfer of credits

A number of study abroad programs offer courses worth 3 U.S. semester credits. The number of credits will NOT be changed when recorded at St. Thomas. Courses designated as 3 credits by the program are not changed to 4 credits when added to St Thomas transcripts.

- You are responsible for knowing how many credits you are taking abroad, and for the conversion of those credits if not already in U.S. semester hours. Ask your program for clarification!
- You must take the equivalent of at least 12 U.S. semester credits while abroad for a semester (e.g., four courses worth 3 credits each).
- Most students enrolled in a system with 3-credit courses for the semester do take five courses for a total of 15 credits. Being short this one credit usually does not become critical in meeting the required minimum number of total credits to graduate from St. Thomas. Students may appeal to the Committee on Studies if they have fulfilled all course requirements but are short just one credit at the time of graduation.

Delayed Transcripts

Be aware that transcripts can be delayed from some programs abroad. It must be understood that sometimes such delays are unavoidable and beyond the responsibility of St. Thomas. Neither can St. Thomas post credit until an official transcript is received from abroad.

To avoid delays, students should know that they are responsible for making all necessary arrangements for their program/university abroad to forward a transcript to St. Thomas. About six weeks after the end of your term abroad, check Murphy Online to verify that the transcript from abroad has arrived at St. Thomas. If your study abroad courses do not appear on your St. Thomas transcript, contact the Office or Study Abroad the Registrar's Office to inquire. However, if your transcript has not arrived at St. Thomas, you must be the one to request it from your program.

Delayed transcripts can be especially problematic for student financial aid recipients who may need proof of credits earned or actual GPA for any given semester (e.g. veteran's benefits or certain scholarships), for those who need the credits to advance a grade level, or to be in compliance with the St. Thomas policy for satisfactory academic progress.

If your transcript is not received in time for it to be posted to your St. Thomas record - this is typically by about the third Friday of October in fall and the third Friday of March in spring - your assigned time to register for the following semester will be delayed due to you showing a semester of attempted but not completed credit.

Transcripts: Grades and Credit

All students approved by the Office of Study Abroad to study abroad will have the course titles, credit, and grades from abroad appear on their St. Thomas transcript. Grades submitted to St. Thomas in a system other than letter grades will be converted based on a grading scale approved by the University of St. Thomas.

Working with the Office of Study Abroad staff guarantees elective credit for courses taken abroad for which the student has received a D- or better, with a few exceptions. St. Thomas will not grant credit for study skills or career exploration courses, courses that are below a college level (i.e. keyboarding or Math below Algebra), or athletic courses.

Transcript Notation

All students who are approved by the Office of Study Abroad will have a notation on their transcript indicating the program (or university), city, and country in which their coursework was completed.

Expectations for Taking Exams

St. Thomas students are expected to abide by the academic calendar of their host program or institution abroad by taking final exams when the students of the host country take their exams (i.e., not requesting early final exam date). Some programs require the permission of St. Thomas in order to grant such requests. Any requests to St. Thomas for permission for special exam dates should be sent in writing to the Office of Study Abroad (studyabroad@stthomas.edu) and will be taken under consideration by the Study Abroad Advisory Committee. However, note that except for extenuating circumstances, such permission will not be granted by St. Thomas.

Contesting/Clarifying Grades from Abroad

If a student believes that a grade has been recorded in error from the program or university abroad, it is the student's responsibility to contact the program directly and request that a revised transcript be sent directly to the St. Thomas Registrar's Office. This policy also holds if a course or other information was listed incorrectly by the program abroad. No changes will be made by St. Thomas without official documentation from the program university abroad.

Program Evaluation Forms

Students are required to complete an evaluation form on their study abroad experience in order to receive the record of credit from abroad as it appears on their St. Thomas transcript. Evaluations are sent to all students at the end of their program and should be returned to St. Thomas Study Abroad.

Taking Courses S-D-R

Students may take a course S-D-R according to St. Thomas requirements (also see above section "Academic Requirements" and the St. Thomas course catalog). If students choose to take a course S-D-R, they must make arrangements with St. Thomas, not with their overseas program. By fax or email, the student must contact the Study

Abroad Advisor to request the S-D-R option, and then take the course for a letter grade on the program or university abroad. St. Thomas will then record the appropriate S-D-R mark. If a student receives a letter grade of C- or above, the mark of S (satisfactory) will be given. If a mark of D+, D, or D- is earned, students may opt for either a D grade with credit or an R for no credit. Students choose the D or R option at the same time they make the S-D-R request.

Requests to take a course S-D-R must be made to the Office of Study Abroad within the first five weeks after classes abroad begin in a semester program, or within the first week of a January or summer program.

The Office of Study Abroad may grant approval for elective courses to be taken S-D-R. If the request is for a major or minor course, approval of the department chair is required. Core requirements may not be fulfilled using the S-D-R option.

