

Elizabethtown College Study Abroad Policies

Students are subject to the following policies as a condition of acceptance to any study abroad program that is an approved Elizabethtown College (EC) program. Please read carefully.

A. Administrative Policies

1. Students who intend to transfer credit from an affiliated or approved non-affiliated study abroad program must complete a Course Approval form prior to departure and obtain all required signatures. This form should be returned to the Center for Global Citizenship (CGC) prior to departure. The EC Registrar has ultimate authority when granting the transfer of credit from an overseas institution.
2. Any changes in course selection following overseas registration must be immediately communicated to the CGC so that the CGC can inform the Registrar who will approve new EC course equivalents.
3. Students receiving state, federal or institutional financial aid must comply with the rules and regulations set forth by the sponsoring body, and must maintain full time status (the equivalent of 12 EC credits per semester) while abroad. Students who participate in approved non-affiliated programs, or other non-affiliated programs, may not take EC financial aid overseas with them. International students who study abroad are subject to the current EC financial aid policy regarding use of institutional aid abroad.
4. Students are responsible for obtaining comprehensive health insurance which will provide coverage during their entire overseas stay. The policy must include coverage of emergency medical evacuation and repatriation of remains. Elizabethtown College will not be responsible for covering medical expenses of any nature for students studying overseas. (*Please note: purchase of the SOS card from the CGC office provides travel assistance only and not health insurance.*)
5. Students must arrange EC housing for the semester which will follow their return before they depart for any overseas study. On campus housing should be arranged in conjunction with the Residence Life Office, located in Baugher Student Center 201.
6. Students who are expecting to graduate the semester after an overseas program must apply for graduation prior to departure if the application due date will occur during the students' absence from campus. Students who wish to study abroad during their final semester at EC must fulfill certain conditions and make a special application through the CGC and the Registrar's Office.
7. Students are required to provide the CGC with copies of their passport and flight itinerary prior to departure. Students who alter flight itineraries or overseas contact information (address, phone, email) must immediately notify the CGC.
8. Cancellation and Withdrawal Policy: The following policy applies only to EC study abroad programs in which EC courses are taught, and only to those specific EC courses. Students participating in any other type of study abroad program must follow the Cancellation and Withdrawal Policy of that program.

- a) The College shall have the right to cancel the study abroad program without penalty, and reserves the right to make academic alterations, deletions or modifications to the program as deemed necessary by the College. The College will make every effort to notify students in writing of significant program alterations or cancellations within a reasonable time period. The College will not be held responsible for any program alterations, deletions or modifications made by the Host Institution about which the College has not been notified in writing.
 - b) In the event of the program's cancellation prior to the commencement of classes, the College shall refund students any monies paid the College for participation in the program, **excluding** any application or administrative fees and any other non-refundable program-related fees. In the event of the program's cancellation following the commencement of classes, the College shall issue a refund according to the tuition and fees refund policies stated in the College catalogue (p. 20) and in accordance with the federal and state financial aid regulations, if applicable. All withdrawals must be made in writing to the CGC.
 - c) Students who withdraw from the program prior to the commencement of classes shall be refunded any monies paid to the College according to the tuition and fees refund policies stated in the College catalogue (p.20) and in accordance with the federal and state financial aid regulations, if applicable. The refund **excludes** any application fees and any other non-refundable program-related fees. Students must notify the CGC in writing to officially withdraw (see address below), and to avoid receiving a grade of 'WF' (for EC courses) on their transcripts.
 - d) Students who withdraw after commencement of classes shall be refunded on a *pro rata* basis dependent upon the date of withdrawal, **excluding** any application fees and any other non-refundable program-related fees. Students must notify the CGC in writing to officially withdraw (see address below), and to avoid receiving a grade of 'WF' (for EC courses) on their transcripts.
 - e) Semester students who are unable to complete their classes after completing seven weeks of the program may be allowed to complete the course work at a later date, provided such arrangements can be made with both the study abroad provider and the Host Institution. In such cases, students must provide documented evidence of illness, injury or circumstances beyond their control which required them to discontinue classes. Students who cannot complete the work due to documented cases of illness, injury or because of verifiable personal problems or circumstances beyond their control, should notify the CGC in writing for instructions and guidance.
 - f) Students dismissed for disciplinary reasons are not entitled to any refund of monies, and will receive failing grades for all courses.
9. Students are responsible for obtaining a passport, visa, and any other required documentation prior to departure.
10. Students are responsible for making payment arrangements with the Business Office and/or with any external agencies, and for ensuring that all required payments are made on time. Any anticipated payment difficulties or delays should be reported to the CGC immediately. Students will not receive credit for work completed overseas until all outstanding payments have been settled with the host institution and/or program provider, including, but not limited to, payments for damages incurred while overseas, outstanding library or parking fines, or any outstanding program or tuition fees.

11. Students participating in *EC affiliated programs* qualify for a tuition waiver if they are normally eligible for such a waiver. The waiver will not exceed the amount of tuition at EC. Students participating in *non-affiliated programs, short-term faculty-led programs, or direct enrollment study abroad programs* do not qualify for a tuition waiver and are responsible for the total cost of the program.
12. Alcohol and Drugs: Students should be aware that whereas in the US the legal drinking age is 21, it may be higher or lower in other countries. It is the responsibility of the student to know the laws of the host country and to obey them. Most controlled substances which are illegal in the US are also illegal overseas, including marijuana, LSD, cocaine, heroin, and ecstasy. Individuals found possessing, using, and/or selling these substances are subject to stiff penalties which may include fines, imprisonment, deportation, and possibly death. If you are uncertain whether a drug is legal or illegal in your host country, please check with the CGC office and with the embassy for your host country. In some foreign countries, prescription medicines may be illegal.

