# STUDY ABROAD POLICIES AND PROCEDURES

## TABLE OF CONTENTS

### SECTION 1: PROGRAM CATEGORIES

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:1</td>
<td>Creighton’s Service-Learning Program Abroad</td>
<td>5</td>
</tr>
<tr>
<td>1:2</td>
<td>Creighton’s Faculty-Led Programs Abroad</td>
<td>5</td>
</tr>
<tr>
<td>1:3</td>
<td>Creighton’s Affiliate Programs</td>
<td>5</td>
</tr>
<tr>
<td>1:4</td>
<td>Creighton’s Bilateral Exchange Programs</td>
<td>5</td>
</tr>
<tr>
<td>1:5</td>
<td>Creighton’s Multilateral Exchange Programs</td>
<td>5</td>
</tr>
<tr>
<td>1:6</td>
<td>Associate Programs</td>
<td>5</td>
</tr>
</tbody>
</table>

### SECTION 2: ELIGIBILITY FOR PARTICIPATION

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:1</td>
<td>Eligibility for participation in all programs</td>
<td>6</td>
</tr>
<tr>
<td>2:2</td>
<td>Disciplinary eligibility requirements for all programs</td>
<td>6</td>
</tr>
<tr>
<td>2:3</td>
<td>Final Approval for Study Abroad</td>
<td>6</td>
</tr>
<tr>
<td>2:4</td>
<td>Eligibility for participation in Creighton’s Service-Learning Program Abroad</td>
<td>6</td>
</tr>
<tr>
<td>2:5</td>
<td>Eligibility for participation in Faculty-Led Programs Abroad</td>
<td>7</td>
</tr>
<tr>
<td>2:6</td>
<td>Eligibility for participation in Affiliate Programs</td>
<td>7</td>
</tr>
<tr>
<td>2:7</td>
<td>Eligibility for participation in Bilateral Exchange Programs</td>
<td>7</td>
</tr>
<tr>
<td>2:8</td>
<td>Eligibility for participation in Multilateral Exchange Programs</td>
<td>7</td>
</tr>
<tr>
<td>2:9</td>
<td>Eligibility of participation in Associate Programs</td>
<td>7</td>
</tr>
</tbody>
</table>

### SECTION 3: PROCEDURES FOR PROGRAM SELECTION, APPLICATION, AND PARTICIPATION

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:1</td>
<td>Creighton’s Service Learning Program Abroad</td>
<td>8</td>
</tr>
<tr>
<td>3:2</td>
<td>Faculty-Led Programs Abroad</td>
<td>8</td>
</tr>
<tr>
<td>3:3</td>
<td>Affiliate Programs</td>
<td>9</td>
</tr>
<tr>
<td>3:4</td>
<td>Bilateral Exchange Programs</td>
<td>10</td>
</tr>
<tr>
<td>3:5</td>
<td>Multilateral Exchange Programs</td>
<td>11</td>
</tr>
<tr>
<td>3:6</td>
<td>Associate Programs</td>
<td>11</td>
</tr>
</tbody>
</table>

### SECTION 4: STUDY ABROAD PROCESS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:1</td>
<td>Study Abroad Information Sessions</td>
<td>12</td>
</tr>
<tr>
<td>4:2</td>
<td>Study Abroad Advising</td>
<td>12</td>
</tr>
<tr>
<td>4:3</td>
<td>Application for Study Abroad</td>
<td>12</td>
</tr>
<tr>
<td>4:4</td>
<td>Study Abroad Approval Form</td>
<td>12</td>
</tr>
<tr>
<td>4:5</td>
<td>Mandatory Pre-Departure Orientation</td>
<td>13</td>
</tr>
<tr>
<td>4:6</td>
<td>Final Study Abroad Approval</td>
<td>13</td>
</tr>
<tr>
<td>4:7</td>
<td>Grades, Course Approval and Transcript Information</td>
<td>13</td>
</tr>
<tr>
<td>4:8</td>
<td>Course Load</td>
<td>14</td>
</tr>
<tr>
<td>4:9</td>
<td>Correspondence Courses</td>
<td>14</td>
</tr>
<tr>
<td>4:10</td>
<td>Unapproved Programs/Students</td>
<td>14</td>
</tr>
<tr>
<td>4:11</td>
<td>Withdrawal from a Study Abroad Program</td>
<td>14</td>
</tr>
</tbody>
</table>
Section 4:12 While Abroad ............................................................................................................................... 14
Section 4:13 Upon Return ............................................................................................................................... 14

SECTION 5: CHARGES AND PAYMENT ...................................................................................................................... 15
Section 5:1 Creighton’s Service Learning Program Abroad ............................................................................. 15
Section 5:2 Faculty Led Programs Abroad ........................................................................................................... 15
Section 5:3 Affiliate Programs ............................................................................................................................. 15
Section 5:4 Bilateral Exchange Programs ............................................................................................................. 15
Section 5:5 Charges and Payments for Multilateral Exchange Programs ..................................................... 15
Section 5:6 Charges and Payments for Associate Programs ............................................................................. 16
Section 5:7 Application Fees & Deposits for All Programs ........................................................................... 16

SECTION 6: FINANCIAL SUPPORT FOR STUDY ABROAD ...................................................................................... 16
Section 6:1 Federal Financial Aid ........................................................................................................................ 16
Section 6:2 State Grants and Scholarships ......................................................................................................... 16
Section 6:3 Portability of Creighton Merit Scholarships and Grants ............................................................... 16

SECTION 7: SAFETY AND RESPONSIBILITY ....................................................................................................... 16
Section 7:1 Adherence to Creighton University Policies ................................................................................... 16
Section 7:2 Responsibilities of the OIP ................................................................................................................ 16
Section 7:3 Responsibilities of Participants ........................................................................................................ 17
Section 7:4 ADA and Study Abroad .................................................................................................................... 18
Section 7:5 Study Abroad Sites under a Travel Warning ................................................................................ 18

SECTION 8: ADMINISTRATIVE .............................................................................................................................. 18
Section 8:1 Maintenance of Student Files ......................................................................................................... 18
Section 8:2 File Requests ...................................................................................................................................... 18
STUDY ABROAD POLICIES AND PROCEDURES

DEFINITION(S)
For the purpose of this document, study abroad is defined as a term in which Creighton University (hereafter referred to as Creighton) students (hereafter referred to as students) receive academic credit for courses taken abroad through an approved study abroad program.