Placement in Language Levels Abroad

All language programs abroad require a placement exam upon arrival in order to determine in which level the student will be placed. If the placement level falls just below that which the St. Thomas language faculty approved for the student prior to departure (for example, if you are placed in the equivalent of the 200 level (intermediate) when the equivalent of the 300-level (advanced) was expected), the student must work with the chair of Modern and Classical Languages (or designated Language Coordinator) to review the course and determine how the course will transfer back to St. Thomas. The student is responsible for initiating this review and for seeing that the results of the decision are communicated by the Department of Modern and Classical Languages to the Registrar's Office.

The student is strongly encouraged to request the review of the course syllabi during the first week of classes abroad, but if verification cannot be completed at that time, the student can begin the process upon his/her return. The student should save all materials from the course - including syllabus, textbook, handouts, written assignments, and tests. This review will determine whether the course was actually a progression since the short course descriptions for study abroad and St. Thomas may be very similar but course content may be very different. There are no guarantees as to how the credit will be counted and the review must be conducted to determine the final outcome. Anything for which you receive credit below the 300 level does not count towards the major or minor in French, German, or Spanish. Also note: if the student finds themselves placed in the 'wrong' level after a couple of class sessions abroad, they should consult immediately with the academic director on-site to determine if a change in level is warranted.

Policy on Conducting Research Abroad

Conducting research abroad can provide students with access to sources and data not possible in the U.S. Often, study abroad programs have connections that can:

- Pair you with a professor in your field
- Grant you entrance to a library which specializes in your academic discipline
- Provide access to a situation that you want to investigate

In anticipation of doing research abroad (whether independently or as part of your program or a particular class), be sure to inform yourself of research processes and policies at St. Thomas and of your host institution or program. Certain affiliate programs - such as School for International Training or School for Field Studies - feature research projects as part of the curriculum. You will want to work with your St. Thomas faculty advisor to verify whether you need to apply to the Institutional Review Board for approval if your research involves human subjects (including observation, surveying, etc.). You can learn more at stthomas.edu/gro/irb

Getting a Requirement Fulfilled after Return

Upon completion of a term abroad, if the student believes they have taken a course which fulfills a St. Thomas requirement, but was not pre-approved, the student should consult with the appropriate department chair immediately after they return. The student should have the department chair complete a Course Approval Form (available at the Office of Study Abroad). The student must turn in the completed form to the Office of Study Abroad, who will forward it to the transcript evaluator.

Updating your Contact Information

Remember to update your local address and phone number (in the U.S.) upon your return from abroad or any time it changes. This can be done by logging in to Murphy Online. Always leave a permanent U.S. address on record even while you are abroad.

Declaration of Major

Students should make sure that the major/minor appearing on record at St. Thomas is correct before departure. This will ensure proper advising and provide an accurate listing of courses still required to fulfill degree requirements. Contact the Registrar's Office to make any updates or corrections.

Senior Residency Requirement

The St. Thomas Senior Residency Requirement requires that eight of the student's last nine courses be taken at St. Thomas or an ACTC college. Students who have been approved by the Office of Study Abroad do not need to be concerned with this since students are considered degree-seeking St. Thomas students while abroad. Note that this requirement differs from departmental requirements to take a minimum number of credits on campus.

Major/Minor Minimum Credits on Campus

Some departments require students to complete a minimum number of credits in their major or minor on campus. For major/minor purposes, study abroad courses do not count as "on-campus" courses.

Satisfactory Academic Progress

Shortly after each semester, the financial aid office conducts its Satisfactory Academic Progress review. You will receive an email from the financial aid office should your academic record be out of compliance with the [Satisfactory Academic Progress](#) policy. If you have been progressing academically both on campus and abroad, this status might be because the university has not received the transcript from your overseas institution. Follow the instructions in the email, including submitting an appeal.

REGISTRATION

For Study Abroad

Students who study abroad remain registered as St. Thomas students for the duration of their time abroad. Students who fail to complete the necessary study abroad forms risk losing their student status, academic credit, and eligibility for financial aid. It may also necessitate reapplying for admission to St. Thomas upon return.

In order to register for study abroad, the Student Waiver and Release Agreement for International Programs must be signed electronically as part of the online application process. Read the Study Abroad Agreement entirely before signing. A parent must also sign if the student is considered a dependent for income tax purposes.

The Office of Study Abroad reserves the right to revoke study abroad approval if a student cannot be registered for their study abroad program due to an outstanding balance on their account. The Office of Study Abroad staff will work with the Business Office to monitor holds and make decisions in accordance with each individual program's cancellation policy.

For Return Semester

Students studying abroad will register online (via Banner) for their return term at St. Thomas. While we realize online access abroad may be less convenient than here on campus, the technology is in place at St. Thomas for you to register online from anywhere in the world. Read carefully the following steps you should take prior to your departure to ensure a smooth registration process for your return to campus.

