



STUDY ABROAD PACKET

The College encourages students to participate in study abroad programs.

Students should consult the chairperson of their major department for specific requirements. To be eligible for study abroad, a minimum index of 2.5 is required. Students are eligible for study abroad opportunities beginning the second semester of their freshman year, or during their second semester as a transfer student. The department chairperson of the student's major, and the Director for International Student Services must also approve the student's request for participation in a study abroad program.

The process starts with the Director for International Student Services. The student presents the reasons for going abroad, since they will influence the choice of country and courses to be taken. Consideration is given to major and foreign language ability, when applicable. A major focus is the opportunity to learn about the people, society, and culture of another country.

Students review available programs, courses, and cost with the Director for International Student Services. The student also consults with the chairperson of the major department in order to determine compatibility of the proposed study abroad program with the requirements of the student's major.

Students are given a Study Abroad packet to be completed and used as the contract between the student and the College of Mount Saint Vincent for the transfer of credits. Courses which are comparable to the College of Mount Saint Vincent courses are transferable, as well as courses relating to the culture and society of other peoples, e.g. Art of Rome; Societal Issues in England.

Completed contracts are filed with the Registrar, the Chairperson of the student's major Department, the student's Academic Advisor, and the Director for International Student Services. Usually about 12-15 credits per semester can be transferred. Before leaving for the semester or year abroad, students also make tentative schedules with their advisor for the semester of their return to the College. Pre-registration is provided for students while they are studying abroad.

Information on the range of available study abroad programs, including those available through three college consortia with which the College participates, can be found on the College's website.

COLLEGE OF MOUNT SAINT VINCENT
STUDY ABROAD PROGRAMS
CRITERIA FOR PARTICIPATION IN STUDY ABROAD PROGRAMS:

1. Identify your reasons for wanting to study abroad.
2. Check if you have the basic qualifications to apply to the program. The Study Abroad program is open to students who have a general cumulative index of 2.5 (some programs with which the College participates require a 2.7 or even a 3.0 and above).
3. Students are eligible for study abroad opportunities beginning the second semester of their freshman year, or during their second semester as a transfer student. Students should try to take most of their required courses prior to studying abroad since some major programs require that most (if not all) of their courses be taken on campus. The more core courses you have completed, the greater your flexibility in choosing appropriate programs and courses abroad.
4. Set up an appointment to meet with the Director for International Student Services to identify specific Study Abroad Programs that meet your needs and interests. (Complete a Preliminary Questionnaire)
5. Speak to students who have participated in Study Abroad Programs.
6. See your Academic Advisor about your plans to Study Abroad. Discuss the options available, what you want to do, where, for how long, and how your plans fit in the overall degree program that you are pursuing.
7. Check all the facts about credit with the Director for International Student Services. Get approval for credit transfer in writing from relevant departments. Complete a Study Abroad Contract form. At the same time, plan your schedule for the semester that you will return to study at the college.

In order to get credit for study abroad:

8. All courses must be approved in advance by your advisor, the Chairperson of the department of your major/minor and the Director for International Student Services.
9. You must earn a grade of C or better in each course, except where the Major department requires a higher grade.

For full semesters abroad (fall or spring) you must carry a full course load (at least 12 credits). You will not receive credit for courses that duplicate material already studied.

**COLLEGE OF MOUNT SAINT VINCENT
STUDY ABROAD PROGRAMS**

PRELIMINARY INFORMATION QUESTIONNAIRE

NAME: _____ DATE: _____

HOME ADDRESS: _____ PHONE: _____

Banner ID: _____ EMAIL: _____

MAJOR/ PROGRAM: _____ MINOR: _____

ACADEMIC ADVISOR: _____

TOTAL CREDITS COMPLETED TO DATE: _____ GPA: _____

ARE YOU A TRANSFER STUDENT? YES NO

IF YES, NUMBER OF CREDITS TRANSFERRED: _____

ACADEMIC PROGRAM ABROAD YOU ARE INTERESTED IN:

