

# **STUDY ABROAD**

## **GUIDELINES TO NON-CLARK AND SUMMER PROGRAMS**



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### **Selecting Another Institution's Program (Non-Clark Programs for a semester, year or during the summer)**

Unlike Clark programs, students must take additional steps when applying to non-Clark programs. Transfer credit, course quality, and on-the-spot observation may present problems of evaluation. Nonetheless, since it isn't possible for Clark to sponsor programs in every field/country, under certain circumstances, Clark credit is granted to students studying abroad through programs of certain other institutions.

If you are thinking of applying to a non-Clark program, before you start the application process, note these general guidelines:

- 1) You must have been in residence at Clark for at least one year before being eligible to attend a study abroad program;
- 2) Due to Clark's residency requirement, students cannot study abroad on a non-Clark (including SFS-Programs) program during their senior year;
- 3) If Clark has a program at a foreign institution, Clark students may not study at that same institution for credit, either independently or through another institution's program;
- 4) If Clark has a program in the same country/geographical area, students must demonstrate that courses in their field are not offered on the Clark program;
- 5) International students may not study for study abroad credit in their home country;
- 6) To be supported for the transfer of credit, students need to have taken some courses in the language of the host country before departure. Clark's foreign language requirements for Clark programs apply to non-Clark as well; f.ex., a minimum of 2 years or more of college-level Spanish is required for studying with a non-Clark program in a Spanish speaking country. We have made exceptions to the foreign language requirement for art history majors with no previous knowledge of Italian wanting to study art history in Italy;
- 7) There are a number of restrictions in place regarding the transfer of credit: f. ex., no credit can be given to language schools, independent/directed reading courses, internships, field study programs, courses with grades below a C, etc.
- 8) You may not study abroad for Clark credit if you are on academic or social probation at the time of application or thereafter.

Please note: We **strongly discourage** studying in a country which is listed on the U.S. Department of State's Travel Warning/Advisory List (FAX number 202-647-3000; #1102) at the time of or before your departure. Also, please be aware of any Public Announcements which are published by the U.S. State Department to warn U.S. Americans traveling abroad. We also discourage participation in countries for which the U.S. State Department issues Consular Information Sheets containing safety warnings. Specifically check any section entitled "Areas of Instability". Make sure to contact your non-Clark program administrators for details.

We want you to be aware of these obstacles to studying abroad, but we understand that the final decision regarding participation is yours to make.

### **Eligibility**

Studying abroad should fit into your overall educational framework, as determined by you and your faculty advisor. To receive credit from Clark for your study abroad program, you must:

- have a **minimum** overall GPA of 3.0;
  - be in good academic standing;
  - have declared a major; and
  - be in good standing in the Clark community (not be on probation with the Dean of Students).
- Among the issues you need to plan carefully are:
- the perspectives you still need to fulfill;
  - the number of credits you've completed in your major;
  - a course you might have to take, which may be offered at Clark only in a particular

semester;

--in how far transfer credits will effect graduation requirements, major requirements, scholarship awards, participation in an accelerated BA/MA program, etc. It is the student's responsibility to consult the appropriate departments.

If it proves advisable for you to participate in a non-Clark program, you must do the following:

I. Consult the Office of Study Abroad Programs to learn if your chosen program can be considered for transfer of credit. A number of non-Clark programs have already been evaluated by Clark and were found acceptable for participation. In the Resource Room of the Study Abroad Programs Office, you can read student evaluations of various programs, and request names of students who studied on them.

If, however, your chosen program has **not** been approved for transfer of credit recently, **you must plan well ahead of time** (one year or more before the appropriate application deadline). You will have to secure a Clark faculty member who is familiar with the program and is willing to sponsor you on that program. The Study Abroad Programs Office will then research the program further. If the program is evaluated positively, it will be considered for credit.

II. Write directly to the program that interests you for information, application form and course descriptions.

III. Apply directly to the program, **after you have made sure** you're eligible to receive credit from Clark for studying with that program. Make an appointment with a staff member of the Office of Study Abroad Programs by calling extension 7363.

IV. Complete the Clark Application Forms for Non-Clark Programs. Make an appointment with OSAP to hand in all forms. **The complete documentation must be handed in to the Office of Study Abroad Programs by the deadline date, as listed below. No retrospective credit will be granted!**

V. Request a **Foreign Leave of Absence** form from the Office of Study Abroad Programs. In addition to your application, you must have your petition for a Foreign Leave of Absence approved.