Make sure that you have your NetID and Password with you abroad. NetID and Password requests should be made to the ITS Tech Desk (2-6230 or to techdesk@stthomas.edu) and can only be sent to a St. Thomas e-mail account. They

are required for any of the following: accessing your schedule, degree audit, grades, registering online for your return semester, and making any subsequent schedule changes.

- Make sure that you check your St. Thomas email account regularly while abroad. Your registration time will be sent, as usual, to your St. Thomas email account prior to the opening day of registration. Make certain that you observe the time zone difference.
- You will not be able to register if you have a hold on your record. Check to make sure:
 - Advisor hold – you are required to meet with your advisor prior to registering.
 - Business Office Hold (account past due).
 - Health Hold (Student Health Services must have record that your tetanus vaccination is up to date – every 10 years)
 - Address Hold (verify your contact info online each semester)
- If you will be taking a course abroad that is a prerequisite for a course you wish to register for from abroad, you must meet with your department chair/advisor to have him/her complete the Undergraduate Registration Authorization form prior to departure. The proper completion of this form (and submission to the Registrar's Office) will ensure that you will be able to register from abroad for a course here on campus for which there is no record of you taking the prerequisite. Students abroad are registered in a 'placeholder' while abroad, not in specific courses. There is no record here of what you are actually taking abroad until your transcript arrives here upon completion of your study abroad. [Note that students on the London Business, Rome Empower and Catholic Studies programs ARE registered in St. Thomas courses while abroad, so this step does not pertain to them.] Please include the Course Registration Number (CRN) and your St. Thomas ID number on the Undergraduate Registration Authorization.

Things to do while abroad

If you are taking a prerequisite while abroad, indicate that very clearly!! Also, if the department has allowed you to substitute a prerequisite with a different course, indicate as such on the form, and make sure that your department chair has confirmed such permission in writing (e-mail) to the Registrar's Office. Make sure that your student ID number is on all your correspondence, including email.

ACTC Course Requests

It is not possible to coordinate registration for an ACTC course from abroad due to the required departmental signatures, etc. Any and all ACTC course requests should be coordinated with the [Registrar's Office](#) prior to departure.

First Day of Class Attendance Policy

Students who study abroad for fall semester and miss the first day(s) of spring semester due to an overlap in the academic schedule of their study abroad program will not lose their place(s) in courses in which they are officially registered provided that they inform the Office of Study Abroad about their semester overlap so that the Office of Study Abroad in turn, may notify the instructors. Normally, a week is the maximum which students are allowed to miss. It is a policy of the Dean's Office that instructors hold places for students when notified by the Office of Study Abroad. Students will be responsible for making up any course work.

Student Passwords

To obtain a Password for the MURPHY ONLINE system, you should contact the ITS Tech Desk.

FINANCIAL MATTERS

1. The student account in the Business Office must be current prior to participating in a St. Thomas off-campus program.
2. The student studying abroad will be billed by the University of St. Thomas through the St. Thomas eBill system. (This includes program fees, program tuition or St. Thomas tuition, whichever is higher, and an off-campus study fee). Comprehensive fees vary from program to program.
3. Financial aid, with the exception of work-study, may be used for study abroad. However, grants and scholarships may be reduced if your program's tuition is less than the cost of full-time tuition on campus.

Program Costs

Students are responsible for reviewing their program literature to know exactly what is and what is not included in the fee.

Program Billing

- Application fee (if required) - Students should submit their application fee directly to their program.
- Initial deposit (if required) should be paid directly to the affiliate program or to the St. Thomas Business Office, either via Murphy Online or in-person at the Business Office window, once the student is accepted to the program. A deposit is usually required to hold the student's place in the program, and is most often nonrefundable (check the program literature).
- Tuition and Program fees - Upon receipt of an invoice, the University of St. Thomas will make payment for the balance to the program and bill the student's account as outlined under #2 above. A St. Thomas off-campus study fee is billed to the student's account. Financial aid funds, if any, are then credited to the student's account. A St. Thomas e-Bill is emailed to the student and any other authorized users for the remaining balance due.

Payment Responsibilities

Students are responsible for paying the initial application fee and the program deposit directly to the program. In addition, students are responsible for paying all on-site program fees as well as any accommodation charges that your program cannot bill to St. Thomas well in advance of your departure. St. Thomas will pay the balance of your program fee after receiving an invoice from your program. In the event your program sends an invoice directly to you, please forward it to the St. Thomas Business Office.

Cancellation/Withdrawal/Refunds

It is imperative that students know their program's cancellation/refund policy before applying or changing plans. Students are responsible for any payments the university makes on their behalf.

