

Effective: October 1997

Academic Policy STUDY ABROAD

Approved: October 1997
Reviewed: June 1, 2007
Revised: March 8, 2017
Deans' Council, Faculty Senate

Study abroad can be a valuable and important part of a student's education. Regardless of a student's major, learning firsthand about another way of life and seeing the world from another culture's perspective are invaluable assets for success in our global society. Studying abroad captures MU's mission statement of providing "diverse, dynamic, meaningful experiences to inspire learners to grow both intellectually and personally to enable them to contribute positively to local and global communities."

Students must receive approval by Global Education to participate in any of the following study abroad programs, irrespective of the timeframe of the program or the number of participants:

- Millersville partner universities/programs
- For-credit programs through other accredited U.S. universities
- For-credit programs through accredited international universities
- Millersville faculty-led for-credit programs (requires registration in MU course(s))
- Non-credit international programs led by Millersville faculty and/or staff.¹

Courses completed through study abroad at other institutions are treated as transfer credits and follow MU's transfer credit policy. Because international institutions use a variety of credit and grading systems, international credits must be converted to semester credits at Millersville University. Students are encouraged to work with Global Education in advance to understand the conversion. The Registrar's Office has the final authority in determining how credits and grades will appear on a student's transcript.

Eligibility Criteria:

1. Students must have completed a minimum of 24 college credits (individual programs may have higher requirements) prior to departure. Credit requirements for faculty/staff-led programs can be reduced. Students may submit their application for the upcoming study abroad term during the semester in which they complete the minimum credit requirements.

¹ Global Education can provide guidance for any Millersville faculty or staff but individuals leading such programs are ultimately responsible for all arrangements and the management of funds associated with the travel.

2. Students must have a cumulative 2.0 GPA at time of application (individual programs may have higher requirements), and maintain their GPA prior to departure.
3. Students must be in good judicial standing. The opportunity to study abroad may be denied based on a student's judicial standing with the University as defined in the Student Code of Conduct. Judicial standing will be evaluated at the time of the student's initial application and monitored before his/her departure until the student returns from their experience abroad. A student is required to abide by MU's Code of Conduct while abroad. Any incidents while abroad that violate MU's Code of Conduct will be processed by Millersville's Judicial Affairs Office. If a student is required to withdraw from a study abroad program for academic or conduct reasons, either before or after the program officially begins, no money will be refunded. Note: A suspension from MU encompasses all university activities, which includes study abroad.
4. Students must demonstrate the personal maturity, responsibility, cross-cultural understanding, and the stress management skills necessary for a successful study abroad experience.
5. Students must pay all applicable fees. This includes but is not limited to application fees, participation fees, and the fee for international health and travel insurance through MU's insurance provider.
6. Students must successfully complete the pre-departure process after approval is granted by Global Education. For students who do not complete the pre-departure process, Global Education reserves the right to revoke their program approval.

Global Education professional staff reviews the submitted material of all program applicants and reserves the right to deny acceptance to students who do not meet the eligibility criteria. If a student's approval is in question, there are several opportunities to provide additional information, including personal essays, one-on-one meetings, and letters of recommendation, in order for the Global Education professional staff to make an informed final decision about a student's ability to study abroad.