SECTION 1: PROGRAM CATEGORIES
The following categories of study abroad programs will be available to students:

Section 1:1 Creighton's Service-Learning Program Abroad
Encuentro Dominicano is an academic, living-learning program integrating community based learning in a cross-cultural context. Students will pay tuition, fees, room, and board to Creighton and receive the equivalent in the Dominican Republic. Eligible students may have portability of institutional aid, federal financial aid, tuition remission, and FACHEX. Students are required to purchase Creighton's insurance for international activity.

Section 1:2 Creighton's Faculty-Led Programs Abroad
Short-term programs led by Creighton faculty, varying in length from 2 to 4 weeks and awarding 3 or 6 credit hours. Students are required to purchase Creighton's insurance for international activity.

Section 1:3 Creighton's Affiliate Programs
Affiliate programs are academic-term programs made available through agreements with other universities.

University of Limerick, Ireland: Students may choose to participate during a fall or spring semester. Students will pay tuition, room and fees to Creighton and receive the equivalent at the University of Limerick. Students will be responsible for meals, an accommodation deposit, and all traveling expenses. Eligible students may have portability of institutional aid and federal financial aid. However, once Creighton aid is subtracted from the University of Limerick's total bill, there must be at least $3,000 that is paid by federal aid or out of pocket to Creighton. Students are required to purchase Creighton's insurance for international activity.

International Student Exchange Program (ISEP-Direct): ISEP-Direct programs are full-immersion study abroad opportunities for semester or academic-year terms. Eligible students may have portability of federal financial aid. Students will pay the ISEP-Direct application fee directly to ISEP. Students will pay any remaining fees directly to the host institution.

Section 1:4 Creighton's Bilateral Exchange Programs
Sophia University, Japan: Students may study at Sophia for the spring semester or an academic year. Eligible students may have portability of institutional aid and federal financial aid. Students will pay tuition to Creighton and room and board fees to Sophia. Students are required to purchase Creighton's insurance for international activity.

University of Mannheim, Germany: Students may choose to participate during a fall or spring semester or an academic year. Students will pay tuition and fees to Creighton. Students will pay room and board fees to the University of Mannheim. Eligible students may have portability of institutional aid and federal financial aid. Students are required to purchase Creighton's insurance for international activity.

Section 1:5 Creighton's Multilateral Exchange Programs
International Student Exchange Program (ISEP-Exchange): ISEP-Exchange offers full-immersion study abroad opportunities in over 35 countries for semester or academic year placements. Eligible students may have portability of institutional aid, federal financial aid, tuition remission, and FACHEX.

Section 1:6 Associate Programs
Students can participate on study abroad programs administered by other institutions or organizations. Because these programs vary in quality, students must consult with the Study Abroad Coordinator and obtain approval from the Office of International Programs. Eligible students may have portability of federal financial aid. Students will pay any required fees directly to the program sponsor and/or the host institution.
SECTION 2: ELIGIBILITY FOR PARTICIPATION

The Office of International Programs (hereafter referred to as OIP) administers study abroad programs and enforces study abroad eligibility in a manner consistent with the policies and procedures described herein.

Section 2:1 Eligibility for participation in all programs
Students must complete two full semesters on the Creighton (Omaha) campus before going abroad and must achieve sophomore standing prior to departure.

First year (freshman) and transfer students are eligible to apply for study abroad after completion of one full semester (fall or spring) of study at Creighton. Applications received prior to the completion of one full semester will be held until completion of the term.

Minimum cumulative GPA of 2.5 or higher at the time of application.

Good academic standing and satisfactory academic progress toward a degree at Creighton.

Participation in the Pre-Departure Orientation (as outlined in Section 4:5).

Students must receive final approval for study abroad (as outlined in Section 4:6).

Submission of the documents below by the Forms Deadline. For spring semester participation the Forms Deadline is December 1st. For summer, academic year, and fall semester participation the Forms Deadline is May 1st.
- Study Abroad Approval Form
- Assumption of Risk and Release Waiver Form
- Health Disclosure & Medical Approval Form
- Flight Information Form
- Copy of photo page of passport
- Copy of Acceptance Letter from Program Sponsor or Host Institution
- ISIC Application Form (Required for participants of Encuentro Dominicano, University of Limerick, Sophia University, Mannheim University, and Faculty-Led Programs Abroad. Recommended for ISEP or Associate Program participants.

Section 2:2 Disciplinary eligibility requirements for all programs
On the basis of documentation provided by the Center for Student Integrity, the OIP reviews the disciplinary records of all students seeking study abroad approval and determines their eligibility to apply and participate in study abroad.

STUDENTS ON DISCIPLINARY PROBATION: Students on disciplinary probation are not eligible to apply for or to participate in study abroad programs. They MUST have one full semester (fall or spring) on the Creighton Omaha campus, with no additional disciplinary incidents between the end of the probationary period and departure to the host country.

