

VII-5.7 Enrollment in Study Abroad

Approved UFS 12/7/16

Approved by Provost 12/17/16

Approved by President 1/4/17

Periodic Review: At least once every three years (next: fall 2019)

Responsible Administrators: Dir of Office of International Services, Deans, Division/Dept. Chairs, Provost

Policy Contact: Senior Administrator, Office of the Provost AND? Director of Financial Aid?

Required by USDE, MSCHE, ABA/AALS

Effective date: when approved (fall 2016)

1. **Purpose:** This policy centralizes existing policies related to enrollment of University of Baltimore (UB) students in courses offered by institutions outside the United States and students enrolled in UB global field studies courses, which are here defined as those courses in which a UB faculty member leads UB students in course work that includes travel outside the United States related to earning credits. These academic experiences (international exchange, global field studies, study abroad) may be of varying lengths (e.g., short-term during January, semester, two semester, summer etc.).
2. **Policy Statements:**
 - a. All academic units may offer Global Field Studies courses. Enrollment in those courses requires the student to meet the requirements of the individual program and course requirements as approved through the curriculum review and approval process. Requirements are in the catalog or may be posted on the UB website. Global field studies courses may require a separate application. Enrollment costs (tuition and any applicable fees) are paid to UB, and financial aid applies as it would on campus. Course grades count within the cumulative grade point average.
 - b. Enrolled UB students in good academic standing may participate in a student exchange program with a foreign institution with which UB has an authorized memorandum of understanding (MOU) if they meet the criteria specific to the exchange, which may include but are not limited to enrollment in a particular academic program, eligibility for a visa, or a certain grade point average. Application to an exchange program may be required, and other terms of the MOU will apply. Enrollment costs (tuition and any applicable fees) are paid to UB, and financial aid applies as it would on campus.
 - c. After a student has enrolled at the University of Baltimore, credit for courses taken elsewhere will be granted only with the prior written approval of the appropriate dean or designee at the University of Baltimore. This written approval must be filed in the official student folder maintained in the Office of Records and Registration. These are not UB courses, and students do not pay UB for this type of study abroad. Other transfer policies apply. Students may, however, receive aid at UB for study abroad coursework that is taken and billed at another university through a consortium agreement. For approved consortium courses, UB may award and disburse aid at UB, and the student then uses the award received to pay the tuition, fees and related expenses at the university where they are a visiting student.

- d. For all global field studies courses and international student exchange programs, additional costs beyond tuition may apply. Such additional costs that students are to pay are to be communicated to program applicants when the application is available or at least two weeks before the application deadline.
- e. If a student has been admitted to a study abroad or exchange or global field studies experience, but the student is found in violation of the student code of conduct or of the student honor code in the School of Law, permission to participate can be revoked, even if travel arrangements have been made. The student, not UB, will be responsible for any related financial losses, including but not limited to airfare or a nonrefundable vendor fee.
- f. Students in the School of Law must complete their first year coursework (two semesters for full-time day division students and three semesters for evening division students) before participating in study abroad programs. A student must have at least a 2.00 grade point average at the time of his or her application to any of the summer study abroad programs and a 2.75 grade point average to be considered for a semester abroad program.
 - i. For the School of Law policy, “study abroad” refers to study in those programs approved by the School of Law or the American Bar Association (ABA) for its students to engage in as part of completing their degree program. Tuition is paid to UB for the School of Law-managed programs, and those course grades count within the cumulative grade point average. For programs managed by other ABA-accredited law schools, tuition is paid directly to that institution, and credit for grades earned transfer to UB on a pass/fail basis.
 - ii. Students may participate in a student exchange program with a foreign institution with which the School of Law has an authorized memorandum of understanding (MOU) if they meet the aforementioned criteria and any required application is accepted. Terms of the MOU will apply, which may include additional eligibility criteria. Enrollment costs (i.e., tuition and any applicable fees) are paid to UB, and financial aid applies as it would on campus.
 - iii. Students may study at a foreign institution where the School of Law does not have an MOU if they meet the aforementioned criteria and create an educational and course plan with an academic advisor. Enrollment costs (i.e., tuition and any applicable fees) are paid directly to the foreign institution, and financial aid is arranged via a consortium agreement. Credit for grades earned at the foreign institution transfer to UB on a pass/fail basis.