**Deadline for submitting the completed application:**

Spring Semester Programs

**October 1**

Fall Semester or Academic Year Programs

**February 15**

***These Clark deadlines are not to be confused with the non-Clark program's application deadline!***

While you're abroad on another institution's program, you are on a Leave of Absence and will be coded as being on Foreign Leave. **Your account will automatically be charged with an administrative fee of \$750 for each semester you are taking a Foreign Leave.** This fee will cover the administrative time and expenses put into advising and securing proper credit for your program. If you provide OSAP with an e-mail address abroad, your address will be given to the Office of Student Records, the Financial Aid Office, and to the Housing Office so that they can send you their information, if necessary.

**You must have a transcript of your academic work abroad sent directly to the Office of Study Abroad Programs.** If you have not deviated from the program of study approved on your Application for Transfer Credit form, and if you have received **a grade of C or better** in all of your courses, you should have little difficulty in having your credits transferred. **Be forewarned**, however, that frequently, course offerings change and you will be required to provide documentation to receive

transfer credit approval for courses taken that differ from those you had planned to take. Since sometimes questions do arise about credit to be awarded, it is a good idea to keep copies of **all** your written work for courses taken abroad. **In any case, you should keep the Office of Study Abroad Programs and your faculty advisor informed about your plans and all subsequent changes.** A **maximum** of four Clark units may be granted for one semester. Grades received will not show up on the Clark transcript. You will receive an individualized computer printout with information on your address abroad and actual courses taken to ease communication.

Shortly before you return to Clark, you'll be asked to complete a program evaluation. These evaluations are taken seriously by the Office of Study Abroad Programs. They will help us to determine if the program is a suitable one for future students.

### **Health Insurance**

**Please make sure that you have full medical coverage from a U.S. health insurance company for your entire time abroad.** You cannot continue on Clark's health insurance because you have to take a leave of absence from Clark. Consider taking out an insurance policy through HTH Worldwide Insurance Services (HTHstudents.com) or SOS. Brochures are available in the Study Abroad Office.

Recommendations on vaccinations and country-specific health data is available from the Center for Disease Control (CDC) at (404) 332-4565. Faxed information about individual diseases, f.ex. malaria, is available by dialing (888) 232-3299. All information is also available on the CDC's Web site, [www.cdc.gov](http://www.cdc.gov).

### **Financial Aid**

Students enrolling in non-Clark study abroad programs may use Pell Grants, state scholarships, and Stafford loans to help pay for their educational expenses. To apply, submit a copy of your approved Application for Transfer Credit for Study Abroad issued by the Office of Study Abroad Programs, and a consortium agreement completed by the sponsoring institution **to the Office of Financial Assistance**. The consortium agreement form is available at the Office of Financial Assistance.

**VERY IMPORTANT:** Clark- funded or Clark administered aid (e.g., the Clark Alumni and Friends Scholarship, International Scholarships, Work Study, Perkins Loan, Family Education Loan, etc.) **cannot** be used for non-Clark semester, year-long or summer programs .

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## **STUDY ABROAD DURING SUMMERS ON NON-CLARK PROGRAMS**

**In general, the guidelines to non-Clark semester/year programs apply to summer credit approval as well.**

Students have to complete the Application Forms For Summer Abroad Transfer Credit.

Please note that you need to apply to the non-Clark summer program for admission to the program and to Clark University for the tentative transfer of credit. **These are two separate applications with different rules and application deadlines!**

The Study Abroad Office has information on summer programs Clark has given credit to in the past or which seem to be appropriate for the transfer of credit at this time.

Students need to contact the non-Clark summer program for detailed program information and an application. Please watch the non-Clark program's application deadline; it may be earlier than Clark's!

**Completed applications to Clark for the transfer of credit should be handed in to OSAP during February, if possible, latest by March 1.** An appointment needs to be made to hand in the application (call x7363).

Please note that **a maximum of two Clark units** can be awarded for any given summer. COPACE or domestic college units count towards that two unit maximum. Keep in mind that one course overseas often carries 3 credits, the equivalent of 0.75 Clark units.

It is the student's responsibility to ensure that an official transcript is mailed to the Office of Study Abroad Programs. Students must receive a grade of C or better to receive credit. Should a student wish a course to fulfill major requirements, departmental permission is needed.

Students may not receive credit for courses taken at a level lower than their foreign language courses at Clark or for any other duplications of courses already completed at Clark. To receive credit for a beginning foreign language semester course, a student should partake in an eight-week program and must have at least 75 hours of formal instruction.

### **Note:**

**No credit will be given to ULPAN, transcripts of language schools, directed readings, internships, independent study, service learning courses, etc.**

If the materials submitted are evaluated positively, the appropriate amount of units will be posted on your Clark transcript without grades.

**Please come to the Office of Study Abroad Programs early so that you have plenty of time to plan your summer abroad.**

**\*Please note that conditions and program elements are subject to change.\***