All students seeking approval for study abroad will have their records checked at the time of application and at the end of the term prior to the student’s departure in order to receive final approval to study abroad.

Section 2:3 Final Approval for Study Abroad
Study abroad approval is contingent upon maintenance of all study abroad eligibility requirements as outlined in Section 2:1 and Section 2:2. Students must also maintain academic eligibility for study abroad with the college or school of registration. Students must receive final approval to study abroad from the OIP and the respective Dean’s Office as outlined in Section 4:6.

Section 2:4 Eligibility for participation in Creighton’s Service-Learning Program Abroad
Encuentro Dominicano
- Students must meet all basic eligibility requirements as outlined in Sections 2:1, 2:2 and 2:3
- Students must have a minimum of one-semester of college-level Spanish prior to departure
- Students must submit a complete application by the application deadline
- Students must conduct an interview as the final stage of the application process
- Students must purchase Creighton’s insurance for international coverage through the OIP
- Students must attend the Pre-Departure Orientation and submit study abroad documentation as outlined in Section 2:1
- Students must receive final study abroad approval from the OIP and the Dean’s Office
Section 2:5 Eligibility for participation in Faculty-Led Programs Abroad
- Students must meet all basic eligibility requirements as outlined in Sections 2:1, 2:2 and 2:3
- Students must submit the required study abroad documentation as outlined in Section 2:1
- Students must attend all pre-departure sessions and complete assignments associated with the program
- Students must purchase Creighton's insurance for international coverage through the OIP
- Student must receive final approval for the program and be cleared through the respective Dean's Office

Section 2:6 Eligibility for participation in Affiliate Programs
University of Limerick, Ireland
- Students must meet all basic eligibility requirements as outlined in Sections 2:1, 2:2 and 2:3
- Students must have a minimum 2.9 GPA
- Students must complete the Application for Study Abroad Approval obtaining approval from the OIP
- Students must complete the Study Abroad Approval Form obtaining signatures from their academic advisor, the financial aid office, the Dean's Office (A&S, COBA, or Nursing) and the Department Chairs
- Students must submit a complete University of Limerick application to the OIP by the application deadline
- Students must receive final study abroad approval from the OIP

ISEP-Direct
- Students must meet all basic eligibility requirements as outlined in Sections 2:1, 2:2 and 2:3
- Students must have completed at least one academic year of university level coursework
- Students must complete the Application for Study Abroad Approval obtaining approval from the OIP
- Students must submit a complete ISEP-Direct application to the OIP by the application deadline
- Students must receive final study abroad approval from the OIP

Section 2:7 Eligibility for participation in Bilateral Exchange Programs
Sophia University, Japan
- Students must meet all basic eligibility requirements as outlined in Sections 2:1, 2:2 and 2:3
- Students must have a minimum 3.0 GPA
- Students must complete the Application for Study Abroad Approval obtaining approval from the OIP
- Students must complete the Study Abroad Approval Form obtaining signatures from their academic advisor, the financial aid office, Dean's Office (A&S, COBA, or Nursing) and the Department Chairs
- Students must submit a complete Sophia University Application to the OIP by the application deadline
- Students must receive final study abroad approval from the OIP

University of Mannheim, Germany
- Students must meet all basic eligibility requirements as outlined in Sections 2:1, 2:2 and 2:3
- Students must satisfy the language proficiency requirement for admission
- Students must achieve junior standing prior to departure
- Students must receive final study abroad approval from the OIP

Section 2:8 Eligibility for participation in Multilateral Exchange Programs
ISEP-Exchange
- Students must meet all basic eligibility requirements as outlined in Sections 2:1, 2:2 and 2:3
- Students must have completed at least one academic year of university level coursework prior to departure
- Students must have a minimum 2.75 GPA.
- Students must complete the Application for Study Abroad Approval obtaining approval from the OIP
- Students must complete the Study Abroad Approval Form obtaining signatures from their academic advisor, the financial aid office, Dean's Office (A&S, COBA, or Nursing) and the Department Chairs
- Students must submit a complete ISEP application by the application deadline
- Students must receive final study abroad approval from the OIP

Section 2:9 Eligibility of participation in Associate Programs
- Students must meet all basic eligibility requirements as outlined in Sections 2:1, 2:2 and 2:3
- Students must complete the Application for Study Abroad Approval and obtain approval from the OIP
- Students must complete the Study Abroad Approval Form obtaining signatures from their academic advisor, the financial aid office, Dean's Office (A&S, COBA, or Nursing) and the Department Chairs
- Students must submit a copy of his/her acceptance letter from the program sponsor or host institution
- Some study abroad programs have requirements in addition to the class standing and GPA as required by Creighton. Students must meet the criteria of both Creighton and the program sponsor in order to be eligible to participate on a particular program
- Students must receive final study abroad approval from the OIP
SECTION 3: PROCEDURES FOR PROGRAM SELECTION, APPLICATION, AND PARTICIPATION

The procedures for program selection, application, and participation outlined below may be subject to change without notice. Students are responsible for contacting the OIP for updated information regarding program selection, application, and participation for their proposed study abroad program.

Section 3:1 Creighton’s Service Learning Program Abroad

Encuentro Dominicano

Application
Complete applications are submitted to the OIP. Applications must be submitted by October 1st for participation in a spring semester and March 1st for participation in a fall semester. A complete application consists of:

- The Encuentro Dominicano Application Form
- A personal statement including reasons for participation in the program, personal and academic preparation for the program, expected benefits, personal contributions to the program, and relevance of the program to academic and career goals
- A letter of recommendation from the Academic Advisor
- A letter of recommendation from a person chosen by the student
- A recent photo
- An unofficial transcript (may be printed from Student Self-Service)
- Parental Consent

Interview
After submitting a complete application, students will be interviewed by members of the Omaha Advisory Board for Encuentro Dominicano.