COUNTRY: _____

SPONSORING COLLEGE: _____

PROGRAM/S: _____

DURATION OF STUDY: YEAR _____

JANUARY INTERSESSION SUMMER SESSION FALL SEMESTER

SPRING SEMESTER FACULTY LED

DO YOU SPEAK A FOREIGN LANGUAGE? YES NO

WHICH ONE/S? _____

FOR HOW LONG HAVE YOU STUDIED IT? _____

**COLLEGE OF MOUNT SAINT VINCENT
STUDY ABROAD
STANDARD OF CONDUCT**

I understand that each country has its own laws and standards of acceptable conduct, manners, morals, politics, and drug and alcohol use. I will educate myself on these laws and standards and abide by all such laws and standards. I understand that violating these laws and standards could result in harm to the program, myself and the college's relations with the country.

I realize that even though I am abroad I must still abide by the rules and regulations in the College of Mount Saint Vincent Student Handbook which include, but are not limited to, the possession and distribution of alcohol, drugs, and any disorderly conduct, including theft or damage to property. If you do not have a copy of the student handbook, you can find the student handbook information online on the College's website: mounsaintvincent.edu

I agree that the College has the right to enforce the standards of conduct described in the Student Handbook and that it will impose sanctions, up to and including expulsion from the Program, for violating these standards and for any behavior detrimental to myself, the program or other participants.

I understand that due to the fact that this is a foreign study program, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the College are still in effect. I realize that if I have infraction, the program director will complete an incident report and forward it to the Director for International Study. After consultation with members of the College of Mount Saint Vincent staff, I will be notified as to what disciplinary action will be taken by the college. If the college determines it necessary for me to leave the program, I consent to being sent home at my own expense with no refund of fees. Once home, I will notify the College and arrange to meet with the Dean of Students. If I am the guest of another program, I will abide by the rules and regulations of the host institution's program.

I will attend to any legal problems I encounter with any foreign nationals or government while I am abroad. The college is not responsible for providing any assistance under such circumstances.

Signature of Student Participant

Date

**COLLEGE OF MOUNT SAINT VINCENT
STUDY ABROAD
PERSONAL RELEASE FORM**

I, the undersigned, do hereby release and agree to indemnify the College of Mount Saint Vincent and their respective agents and employees from and against claims for injury, expense or damage which may arise out of my participation in the Program or any of its incidents. Any obligation or expense incurred by me or on my behalf, incident to the Program, will be promptly paid or reimbursed by me (or my parents). Further, the College of Mount Saint Vincent will not be liable for any injury, personal injury, damage, loss, accident, delay or irregularity which may result from the use of any vehicle, any strikes, war, weather, sickness, quarantine, government restrictions, or arising from any act of omission of any steamship, airline, railroad, bus company, taxi service, lodging provider, restaurant, school, university, or other firm, facility, agency, company or individual.

I hereby grant the College of Mount Saint Vincent, or any of its agents, full authority to take whatever action deemed necessary under the circumstances regarding my health and safety. This authority will permit the College of Mount Saint Vincent, its employees or agents at their discretion, to place me, at my own (or my parents') expense in a hospital for medical services and treatment, or if no hospital is available, to place me in the hands of a local doctor for treatment. I further authorize the College's officers or agents to fly me back to the United States at my own (or my parents') expense for medical treatment as deemed necessary by the College of Mount Saint Vincent in consultation with local medical authorities.

I specifically agree to accept the supervision and authority of the College of Mount Saint Vincent or its agents throughout my association with the Program, to comply with all rules and regulations, which may be issued from time to time, to accept the will of the majority on group tours or other activities arranged by the Program, and to conduct myself as a responsible representative of my college and country. I also agree that the College of Mount Saint Vincent has the right to terminate my participation in the Program for failure to maintain standards, or for any action or behavior, which is considered to be incompatible or detrimental to the interests, welfare, and comfort of the other participants. If my participation is terminated, I consent to being sent home at my own (or my parents') expense, with no right to a refund of tuition and fees.

It is understood that the College of Mount Saint Vincent reserves the right to modify or cancel the Program if conditions so dictate. I also understand that the tuition fees and transportation costs of the Program are based on applicable tariffs and current monetary exchange rates and are subject to minor change according to regulations in effect at the time of departure.