If for some reason a student cancels from a program at any time after being approved by the Office of Study Abroad and accepted by the program, or withdraws once the program has begun, it is the student's responsibility to:

- notify both the program and the Office of Study Abroad in writing immediately
- register for St. Thomas courses as soon as possible

Students will be charged a cancellation fee equivalent of their off-campus study fee if they cancel from their other approved off-campus program after the following dates:

- December 1 for January Term and Spring programs
- May 1 for Summer programs
- August 1 for Fall programs

As well, it is each student's responsibility to know what the cancellation policies are for their specific program. Students are responsible for all payments made on their behalf to their programs by St. Thomas. Withdrawing from most programs once they have begun often does not result in any refund of charges. Withdrawing from most programs prior to departure results in forfeited deposits and any pre-paid program expenses. Carefully review your program's literature for its refund and cancellation policies.

Financial Aid

Your financial aid awards will be reviewed to determine that the type of funding offered to you may be applied for off-campus study in an approved program and/or if the amounts offered require any adjustments.

While most financial aid funds can be applied toward the costs of any semester or year off-campus program, there are some funds that may have restrictions or cannot be applied toward the costs of any off-campus study program. Review the scholarship guidelines provided to you when selected for that award for any limitations on using that fund for study abroad.

When the costs of an off-campus study program differ from the comparable costs for on-campus study, adjustments may be made to the funds originally offered to you. Educational loans will be reduced to keep the total amount of funds offered to you within the cost of attendance for your study abroad program. When the costs of your program exceed the costs for a term of on-campus study, a student may request additional loan funds to help meet these increased costs.

Financial aid recipients are encouraged to submit all necessary paperwork well in advance of their departure. Students studying abroad follow the same financial aid application process as students who study on the St Thomas campus.

File the Free Application for Federal Student Aid (FAFSA) after October 1 for the following academic year at fafsa.gov

- Respond to any request for missing information or documents
- Accept/decline awards on Murphy Online
- Take any other action requested to finalize the funds offered by St Thomas, or state, federal or private funding providers
- Follow the study abroad instructions on the undergraduate [financial aid](#) website

Availability of Funds

Most financial aid funds are directly credited to your St. Thomas student account shortly before the start of the corresponding St. Thomas term. If the total amount of your financial aid funding will exceed your charges, the St. Thomas Business Office will issue you a credit balance refund. It is standard policy to issue refunds beginning 10 days after the add/drop date, typically following the third week of classes, for fall and spring semesters at St. Thomas. Plan ahead to insure that you have access to your own source of funds to pay any trip related and/or personal expenses you will incur PRIOR to the receipt of your credit balance refund.

The Business Office encourages all students to authorize eRefund by following the eBilling directions on the Business Office website: stthomas.edu/businessoffice.

Financial Aid Re-application

Regardless of which term you will study abroad, plan to complete the [Free Application for Federal Student Aid \(FAFSA\)](#) after it becomes available each October 1 to be considered for grants, need-based scholarships, work-study and student loans for the following school year.

Financial Aid Office Communication

Financial Aid will communicate via your St. Thomas e-mail account so be sure to check it at least once a week. Sometimes paper correspondence will be sent to your permanent address. Be sure that someone at your permanent address opens any paper correspondence sent to your home by Financial Aid, the U.S. Department of Education, loan servicers and/or student loan lenders. There may be documents that require immediate attention.

Tuition Remission

Tuition remission includes study abroad for dependent children of St. Thomas employees. This applies to a single (one) program approved by the St. Thomas Office of Study Abroad. The amount of tuition remission applied to any study abroad charges will be the lesser of (a) the actual tuition for the select program, or (b) the cost of tuition at St. Thomas for the corresponding number of credits employee's dependent is enrolled while abroad. Employee dependents may use tuition remission for a study abroad program during any term of enrollment (fall, J-term, spring, summer or an academic year). However, all programs, regardless of length, will count equally as one program for purposes of this benefit. To receive this benefit the dependent must be a full-time St. Thomas student seeking their first baccalaureate degree and apply for approval to study abroad directly to the Office of Study Abroad.

Participants of the Tuition Exchange and the Catholic College Cooperative Tuition Exchange benefit may receive this benefit for study abroad as outlined above for dependent children of St Thomas employees. Please note that recipients of the Associated Colleges of the Twin Cities (ACTC) and the University of St Catherine tuition remission

program may only apply this benefit to on campus tuition. Contact your financial aid counselor to learn of other funding opportunities that may be available to you.

Working Abroad

Under no circumstances should students plan on earning essential income while studying abroad. While it may be possible to legally obtain employment in some countries with a student visa, there is virtually no way of securing a position prior to departure.

International Tuition Scholarship

The International Tuition Scholarship may be applied toward the tuition component of any semester or year-long study abroad program approved by the Study Abroad Office. It will be capped at the tuition for your select program, or the corresponding cost for full-time tuition at St Thomas, whichever is less.

Note on Financial Aid Programs

Please be advised that all financial aid programs (need- and non-need-based) are subject to change. Most often the changes are a result of changes to federal and/or state programs and regulations. Information in this section is accurate as of November 2022.