Selection of Participants
Members of the Omaha Advisory Board for Encuentro Dominicano will review applications and select from the eligible students.

Participation
If accepted into the program, students will

- Submit a $100 deposit to the OIP to reserve his/her placement for a particular semester
- Attend the Pre-Departure Orientation as outlined in Section 4:5
- Submit all required study abroad documentation as outlined in Section 2:1
- Discuss study abroad participation with a physician and be responsible for obtaining required and/or recommended immunizations as outlined by the physician as well as The Center for Disease Control
- Purchase Creighton’s insurance for international activity (available at the OIP)
- Be responsible for obtaining a passport, visa, and other travel documentation needed for the host country

Section 3:2 Faculty-Led Programs Abroad

Application
Complete applications are submitted directly to the faculty member leading the study tour.

Selection of Participants
Faculty leaders will review applications and select from eligible students. Criteria for selection will vary with the academic content and purpose of each study tour.

Participation
If accepted into the program, students will

- Enroll in the relevant course and pay the study tour fees
- Attend all planning meetings and cross-cultural orientation sessions
- Submit all required study abroad documentation to the OIP as outlined in Section 2:1
- Discuss study abroad participation with a physician and be responsible for obtaining required and/or recommended immunizations as outlined by the physician as well as The Center for Disease Control
- Purchase Creighton’s insurance for international activity (available at the OIP)
- Be responsible for obtaining a passport, visa, and other travel documentation needed for the host country
Section 3:3 Affiliate Programs

University of Limerick

Application

Complete applications are submitted to the OIP. Students must attend a Study Abroad Info Session (as outlined in Section 4:1) prior to submitting an application. A complete application consists of:

- Application for Study Abroad Approval (internal application)
- Study Abroad Approval Form (internal form)
- University of Limerick Application Form (external application)
  - Housing Application
  - Official Transcript from Creighton University
  - Academic Letter of Recommendation
  - Letter of Financial Support
  - Parental Consent
- Applications must be submitted by September 15th for participation in a spring semester and February 15th for participation in a fall semester.

Selection of Participants

The Study Abroad Coordinator and the Executive Director of International Programs will review applications and select from eligible students.

Participation

If accepted into the program, students will:

- Attend the Pre-Departure Orientation
- Submit all required study abroad documentation as outlined in Section 2:1
- Discuss study abroad participation with a physician and be responsible for obtaining required and/or recommended immunizations as outlined by the physician as well as The Center for Disease Control
- If taking online or correspondence courses while studying in Limerick, students are responsible for making special arrangements (test proctor, computer usage, etc.) prior to departure
- Read the Study Abroad Handbook from the University of Limerick
- Purchase Creighton’s insurance for international activity (available at the OIP)
- Be responsible for obtaining a passport, visa, and other travel documentation needed for the host country
- Abide by all rules and regulations of the host institution

ISEP-Direct

Program Selection

Students must apply and submit a complete application to the OIP. The OIP will send all applications directly to the ISEP Central Office. Students must attend a Study Abroad Info Session (as outlined in Section 4:1) prior to submitting an application.

Application

A complete application consists of:

- Application for Study Abroad Approval (internal application)
- Parental Consent
- Study Abroad Approval Form (internal form)
- ISEP Application (external application)
  - Nomination by home ISEP coordinator
  - Participant Profile
  - Host Site Request List
  - Course Request List
  - Language Proficiency Report (if pursuing coursework in a language other than students’s native language)
  - 2 Personal Statements
  - 2 Academic References
  - Official Transcript from Creighton University
  - Application Fee
- Applications must be submitted to the OIP by August 15th for participation in a spring semester and January 15th for participation in a fall semester or academic year. Applications will be accepted after these deadlines on a rolling basis. To submit an ISEP application, students must schedule an appointment with the Study Abroad Coordinator to review the application.
Participation

If nominated for participation in ISEP, students will

- Attend the Pre-Departure Orientation
- Submit all required study abroad documentation as outlined in Section 2:1
- Discuss study abroad participation with a physician and be responsible for obtaining required and/or recommended immunizations as outlined by the physician as well as The Center for Disease Control
- Be responsible for obtaining a passport, visa, and other travel documentation needed for host country
- Abide by all rules and regulations of the host institution

Selection 3:4 Bilateral Exchange Programs

Sophia University, Japan

Application

Complete applications are submitted to the OIP. Students must attend a Study Abroad Info Session (as outlined in Section 4:1) prior to submitting an application. A complete application consists of:

- Application for Study Abroad Approval (internal application)
- Parental Consent
- Study Abroad Approval Form (internal form)
- Sophia University Application Form (external application)
  - Housing Application
  - Official Transcript from Creighton University
  - Medical Certificate
  - Personal Essay
  - 3 Letters of Recommendation
- Applications must be submitted to the OIP by October 1st for participation in a spring semester and March 1st for participation in an academic year

Selection of Participants

The Study Abroad Coordinator and the Executive Director of International Programs will review applications and select from eligible students.

Participation

If accepted into the program, students will

- Attend the Pre-Departure Orientation
- Submit all required study abroad documentation as outlined in Section 2:1
- Discuss study abroad participation with a physician and be responsible for obtaining required and/or recommended immunizations as outlined by the physician as well as The Center for Disease Control
- Purchase Creighton’s insurance for international activity (available at the OIP)
- Be responsible for obtaining a passport, visa, and other travel documentation needed for the host country
- Abide by all rules and regulations of the host institution

University of Mannheim

Application

Complete applications are submitted to the OIP. Students must attend a Study Abroad Info Session (as outlined in Section 4:1) prior to submitting an application. A complete application consists of:

- Application for Study Abroad Approval (internal application)
- Parental Consent
- Study Abroad Approval Form (internal form)
- Official Creighton Transcript
- Description of Academic Goals
- University of Mannheim Application (external application)
- Applications must be submitted to the OIP by October 1st for participation in a spring semester and March 1st for participation in a fall or academic year.