SIGNATURE OF STUDENT PARTICIPANT

DATE

PARENTAL CONSENT (FOR STUDENTS UNDER AGE 18)

I, undersigned, certify that I am the parent/guardian of the above signed student, and that I give permission for his/her participation in activities, visits, excursions, field trips, of any kind or nature, which are part of the Program organized by the College of Mount Saint Vincent and its agents. I also understand that the College of Mount Saint Vincent and its agents are not responsible for the well being of any participant when he or she is absent from activities supervised by the College of Mount Saint Vincent, or on a visit to friends or relatives. This will confirmed that I have reviewed the personal release form set forth above and agree to be bound by its terms and to indemnify the College of Mount Saint Vincent against any loss or claim it suffers as a consequence of the failure of the signatory to honor his obligations under such release.

SIGNATURE OF PARENT/GUARDIAN

DATE

**COLLEGE OF MOUNT SAINT VINCENT
APPROVAL FORM -- STUDY ABROAD**

STUDENT NAME: _____ BANNER ID: _____

STUDY ABROAD PROGRAM SPONSORING COLLEGE: _____

COUNTRY: _____ SEMESTER(S) _____ YEAR: _____

THE FOLLOWING APPROVALS ARE REQUIRED:

(1) THE DEPARTMENT CHAIRPERSON OF THE STUDENT'S MAJOR:

I approve the above named student's participation in the proposed study abroad program and hereby affirm the fact that his/her participation will not jeopardize the timely completion of the student's current program of study.

DEPARTMENT CHAIRPERSON: _____

DATE: _____

(2) STUDENT LIFE

I have reviewed the record of the above name student with regard to his/her compliance with the College's policies as detailed in the Student Handbook. Our office has also reviewed the student's record of behavior on campus and we have found it to be such that we are able to approve of this student's participation in the proposed study abroad program.

DEAN OF STUDENTS: _____

DATE: _____

(3) OFFICE OF INTERNATIONAL STUDENT SERVICES

The above named student is in good academic standing, is not now nor has he/she been in the past placed on academic probation, nor has he/she been suspended for academic deficiencies. I am able to approve of this student's participation in the proposed study abroad program.

DIRECTOR FOR INTERNATIONAL STUDENT SERVICES:

DATE: _____

**COLLEGE OF MOUNT SAINT VINCENT
STUDY ABROAD**

Name: _____ Banner ID : _____ Major: _____ Minor _____

is scheduled to take the following courses during his/her study abroad program, during the _____ semester, _____ (year).

through (school name): _____ in (location): _____

Courses Intending to Take:

CMSV Equivalent

(if study abroad program is not with CMSV)

Initials of Dept Chair

(of major or minor if circled, or Director of Core if circled, or of Elective Dept if circled)

<u>Course#</u>	<u>Course Title</u>	<u>Course#</u>	<u>Credits</u>	<u>Circle One</u>				
				Major	Minor	Core	Elective	
_____	_____	_____	_____	Major	Minor	Core	Elective	_____
_____	_____	_____	_____	Major	Minor	Core	Elective	_____
_____	_____	_____	_____	Major	Minor	Core	Elective	_____
_____	_____	_____	_____	Major	Minor	Core	Elective	_____
_____	_____	_____	_____	Major	Minor	Core	Elective	_____
_____	_____	_____	_____	Major	Minor	Core	Elective	_____

Alternative Courses

_____	_____	_____	_____	Major	Minor	Core	Elective	_____
_____	_____	_____	_____	Major	Minor	Core	Elective	_____
_____	_____	_____	_____	Major	Minor	Core	Elective	_____

Department Chair of Student's Major: _____ Date: _____

Student's Academic Advisor: _____ Date: _____

Director for International Student Services: _____ Date: _____

TRANSFER OF STUDY ABROAD CREDITS FOR REGISTRAR

Courses Completed Abroad

<u>Course#</u>	<u>Course Title</u>	<u>Course#</u>	<u>Course Title</u>	<u># Credits</u>
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Director for International Student Services: _____ Date: _____

Additional Comments on reverse side (if necessary)

Sent to Registrar by: _____ Date: _____