Students who are of legal drinking age in a host country in which a study abroad program takes place are permitted to drink in that country according to the laws of that country. However, the following policy applies:

The College will not tolerate disorderly or disruptive conduct which substantially threatens, harms, or interferes with College personnel or orderly College processes and functions. A faculty member may require a student to leave the classroom when his or her behavior disrupts the learning environment of the class. A student found to be responsible for disruptive behavior in the classroom may be administratively withdrawn from the course. Students who are administratively withdrawn from any EC study abroad program will be sent home at his/her own expense and will receive no refund.

The following statements are the official EC policies on drugs and alcohol, as stated in the *EC Student Handbook*:

“College regulations governing the use of alcohol are designed first and foremost to ensure the personal health and safety of each member of the Elizabethtown College community. In addition, College policies and procedures are intended to foster an environment that promotes sound judgment, respect for the rights of others, and acceptance of personal responsibility for one’s behavior.

It is the duty of all students to conduct themselves in a manner consistent with College regulations and to help others do likewise. In all instances, students are considered fully responsible for their own actions and personal well-being. Students also are encouraged to be mindful of the well-being of others. Any behavior which puts health or safety at risk or which infringes on the rights of others shall not be condoned.

The College recognizes that the decision to consume or not consume alcohol is made by the individual in accordance with her/his personal beliefs. The College supports those individuals who choose to abstain from consuming alcohol. Further, the College encourages all students to consider carefully the potential dangers of alcohol consumption and reminds students that they are responsible for abiding by all state laws and institutional policies relative to the possession and consumption of alcohol.” (p. 58)

“The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees is not permitted by Elizabethtown College. The College adheres to the Drug-Free Schools and Communities Act Amendments of 1989. (p. 64)

“All members of the Elizabethtown College community are expected to behave toward one another with civility and respect for the rights of others. Such actions as lying, stealing, cheating, drunkenness, physical or verbal violence and abuse, harassment, and the willful destruction of property constitute unacceptable forms of behavior in the Elizabethtown College community. Consequently, individuals involved in violating the Elizabethtown College community standards in letter or spirit can be removed from the community, either permanently or for a specified duration. Upholding the Elizabethtown College standards of conduct, citizenship, and behavior is the responsibility of all members of the College community. All members are expected to uphold these standards in their own conduct and by confronting the unacceptable conduct of others.” (pp. 46-7)

Any student who uses drugs or alcohol illegally or abusively while taking part in an Elizabethtown College study abroad program will be administratively dismissed from the program and sent home at his or her own expense without refund of monies.

B. Academic Policies

1. Students should be full time, degree seeking candidates for at least one semester before participating in a study abroad program.
2. Students who wish to study abroad during their senior year should work closely with the CGC and the Registrar to make sure that credits earned abroad will transfer. Students who study abroad through an EC affiliate program (AustraLearn, BCA, Herstmonceux, Nihon University, SFS) are considered to be taking EC credits. Students enrolled on approved non-affiliated programs may transfer credits back to EC during their senior year as long as 30 out of the last 60 credits are earned at EC (they do not have to be the *last* 30 credits).
3. Acceptance into a study abroad program will take into consideration the student’s grade point average. Students should therefore be in good academic standing.
4. Students must maintain full time status while studying abroad (12 EC credit hours for a semester, at least 3 credit hours for summer programs). Students may enroll for a maximum of 18 credit hours, but are advised to enroll for not more than 15 credit hours. Credit overloads exceeding 18 credit hours are not permitted while abroad.
5. Transfer credit for any EC course requirements taken abroad must be approved in writing by the Registrar prior to departure. Students are required to complete a ‘Course Approval’ form through the CGC for each study abroad program.
6. Any changes to the approved ‘Course Approval’ form which are made upon arrival overseas must be communicated immediately (by e-mail preferably) to the Academic Director of the CGC (simesa@etown.edu); therefore students are advised to wait until the end of any drop/add period before finalizing their registrations.
7. No student participating in an overseas semester program will be allowed to drop below full time status (12 credits).

8. Students must attend all scheduled lectures and tutorials, and must complete all assigned work, projects, essays and examinations by the due date determined by their Host Institution or EC faculty supervisor.
9. Students may not make individual or private arrangements with their Host Institution to substitute alternative work for regular class assignments, nor may they make special arrangements to hand work in late or to submit alternative assignments for final examinations. Final exams at host institutions overseas must be taken according to that institution's exam schedule. Any exceptions to this rule must be approved by the Academic Director of the CGC and normally must include written proof of serious illness, injury, or a death in the immediate family.
10. Students should retain their course syllabi, reading lists and copies of their written work for all non-EC courses until overseas transcripts have been received.
11. Students should request an official copy of overseas transcripts for themselves, as this may be required when applying to graduate schools or on job applications.
12. Students are responsible for settling all personal accounts, library fines, phone bills, damage payments and outstanding residence charges before leaving the Host Institution. Outstanding payments will delay the release of transcripts and in most cases will be charged to the student's EC account.
13. Students who study abroad during their last semester at EC should be aware that overseas transcripts may not reach Elizabethtown until after the May graduation ceremony. Students who are unable to have official transcripts for their final semester sent to the Registrar several days prior to graduation may not take part in the May ceremony and will defer their graduation date to August.

Any questions or concerns regarding these policies should be directed to:

Amy C. Simes, Ph.D.
Academic Director, International Programs
Center for Global Citizenship
Nicarry 120
Elizabethtown College
One Alpha Drive
Elizabethtown, PA 17022

Tel: 717-361-1347
Fax: 717-361-3679
Email: simesa@etown.edu

Please note that by signing the EC 'Study Abroad Agreement' form, you are agreeing to these study abroad policies as well.