Selection of Participants

Students should have achieved junior standing

Participation

If accepted into the program, students will

- Attend the Pre-Departure Orientation
- Submit all required study abroad documentation as outlined in Section 2:1
• Discuss study abroad participation with a physician and be responsible for obtaining required and/or recommended immunizations as outlined by the physician as well as The Center for Disease Control
• Purchase Creighton’s insurance for international activity (available at the OIP)
• Be responsible for obtaining a passport, visa, and other travel documentation needed for the host country
• Abide by all rules and regulations of the host institution

Section 3:5 Multilateral Exchange Programs

**ISEP-Exchange**

**Program Selection**
Students must apply and submit a complete application to the OIP. The OIP will send all applications directly to the ISEP Central Office.

**Application**
Students must attend a Study Abroad Info Session (as outlined in Section 4:1) prior to submitting an application. A complete application consists of:

- Application for Study Abroad Approval (internal application)
- Parental Consent
- Study Abroad Approval Form (internal form)
- ISEP Application (external application)
  - Nomination by home ISEP Coordinator
  - Participant Profile
  - Host Site Request List
  - Course Request List
  - Language Proficiency Report (if pursuing coursework in a language other than the student’s native language)
  - 2 Personal Statements
  - 2 Academic References
  - Official Transcript from Creighton University
  - Application Fee

Applications must be submitted to the OIP by August 15th for participation in a spring semester and January 15th for participation in a fall semester or academic year. Applications will be accepted after these deadlines on a rolling basis. To submit an ISEP application, students must schedule an appointment with the Study Abroad Coordinator to review the application.

** Participation**
If nominated for participation in ISEP, students will

- Attend the Pre-Departure Orientation
- Submit all required study abroad documentation as outlined in Section 2:1
- Discuss study abroad participation with a physician and be responsible for obtaining required and/or recommended immunizations as outlined by the physician as well as The Center for Disease Control
- Be responsible for obtaining a passport, visa, and other travel documentation needed for host country

Section 3:6 Associate Programs

**Program Selection**
Students interested in studying abroad through an Associate Program, must attend an info session and visit the OIP website. Students should discuss his/her plans to study abroad with the Study Abroad Coordinator and their current academic advisor. Because these programs vary in quality, students MUST obtain the approval of the OIP prior to submitting an application directly to the program sponsor or host institution.

**Application**
Students must seek approval from the OIP, following these steps:

- Attend a Study Abroad Information Session (as outlined in Section 4:1)
- Parental Consent
- Complete the Application for Study Abroad Approval (internal application)
  - Submit application form to the OIP, along with a Personal Statement including reasons for participation and relevance of program to personal, educational, and professional goals
- Complete the Study Abroad Approval Form (internal form)
  - Meet with Academic Advisor
  - Meet with Dean’s Office (A&S, COBA or Nursing)
  - Meet with Department Chair(s)
  - Meet with Financial Aid Office
• Submit completed form to the Office of International Programs
• Submit Application directly to program sponsor or host institution (external application)
  o Some applications may require advisor certification. The Study Abroad Coordinator will certify the
    sponsoring organization’s application if the student has completed the Application for Study Abroad
    Approval and Study Abroad Approval Form.
  o Students must indicate that end of program transcripts should be sent to the attention of the Study
    Abroad Coordinator in the OIP

Participation
If approved, students will
• Agree to submit an application directly to the program sponsor ONLY after obtaining the necessary approval
  from the OIP, by submitting the Application for Study Abroad Approval and Study Abroad Approval Forms
• Attend the Pre-Departure Orientation
• Submit all required study abroad documentation as outlined in Section 2:1
• Discuss study abroad participation with a physician and be responsible for obtaining required and/or
  recommended immunizations as outlined by the physician as well as The Center for Disease Control
• Be responsible for obtaining passport, visa, and other travel documentation needed for host country
• Submit a copy of the program acceptance letter to the OIP

SECTION 4: STUDY ABROAD PROCESS

Section 4:1 Study Abroad Information Sessions
Students must attend a Study Abroad Information Session prior to scheduling an initial appointment with the Study
Abroad Coordinator. Students unable to attend the weekly scheduled information sessions due to time conflicts must
directly contact the Study Abroad Coordinator to arrange an individual appointment. Applications for Study Abroad
Approval will not be reviewed for those students who have not attended an info session or who have not met with the
Study Abroad Coordinator.

Section 4:2 Study Abroad Advising
Students are encouraged to meet with the Study Abroad Coordinator to discuss study abroad program options.
Students may contact the OIP by phone to schedule an individual meeting with the Study Abroad Coordinator. In
addition to meeting with the Study Abroad Coordinator, students should research program options by attending the
study abroad fair, reviewing program catalogs, and visiting relevant websites.

Section 4:3 Application for Study Abroad Approval
Students desiring to study abroad must complete an Application for Study Abroad Approval (or Encuentro
Dominicano Application) and obtain the signature of the Executive Director of International Programs. This form may
be obtained at the OIP front desk or from the Study Abroad Coordinator. The Executive Director of International
Programs has the final authority to approve Applications for Study Abroad Approval. Applications for Study Abroad
Approval should be submitted to the OIP. Students will be notified regarding the status of the application via his/her
Creighton email account. Students must contact the OIP regarding any changes to the information provided on the
Application for Study Abroad Approval, including (but not limited to) local contact information, permanent contact
information, and study abroad program information.