HEALTH & SAFETY

Insurance Coverage Abroad

St. Thomas requires that ALL students participating in international off-campus programs have a level of insurance that meets or exceeds the insurance provided by the University's policy thru Cultural Insurance Services International (CISI).

Some other approved programs include insurance as part of the program fee. St. Thomas has carefully reviewed all other approved insurance policies and has determined that some provide equal coverage to CISI. Students on these programs are exempt from the CISI insurance requirement but do have the option of enrolling if they would like the additional insurance coverage. They will be notified prior to the beginning of their semester abroad. Students required to carry CISI will be automatically enrolled, and the premium posted to their St. Thomas student accounts.

Cultural Insurance Services International (CISI)

St. Thomas' CISI Plan is designed specifically for students traveling abroad. In addition to providing health insurance, the plan covers medical evacuation and repatriation as well as security evacuations should they become necessary. Students enrolled in CISI will receive complete plan information prior to departure. CISI insurance is only in force when overseas on the study abroad program; existing insurance must be kept in force at all times.

The Tuition Refund Plan (TRP), an optional private insurance program, is also available for students on study abroad programs. The plan reimburses up to 75% of tuition in the event of a medical withdrawal from a study abroad program. For more information and to enroll in TRP, please go to [Murphy Online](#) > Student Services > Tuition Refund Plan.

Reporting Requirements

Minnesota Statutes Section 5.41 requires that certain health and safety incidents that result from participation in a study abroad program be reported to the Minnesota Secretary of State. Specifically, St. Thomas must report on:

1. Deaths of program participants that occurred during program participation as a result of program participation; and
2. Accidents and illnesses that occurred during program participation as a result of participation that required hospitalization.

Currently, the law does not require that we share any personally identifiable information, nor any specific medical information. St. Thomas is required to report to the State of Minnesota annually for all St. Thomas students who study

abroad. If you are on an other approved program, your program must report incidents to St. Thomas.

TRAVEL & HEALTH INFORMATION

Immunizations

Students are advised to determine whether any immunizations are required of their host country early-on in the process of preparing to study abroad. Typically, it is developing countries that are most likely to require proof of immunization of travelers. Information on illnesses and immunizations such as malaria, yellow fever, and cholera may be easily obtained by visiting the Center for Disease Control's website at www.cdc.gov/travel. St. Thomas makes the following recommendations to all students studying abroad:

Tetanus

All students are advised to ensure that their tetanus immunization is current (within past 10 years) before going abroad. Tetanus immunizations are available to St. Thomas students for a fee at Student Health Services. A hold is placed on the record of any student who does not have record on file of a tetanus vaccine within the past 10 years.

Hepatitis A and Hepatitis B

St. Thomas advises students to be immunized for Hepatitis B before going abroad. Hepatitis A vaccination is recommended when traveling to areas where risk is higher (see the Center for Disease Control website information under "Immunizations", above). These series of immunizations are available to St. Thomas students for a fee per inoculation at Student Health Services.

Hepatitis A is a virus spread through contaminated food and the vaccination is recommended for all travelers. The Hepatitis A series consists of 2 shots, six months apart. The vaccine is quite effective and usually will give up to 80% immunity after one injection, but the second shot is necessary for complete immunity.

Hepatitis B is a virus spread through body fluids such as saliva and blood and can lead to significant liver failure. The only protection at this time is the immunization. The Hepatitis B shot is a 3-part series in intervals of shots one and six months following the first one.

Influenza

It is recommended that all traveler be immunized against the seasonal flu. This is an annual vaccine.

COVID-19

It is recommended that all travelers be immunized for COVID-19.

Meningitis

It is recommended that all students also be immunized for meningitis. Meningococcal infections usually have severe consequences and may be fatal. The Advisory Committee on Immunization Practices of the Center for Disease Control encourages college students in close-quartered housing situations or residence halls to consider the immunization. It is also a recommendation by the British government for U.S. students who will live in dorms with British students, and take meals with them, etc.

The meningitis vaccine is available at St. Thomas Student Health Services for a fee. Students are urged to inquire at their own clinic and with their private insurance to determine whether the cost of the vaccine is covered. Travel physicals and additional recommended immunizations may be available at St. Thomas Student Health Services for a fee. Please call to schedule a travel clinic appointment: (651) 962-6750. Visit stthomas.edu/healthservices for the most update fee schedule for immunizations and travel clinic appointments.

St. Thomas Travel Clinic

Student Health Services offers a Center for Disease Control certified travel clinic. Information by country and

immunizations for travelers are available at the St. Paul campus site. Call the Travel Clinic for an appointment at 651-962-6750 six to eight weeks prior to your departure.

