



STUDY ABROAD POLICY – INTERNATIONAL NON AFFILIATED PROGRAMS – STUDENT INITIATED

Rev. February 19, 2008

Office of Study Abroad, St. Louis, MO

Occasionally, students may have particular academic objectives that cannot be met by the existing Webster University and affiliated programs and seek to study abroad with institutions or programs that they have identified themselves. The University has a process that acknowledges legitimate requests for unique study abroad experiences. Most Webster University students can find appropriate academic offerings with existing University and study abroad affiliates.

Applications to unaffiliated programs will only be approved in rare and exceptional circumstances.

This policy covers the guidelines concerning the process for approving or disapproving requests by students to study abroad at programs not affiliated with Webster University.

Note: Students completing the bachelor's degree must meet this requirement: Successful completion of at least 30 of a student's final 36 credit hours registered for and earned directly from Webster University.

I. INTRODUCTION

As a matter of course, Webster University's Office of Study Abroad promotes Webster sponsored study abroad programs. Non-Webster programs are not actively promoted by the office. It is the students' responsibility to present a case for their decision to study abroad at a non-Webster program.

II. PROCESS

To get approval to study abroad at a non-Webster program students must research the programs of their interest and submit a formal petition to the Office of Study Abroad. Before doing so, the student must consult with his/her advisor regarding the programs. It is the responsibility of the student to discuss with his/her designated financial aid officer the terms and/or conditions of awarding financial aid to non-Webster study abroad programs.

A complete petition package shall include the following:

- Self Identified Study Abroad Program Petition Form
- International Off-campus Study Request Form
- Processing Fee

Upon receipt of a complete petition package the Director of Office of Study Abroad will review the documentation and make an evaluation of the program and determine whether the student should be authorized to pursue his/her studies with the proposed program.

If the Director determines that the program should be approved, he/she will notify the student of such decision, who may proceed to enroll in the program.

If the Director determines that the program does not meet the University's requirements and criteria, it will notify the student of such decision. Students may appeal the decision of the Vice President for Academic Affairs for reconsideration. The decision of this official will be final and transmitted to the student.

III. PROCESSING FEE

A study abroad processing fee of \$125.00 is required of all students applying to study abroad in a non-Webster program. The fee should accompany the petition package. The fee is not refundable. This fee is an administrative charge to cover services provided by the University. The students receive basic administrative support from the University throughout the study abroad cycle, including: advising on study abroad options; access to the study abroad resource library; assistance with transfer of credit; verification of status by the Webster Financial Aid Office; faculty and/or advisor review and approval of alternative programs; verification of appropriate status with the Webster Registrar; handling of documents that would be submitted to foreign universities; general pre-departure orientation session (open to all students).

IV. DOCUMENTATION

The student must submit the following forms and/or documentation to the Office of Study Abroad:

A. Self-identified Study Abroad Program Petition Form

This form is the first item in the petition package and includes the name of the program and the signature of the student.

B. Non-Webster Program Information

The student must provide extensive information on the desired study abroad program, including brochures, view books, catalogs, etc. The materials should contain information on how the program is run, what institution sponsors the program, and specific details of the program's in-country activities.

C. International Off-campus Study Request Form

The student must seek academic approval for transfer of credits by completing the International Off-campus Study Request Form (available from the Office of Study Abroad). This form must be taken to the academic department that will award credit for the study abroad program, i.e. Italian language credit—Foreign Languages and Literatures; Biology credit—Department of Biology, etc. The form must also be signed by the Director of the Office of Study Abroad or a designee and by the Registrar.

The above must be submitted to the Office of Study Abroad (OSA), Loretto Hall #165, 470 E. Lockwood Avenue, St. Louis, MO 63119 with all the required documentation

V. STUDY ABROAD SCHOLARSHIPS

The Webster World Traveler Program is not applicable for non-Webster programs.

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