APPLICATION DEADLINES: Students must submit his/her Application for Study Abroad Approval (or Encuentro
Dominicano Application) by the deadline indicated below. A two-week grace period is available and any application
submitted during this period will have no penalty. Applications submitted after the 2 week grace period may not be
accepted.
  ▪ Applications for study abroad participation during an academic year, fall semester or summer term are due
    by March 1st
  ▪ Applications for study abroad participation during a spring semester are due by October 1st
  ▪ If a deadline falls on a Saturday or Sunday the Application for Study Abroad Approval will be due on the
    following Monday by 4:30pm.

Section 4:4 Study Abroad Approval Form
If preliminarily approved to study abroad by the OIP, students must complete a Study Abroad Approval Form,
attaining signatures from the appropriate Dean's Office, Department Chair(s), academic advisor, and financial aid
officer. Students should submit his/her completed Study Abroad Approval Form to the OIP. The courses listed on
the Study Abroad Approval Form do not constitute a guarantee of credit transfer to Creighton for courses taken
during a study abroad program. Course equivalencies and credit transfer will be determined upon receipt of an
official transcript from the host institution. Preliminary course approval reflects the common understanding by all
signers of what course work students will take abroad. It is understood that enrollment patterns abroad may require some changes. NOTE: Encuentro Dominicano and Faculty-Led Program participants are not required to complete the Study Abroad Approval Form, but must meet with the appropriate department or respective Dean’s office to discuss course work.

Students must contact the OIP regarding any changes to the information provided on the Study Abroad Approval Form, including (but not limited to) local contact information, permanent contact information, study abroad program information, preliminary course approval information.

IMPORTANT: A STUDENT WHO BECOMES INELIGIBLE TO STUDY ABROAD WILL NOT RECEIVE FINAL STUDY ABROAD APPROVAL AS OUTLINED IN SECTION 4:6.

Section 4:5 Mandatory Pre-Departure Orientation

All study abroad applicants are required to attend the Pre-Departure Orientation. Study abroad approval is contingent upon participation in the Pre-Departure Orientation conducted by the OIP. Students who have unexcused absences at the regularly scheduled pre-departure orientation(s) will be required to make up the missed orientation(s). There is a make up fee of $75.00. Excused absences include severe illness, emergency, or participation in a Creighton sponsored varsity athletic event. Excused absences must be pre-arranged between students and the OIP. If a student is absent due to illness or emergency, students must notify the OIP immediately regarding the circumstances. Failure to notify the OIP prior to the orientation(s) or within 48 hours after the orientation(s), will result in students being charged the late fee in accordance to the explanation presented above.

Section 4:6 Final Study Abroad Approval

Students must receive final approval to study abroad from the OIP and the respective Dean’s Office. Final approval will be given after all study abroad forms (See section 2:1) have been turned in and the student has cleared the second disciplinary and academic record checks as discussed in Section 2:2 and 2:3. Students who do not receive final study abroad approval from the OIP/Dean’s Office are not eligible to study abroad. If a student chooses to study abroad without approval, the student will not retain status as a Creighton student, will not receive academic credit from Creighton for the courses taken abroad, and will not be eligible for Creighton financial aid for any study abroad program. CREIGHTON IS NOT RESPONSIBLE FOR ANY WITHDRAWAL FEES OR OTHER MONETARY LOSSES INCURRED BY STUDENTS WHO BECOME INELIGIBLE TO STUDY ABROAD. Parents must acknowledge this financial limitation. Students will be notified of their final study abroad approval at the end of the term prior to their departure, via their Creighton e-mail account.

Section 4:7 Grades, Course Approval and Transcript Information

Grades, Course Approval and Transcript Information for Affiliate Programs, Bilateral Exchange Programs, Multilateral Exchange Programs, and Associate Programs

Students must request an official study abroad transcript to be sent to the OIP upon completion of his/her experience abroad. Credit for the term abroad will not be granted unless an official transcript is received. Students will be notified via his/her Creighton email address when the transcript has been received in the OIP. Students will then be required to review a copy of the transcript and complete a Transcript Verification Form and Program Evaluation.

Students are responsible for providing coursework, syllabi, reading lists and any other necessary documents from study abroad courses, if required by the Dean or Department Chair at Creighton. To receive credit for courses taken abroad, students must receive a C grade (2.0) or better. Students receiving below a C grade (2.0) will not receive credit or Creighton equivalencies for the courses taken while abroad.

Courses taken during a study abroad term will not factor into a student’s Creighton GPA, except as noted in Section 4:8. Study abroad courses will be listed on the student’s Creighton transcript if he/she attained the necessary grade of C (2.0) or better.

Students are expected to complete all coursework before they leave the study abroad site. When enrolling in courses taught by host country nationals, students are expected to select courses that require work that can be assessed for a grade. If no such academic work can be arranged, students will not receive credit for the class.

When grades are given by faculty from the host country using that country’s grading scale, equivalency scales are used to translate the grades to U.S. grades. These scales are not a mere adaptation to the U.S. percentage or letter grade system, but rather are designed to match the spirit of the host country grading system with the U.S. system. The same variation that occurs between the differing demands of professors at Creighton is likely to occur with teachers abroad and Creighton does not make adjustments to the grading scale on this count.

To dispute a grade from a study abroad program, students should contact the program sponsor directly. Creighton or the OIP cannot intervene or assist with grade disputes for courses taken during a study abroad period.
Grades and Transcript Information for Creighton’s Service Learning-Learning Program Abroad and Faculty-Led Programs Abroad

Courses taken through participation in the Encuentro Dominicano and Faculty-Led Programs Abroad will factor into a student’s Creighton GPA. Course work will appear on the student’s Creighton transcript upon completion of the term.