Prescription Medication

Make sure the medication you use is available and allowed [legal] in the country where you are going, and that it is available in the same dosage you take at home. If it is not, review the implications and any appropriate substitutes with your doctor. Make sure you know the generic name, not just the brand name. Find out what steps you may need to take in order to gain approval of its use. Learn what documentation you will need in order to bring your medication through customs. Transport all medications in their original, labeled containers along with documentation of the prescriptions.

St. Thomas Health Hold on Student Record

As per Minnesota State Law, St. Thomas must have every student verify that he/she has a "current" tetanus shot in order to remain enrolled at the university ("current" means within the past ten years). Students whose immunization validity expires while abroad will have a health hold placed on their student record at St. Thomas, and registration for the return semester is not possible.

Need for Academic or Physical Accommodation Abroad

Students in need of academic accommodation due to a disability must have formally registered with the Disability Resources in order to request accommodation abroad. Note the following process for making such requests when going abroad:

1. Student has the St. Thomas Disability Resources formally document the need for accommodation (students must present documentation of their disability to Disability Resources before the office can verify need for accommodation abroad).
2. Student requests that the director of the St. Thomas Disability Resources submit a letter to the Office of Study Abroad outlining the specific accommodation(s) requested.
3. The Office of Study Abroad forwards the request on to the program or institution abroad.
4. Student should follow-up with the study abroad program, making sure to talk directly with the program director once on-site, and follow any further procedural instructions as advised.

Travel Advisory/Cancellation Policy

The University of St. Thomas uses U.S. State Department Travel Advisories as a guideline in determining whether an international St. Thomas program (e.g., study abroad, sports, volunteer, music tour) will take place or whether a St. Thomas student may participate in an other approved study abroad program in the country in question.

In using these Travel Advisories as a guideline, St. Thomas will strongly consider canceling a program for which a Level 3 Advisory has been issued and will not allow travel to countries or areas with a Level 4 Advisory. St. Thomas also reserves the right to cancel its own programs or its approval of students' participation on other approved programs in countries with severe safety issues but without the issuance of a U.S. State Department Level 3 or 4 Travel Advisory. The U.S. State Department information may be found at www.travel.state.gov

Travel Risk Cancellation Policies found at <https://www.stthomas.edu/academics/study-abroad/policies/index.html> will be followed in case of cancellation.

Quarantine Requirement/Exclusion from Campus

In addition, if any of the above cancellation situations are due to a pandemic or epidemic in the country of study, and if a St. Thomas community member returning from those countries has had a known risk of exposure and is determined by medical screening that quarantine is warranted, that individual will not be allowed on campus (of any one of the St. Thomas sites - St. Paul, Minneapolis, or Rome) for a period as determined by the current medical guidelines.

PRE-DEPARTURE, WHILE OVERSEAS & BEFORE YOU RETURN...

FERPA Statement and Study Abroad

The Family Education Rights and Privacy Act (FERPA) of 1974, as amended, affords students the right to authorize the release of education information to third parties. The Office of Study Abroad requests that students authorize the release of education information to third parties by electronically signing the Application Consent form as part of their online application. Students sign to the following statement:

I understand that the Family Education Rights and Privacy Act (FERPA) of 1974, as amended, affords students the right to authorize the release of education information to third parties. I also understand that studying abroad may involve circumstances which require the University of St. Thomas to release certain information to third parties, but for which it may be difficult to obtain my prior written permission. For these reasons, I herewith authorize university officials to release my education information to parties who, in their judgment, have an interest in the study abroad contemplated by this document provided that these officials, in their judgment, are acting in my interests as well. The authorization is valid from the time I submit this signed document to the Office of Study Abroad through a period of one semester after my program ends abroad.

Students who have questions about this policy should contact an Advisor in the Office of Study Abroad.

Power of Attorney

Students are advised to consider assigning someone at home (e.g., a parent) with Power of Attorney for the period they will be abroad. The person with power of attorney may act on your behalf to conduct business in your absence (for example assist with your banking transactions or having access to your University records). Power of Attorney forms are available on a number of web sites, or in many office supply stores. Typically the forms have you indicate the areas or reasons in which the person can act on your behalf. Power of attorney is recognized in order to conduct University business and access records, etc.

Parent Consent Form

An option which pertains only to St. Thomas business is for students to complete a St. Thomas Parent Consent Form in order for a parent to act on the student's behalf at St. Thomas - in having access to the student's academic and financial records - while the student is abroad. The form is available on the Registrar's web site: <http://stthomas.edu/registrar/student/ferpa/parent/>. Once this form has been completed and signed by the student, parents may conduct University business on the student's behalf (e.g., obtain a transcript) by showing a legible copy on the occasion of each request. Be sure to leave a copy behind with a parent.

Student's Mail While Abroad.

It is strongly advised that students take the necessary steps so as to NOT have mail delivered to campus in their absence (e.g., informing credit card companies and magazine publishers, etc., of your change of address prior to departure).

The Office of Study Abroad strongly encourages students to request that a parent or other individual at your permanent address open any mail that you receive from St. Thomas or from your study abroad program while you are abroad. There may be documents that need immediate attention. Also, if you have student loans, be sure your parents open any mail from the U.S. Department of Education, a guarantee agency, or student loan lender.

Passports

Students are responsible for obtaining a passport on their own and applying in sufficient time so as to not jeopardize their ability to travel as planned. Information is available at passports.state.gov. The Office of Study Abroad cannot issue or ensure issuance of a passport.

Student Visas

If a program destination requires a visa, the program will provide information to students upon acceptance. The ability

to issue a visa rests solely with the host country. The University of St. Thomas and the Office of Study Abroad staff cannot provide legal advice or ensure issuance of a visa. Students are responsible for obtaining a visa and applying in sufficient time so as to not jeopardize their ability to travel as planned. International students often have requirements differing from those for U.S. students and may require a visa when U.S. students do not. International students must notify the Office of International Students & Scholars immediately upon acceptance to a study abroad program to learn about requirements for studying abroad.

Student E-mail Accounts

It is essential to maintain your St. Thomas e-mail account while overseas because you remain enrolled as a full-time St. Thomas student. All students are required to set up Multi-Factor Authentication for their St. Thomas account. ITS recommends using the Microsoft Authenticator App if you travel or need to access your St. Thomas account while out of the country.

The app does a push notification (a pop up on your phone you approve to verify that it is you logging in). It also generates a 6 digit code every 30 seconds if the push notification isn't available. The code doesn't require you to be on the Internet or connected to data, so you don't need phone service to sign in which is a plus for travelers. More information on setting up the app is on the ITS Security Web site (<https://www.stthomas.edu/security/resources/multi-factorauthentication/>).

Checking Your St. Thomas E-mail Account

From the time students begin a study abroad program application and until they return from overseas, it is expected that students will check their St. Thomas e-mail account on a regular basis for announcements and important information from the Office of Study Abroad and other on-campus departments. Please note that St. Thomas e-mail accounts may be forwarded to another e-mail (e.g., gmail, yahoo, etc.) account; information on how to do this is available on the ITS website: stthomas.edu/its/students/email/

Off-Campus Housing

St. Thomas does not assist students in finding off-campus housing. The Off-Campus Student Life Office in the Anderson Student Center maintains listings of off campus housing on their website (stthomas.edu/offcampus/housing).

Graduating Seniors

- Graduation - If seniors plan to graduate at the end of their semester abroad, they must apply for graduation before they go abroad. Inquire at the Registrar's Office.
On-campus Recruiting - Students who wish to participate in on-campus recruiting upon their return (senior year) should contact [Career Development](#) prior to their departure to review the time-line and procedures for participation.

Work Study Positions

Students who would like to continue in their work-study position upon return to St. Thomas should make arrangements directly with their supervisor prior to their departure.

Extended Stay

Students who decide once abroad to stay another semester with the same program must make arrangements with their program and send written notification of their intent to the program and to the Office of Study Abroad (studyabroad@stthomas.edu). Students may not apply to a new program once abroad with one exception, spring semester students may apply for a January Term course while abroad

Cancellation Fees and Foreign Currency Exchange

If St. Thomas makes the payment for a student's program fees in a foreign currency and the student cancels, that student is subject to any charges due to currency rate fluctuations between the time the fees were paid and again refunded. That is, the refund amount could be less than anticipated due to fluctuating exchange rates. Please note that

these policies also apply if the cancellation is due to academic or conduct probation.

Procedures for Making On-Campus Housing Arrangements

St. Thomas students interested in arranging for student housing on campus are encouraged to contact the Residence Life Office before their departure. Applications for On-Campus Student Housing are available at any time, and students may indicate if they are interested in housing for either the whole year or just for one semester. Students traveling abroad for a semester and who are interested in housing for only one semester should participate in the returning student room application and sign up period in the preceding spring semester. Students traveling abroad for the entire year or students traveling in the spring semester who are interested in housing for the subsequent academic year will be able to do the entire process of applying, choosing roommates, and selecting a specific room on-line. Information and a link to this application and room selection process will be located at www.stthomas.edu/residencelife.

Residence Life Cancellation Fees for Study Abroad

Students must notify the Residence Life Office, in writing, of their intent to cancel their on-campus housing. Cancellations are handled in accord with the Student Residence Agreement found on the Residence Life Website; however, students participating in study abroad trips are not charged a cancellation fee. Students who plan to study abroad during the spring semester, but live on-campus during January Term must pay on-campus housing fees for January Term. Failure to notify Residence Life, in writing, of your cancellation may result in fees.

INFORMATION FOR AFFILIATE PROGRAMS

Credit

Students approved to study abroad on affiliate programs by the Office of Study Abroad are guaranteed elective credit for their course work abroad in which they receive a passing grade (D- or better). In order to have the credit fulfill specific requirements, students must receive approval from the appropriate departments. This can be done by completing the Course Approval Record before going abroad.