Section 4:8 Course Load

12-15 credits are the minimum-maximum course load each semester abroad. Exceptions are considered only in cases of illness or similar extenuating circumstances.

If students drop below the minimum credit hours required to be considered a full-time student, they will jeopardize status as Creighton students and may lose awarded financial aid.

Section 4:9 Correspondence Courses

The OIP strongly discourages students from taking correspondence courses during their time abroad. However, if a student’s major dictates that he/she take a correspondence course while abroad, it is the responsibility of the student to make the necessary arrangements prior to his/her departure to the host site. Students will be responsible for any fees associated with correspondence courses (test proctor, computer usage, etc.).

Section 4:10 Unapproved Programs/Students

If students choose to participate in a study abroad program that is not approved by the OIP or if students are not approved for study abroad based on the eligibility guidelines in Section 2 and Section 4, they will not receive academic credit, financial aid, or support services during their time abroad. Students must work closely with the Study Abroad Coordinator in choosing a study abroad program.

In consultation with pertinent offices, the OIP may reject an Application for Study Abroad Approval or rescind any prior approval if the OIP learns of a condition which may endanger others and/or may put participants at risk in a foreign country.

Section 4:11 Withdrawal from a Study Abroad Program

If students withdraw from a study abroad program prior to arriving at the program site, students must contact the Study Abroad Coordinator immediately.

If students withdraw from a study abroad program abroad for any reason, after arriving at the program site, students are responsible for any withdrawal fees. Students cannot enroll in courses on the Creighton campus for the remainder of the semester. Students must immediately notify the Study Abroad Coordinator of his/her withdrawal from the program.

Section 4:12 While Abroad

Upon arrival in the host country, students must:
- Send their complete address and telephone number (in the host country) to the Study Abroad Coordinator
- Email the final list of courses in which they are enrolled to the Study Abroad Coordinator
- Contact their Academic Advisor to discuss course registration at Creighton for the term following the experience abroad
- Obtain course descriptions, syllabi, text book list, and any other relevant information that may be needed for the credit transfer process
- Inform the Study Abroad Coordinator in writing if they choose to extend their time in the host country

Section 4:13 Upon Return

When returning to the United States, students must:
- Complete the OIP program evaluation form
- Be responsible for verifying that his/her transcript has been received in the OIP
- Complete the Transcript Verification Form
SECTION 5: CHARGES AND PAYMENT

Section 5:1 Creighton’s Service Learning Program Abroad

Encuentro Dominicano

Charges
Tuition, Room, Board, Fees, and insurance for international activity

Payments
Students will pay fees directly to Creighton and receive the equivalent in the Dominican Republic.

Section 5:2 Faculty Led Programs Abroad

Charges
Program Fee and insurance for international activity

Payments
Students will pay fees directly to Creighton

Section 5:3 Affiliate Programs

University of Limerick, Ireland

Charges
Tuition, room, and insurance for international activity

Payments
Students will pay Tuition and Room fees directly to Creighton. Students will pay insurance fees directly to the OIP. Students will pay board (meals) and a housing damage deposit to the University of Limerick.

ISEP-Direct

Charges
ISEP application fee and host institution fees

Payment
Students will pay the ISEP application fee directly to ISEP. Students will pay any related host institution fees directly to the host institution.

Section 5:4 Bilateral Exchange Programs

Sophia University, Japan

Charges
Tuition and insurance for international activity; room and board fees

Payments
Students will pay tuition and fees directly to Creighton. Students will pay insurance fees directly to the OIP. Students will pay room & board fees directly to the host institution.

University of Mannheim, Germany

Charges
Tuition, fees, and insurance for international activity; room and board fees

Payment
Students will pay tuition and fees directly to Creighton. Students will pay insurance fees directly to the OIP. Students will pay room and board fees directly to the University of Mannheim

Section 5:5 Charges and Payments for Multilateral Exchange Programs

Charges
Tuition, room, board, fees, and insurance for international activity

Payments
Students will pay Tuition, Room Board, Fees, and Insurance for International Activity directly to Creighton and receive the equivalent at the host institution. Students participating on academic year exchange through ISEP will pay additional fees to cover room and board benefits during the January intersession or semester break
Section 5:6 Charges and Payments for Associate Programs
Students participating in an Associate Program will make their own financial arrangements with the host institution and/or program sponsor.

Section 5:7 Application Fees & Deposits for All Programs
Students are expected to pay their own application fees and deposits (if required) directly to the sponsoring organization or institution.

SECTION 6: FINANCIAL SUPPORT FOR STUDY ABROAD

Section 6:1 Federal Financial Aid
Students eligible to receive federal financial aid (grants and loans) may only continue to receive those funds while participating in approved study abroad programs abroad during the fall semester, spring semester and academic year. Work study is not applicable to study abroad experiences. Students must consult with the Financial Aid Office to determine their eligibility.

Section 6:2 State Grants and Scholarships
Students who are eligible to receive state financial aid may also be eligible to receive those funds while participating in approved study abroad programs. Students must consult with the Financial Aid Office to determine their eligibility.

Section 6:3 Portability of Creighton Merit Scholarships and Grants
Eligible students selected to participate in Creighton’s Service-Learning Program Abroad, Faculty-Led Programs Abroad, Affiliate Programs, Bilateral Exchange Programs, or Multilateral Exchange Programs may continue to receive merit scholarships and grants awarded by Creighton University while studying abroad. Students must consult with the Financial Aid Office to determine their eligibility.