The exact number of credits a student earns abroad will be determined upon return to St. Thomas. If you earn credits in US semester hours and your transcript from abroad lists US semester credits, those credits will not change. If you earn credits in another university system (point, units, etc.), either your program or the St. Thomas Registrar will convert them to US semester credits. It is your responsibility to know the semester-credit equivalent of courses you take abroad.

All course credit from abroad will be applied to the St. Thomas transcript. Failing grades will not earn credit, but will be computed into the GPA (just as for courses on campus). It is not possible to specify that only certain courses apply.

A 3-semester credit course will satisfy a St. Thomas core curriculum requirement. In general, a course must be worth at least 2.7 credits to fulfill a requirement. However, it is up to each department to determine if the student has fulfilled all of the requirements for a major or minor in terms of the types of courses and total number of credits. Students should discuss credit and course requirements with the appropriate department chair prior to departure.

Students studying abroad through affiliate programs in the summer must enroll in at least 3 U.S. semester credit while abroad.

Housing While Abroad

Students are required to live in program-provided housing. Students who wish to secure their own housing for a second consecutive semester with the same program in the same location must submit an appeal to the Office of Study Abroad. Appeals will be reviewed, as per the appeal process, by the Study Abroad Advisory Committee.

Elective Credit Abroad

Students approved to study abroad by the Office of Study Abroad are normally guaranteed elective credit for

university-level course work abroad for which they receive a passing grade (D- or better). However, there are some types of courses for which St. Thomas will not grant credit:

- Athletic courses (e.g., tennis, golf, swimming); St. Thomas will grant credit for Health and Physical Education courses. PHED100 equivalents must be approved by the Health and Human Performance Department Chair
- Study skills or career exploration courses
- Courses below college level, such as keyboarding, ESL, Math below College Algebra, Grammar and Writing courses with a level below ENGL110, technical college courses.

Be sure to ask before going abroad if you have questions about a specific course on your program abroad such as those above. Direct your inquiry to the Registrar's Office.

Meeting with Major/Minor Dept. Chair

All students should discuss the course descriptions and the requirements for their majors/minors with the department chairperson prior to departure (many students consult with their department chair early-on in the process, when selecting a program). Freshmen and sophomores without declared majors must meet with their academic advisors. If a student knows which major/minor he/she intends to declare, this should be done prior to departure, even if earlier than second semester of the sophomore year.

Course Approval Record

Students must provide department chairs with course descriptions when seeking approval signatures (course syllabi are sometimes required as well). The student must obtain the appropriate signatures on the Course Approval Record:

- for major coursework credit – signature of the department chair
- for minor coursework credit – signature of the department chair
- for department-based core requirements – signature of the respective department chair
- For Integration in the Humanities, DISJ and Global Perspectives requirements – signature of requirement review committee

Course equivalents and/or substitutions for major/minor requirements must be indicated on the form by the appropriate department chair. Students are advised to get alternate courses (i.e., more courses than they will actually take abroad) pre-approved in the event that courses are cancelled or there are scheduling conflicts abroad.

The completed Course Approval Record must be returned to the Office of Study Abroad. Students should keep their (yellow) copy, and take it with them abroad. Students who do not submit a completed Course Approval Record prior to departure may be required to meet with the Transcript Evaluator upon their return.

Students may also obtain course approvals via email. The approval email must be sent directly from the faculty to studyabroad@stthomas.edu.

Registration for Courses Abroad

Obtaining course pre-approval signatures at St. Thomas does not mean students are registered for those courses abroad. Depending on the program, course registration may take place prior to departure or upon arrival. Students are responsible for knowing when/where the course registration takes place for their program/university and for following that procedure.

Seeking Course Approvals from Abroad

Students may find courses abroad which were not pre-approved but which may fulfill requirements. Students are encouraged to contact the appropriate faculty from abroad to seek approval or they may choose to wait and ask the faculty to review the course syllabus and the student's course work, etc., upon the student's return to St. Thomas in order to determine course equivalency.

If students need to make changes in their courses once abroad and wish to seek approval, they may contact the appropriate faculty by e-mail. This process takes time and students may not receive word on approval for several weeks.

Transcript Evaluator

Michael Glirbas is the transcript evaluator and also manages posting credit from abroad to St. Thomas transcripts. Students may consult Michael if they have questions about earning credit in a foreign university system. Contact Michael at registrar@stthomas.edu.

Program Transcripts

Students are responsible for requesting that a copy of their transcript be sent from their program or university abroad to:

University of St. Thomas
Registrar's Office
2115 Summit Avenue, Mail 5001
St. Paul, MN 55105-1096

Students who do not present a transcript showing record of academic work completed abroad receive the grade of "F" for the period they were overseas. Contact the Office of Study Abroad if your transcript is going to arrive at St. Thomas more than one semester after your return.