SECTION 7: SAFETY AND RESPONSIBILITY

Section 7:1 Adherence to Creighton University Policies
While studying abroad, all students retain their status as Creighton students and therefore will be held accountable for any infractions of the Creighton Student Handbook and the Code of Conduct while abroad. Students must note that Creighton policies are applicable when on-campus or when studying abroad. Infractions that occur prior to the student’s study abroad experience may jeopardize the student’s eligibility to study abroad. All infractions that occur while abroad will be reported to and addressed by the Center for Student Integrity and Student Services when the student returns to campus.

While abroad, students are subject to the laws of the host country in addition to the policies of the host institution, program sponsor, and Creighton.

Section 7:2 Responsibilities of the OIP
Generally, the OIP will provide orientation meetings and materials to participants prior to departure, which may include, but are not limited to, appropriate information on health, legal, environmental, political, cultural, and religious conditions abroad. In addition to dealing with health and safety issues, the orientation may address potential health and safety risks and appropriate emergency response measures.

In the program approval process, the OIP will consider factors such as disciplinary histories that may impact the safety of students or the group

The OIP will provide the opportunity for participants to purchase insurance with international coverage.

In cases of serious health problems, injury, or other significant health and safety circumstances, the OIP will maintain communication among all program sponsors and parties or individuals involved.

In particular, the OIP generally:
- Cannot guarantee or ensure the safety of participants or eliminate all risks from the study abroad environment
- Cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants
- Cannot prevent participants from engaging in illegal, dangerous, or reckless activities
- Cannot ensure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants
• Cannot ensure that home-country cultural values and norms will apply in the host country
• Cannot fully replicate home campus support services at overseas locations
• Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the OIP or for the situations that may arise due to the failure of a participant to disclose pertinent information.
• Cannot make decisions pertaining to course approvals or credit transfer for study abroad courses

Section 7:3 Responsibilities of Participants

Study abroad participants are responsible.....

• To comply with all policies and procedures outlined in this document.
• To participate fully in all orientations before departure, on site, and upon reentry.
• To read and carefully consider all information provided by the OIP that relates to safety and health conditions while abroad.
• To consider carefully his/her own personal circumstances and his/her ability to deal with the rigors of study abroad.
• To make available to the OIP accurate and complete health information and any other personal data as necessary to plan for a safe and healthy study abroad experience.
• To obtain and maintain supplementary health insurance coverage and liability insurance and abide by any conditions imposed by the carriers. To obtain international insurance coverage from the OIP, if participating on a Creighton Sponsored program, including, but not limited to participants of: Faculty-Led Programs Abroad, University of Limerick, Encuentro Dominicano, and Sophia University.
• To inform parents/guardians/families, and any others who may need to know about their participation in a study abroad program, provide them with emergency contact information and keep them informed.
• To understand and comply with the terms of participation, codes of conduct, and emergency procedures of Creighton, the OIP, the program sponsor and the host institution. Students must also understand and obey the laws of the host country.
• To be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.
• To become familiar with the procedures for obtaining health and law enforcement services in the host country.
• To avoid substance abuse of all kinds, including alcohol and drug abuse.
• To follow the program policies for keeping program staff informed of his/her whereabouts and well-being, especially when traveling away from the program site.
• To behave in a manner that is respectful of the rights and well-being of others, including OIP staff, Creighton staff and employees, program staff, and host institution staff and students.
• To accept responsibility for his/her decisions and actions
• To obtain a passport and any other required travel documents (visa), whether the applicant is a U.S. citizen or not. He/she shall hold Creighton University harmless in the event that he/she cannot or choose not to obtain the necessary documents for traveling abroad. The inability or failure to obtain these visas and other documents does not constitute grounds for a refund or waiver of any program fees.
• To complete and return all required forms and documentation to the OIP by the deadline required. Failure to submit any required documentation by the specified deadline will result in a late fee and/or immediate ineligibility to study abroad. Final study abroad approval will not be granted to the student until he/she has submitted all required study abroad forms and documentation (as outlined in Section 2:1).
• To attend courses at the host institution and complete all relevant coursework.
Section 7:4 ADA and Study Abroad
Creighton and the OIP are committed to providing services to students with disabilities who are eligible for reasonable accommodation under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act.

Creighton and the OIP cannot guarantee that facilities, resources and support services for students with disabilities will be available abroad to the same extent as students may be accustomed to in the United States. Students and parents/guardians should understand that some elements of a study abroad program may be inaccessible and that certain limitations may be outside of Creighton University’s control to modify.

If a student has received preliminary approval to study abroad by the OIP or has been accepted to the study abroad program and may require accommodation(s), the student should consult with the Office of Disability Accommodations as soon as possible for their assistance in planning for the study abroad experience.

Section 7:5 Study Abroad Sites under a Travel Warning
Creighton will not permit students to travel abroad to a country for which the U.S. State Department has issued a travel warning. Students and parents/guardians must understand that Creighton reserves the right to rescind a student’s approval to study abroad in the event the State Department issues a travel warning for the country in which the program is going to be held and that it is the responsibility of the student to stay informed about travel warnings concerning the country to which he/she will be traveling.

SECTION 8: ADMINISTRATIVE

Section 8:1 Maintenance of Student Files
A student’s study abroad file (including copy of transcript from program sponsor, if available) will be kept on file in the OIP for a maximum of 4 years. After the 4-year period, files may be placed in storage.

Section 8:2 File Requests
Students may request to see a copy of their study abroad file. Requests must be submitted in writing. A valid photo ID will be required upon acquiring the file. Only students or an individual with a valid FERPA release signed by the student may review the file. A minimum two-week period will be needed to prepare the file. Additional time may be necessary.