Semester-Long Study Abroad – Academic Policies

PLEASE READ THE INFORMATION BELOW CAREFULLY AND SHARE IT WITH YOUR PARENTS/GUARDIANS BEFORE COMMITTING TO THIS PROGRAM. FEEL FREE TO CONTACT THE OFFICE OF INTERNATIONAL AND OFF-CAMPUS EDUCATION IF YOU HAVE ANY QUESTIONS ABOUT THE CONTENT OF THIS DOCUMENT. You should be sure that you understand the academic implications of your program participation *before* finalizing and submitting your program application.

1. **Registering for courses you will take while abroad:**

Once accepted to a semester-long program, you will choose the courses you will take and have them pre-approved by the **appropriate department head** at Lafayette and obtain the proper signatures on the **Affiliated Off-Campus/Study Abroad Authorization Form** (available from the Office of the Registrar). The course approval process typically takes place after program acceptance and **prior to departure**, (i.e. around the end of October for a spring semester abroad, and around the end of April for a fall semester abroad). You may obtain the appropriate signatures by meeting with the department heads individually, and/or by attending a campus-wide course approval meeting which is attended by many department heads (date and location of this meeting is announced via the study abroad portal closer to the meeting date). Additional information regarding course approval is available on the study abroad website.

2. **Changes in your proposed courses:**

If the study abroad program finalizes registration on-site, or if a course submitted in the course Authorization Form is no longer available (due to a scheduling conflict, over-enrollment, under-enrollment, or any other reasons that might have led to cancellation of the course), you will need to **contact your academic adviser at Lafayette** as soon as you are aware of the discrepancy.

In order to count a class for a specific requirement or course, you must **email the appropriate department head (with a cc to the Registrar, registrar@lafayette.edu) to confirm the equivalency of any substitution.** In order for the department head to make that decision, he or she will **need a detailed course description and/or a syllabus**. More information about having courses approved from off-campus can be found on the study abroad website.

3. **Transfer of credits:**

All **credits and all grades** earned on affiliated semester and yearlong programs abroad will transfer and be calculated into the cumulative GPA. **There are no exceptions to this policy**. In cases where no specific department has "signed off on" or "approved" a course, the course will be counted as a general credit towards graduation (although it will not fulfill any specific requirements such as those for a major, minor, or the Common Course of Study), and both the credit and the grade will appear on the Lafayette College transcript.

You are responsible for ensuring that your host institution provides the Registrar's Office with an official transcript for your term abroad. Transcripts should be requested **prior to** completion of

the abroad semester **by carefully following the guidelines established by the host institution**. Transcripts should be sent directly to:

Office of the Registrar, Lafayette College, 215 Markle Hall, 730 High St., Easton, PA 18042.

You should not expect to receive your grades within the same timeframe that you would for courses taken at Lafayette College. A delay in receiving grades from the host institution may affect the ability to be considered for financial aid, for Dean's list at Lafayette College for the following semester, and/or for athletic eligibility. For issues concerning transcript timing, students should work with the Office of International & Off-Campus Education and with their program/host institution as early as possible.

4. **Course load, required courses and conversion of credit:**

The number of transfer credits received at Lafayette is calculated based on the system used by the affiliated U.S. institution that manages the study abroad program. If it is a course-based system, then one course abroad will be transferred as one full credit (one course) at Lafayette. If it is a semester credit-hour system, a 4-credit course is equivalent to 1 full Lafayette credit, and a 3-credit course would count as 0.75 Lafayette credits. Lafayette students are expected to carry a four course credit load or a 15-16 semester credit-hour load while abroad. If all or most of the courses a student plans to take abroad are 3-credit (semester-hour) courses, the student will have to take five courses to carry a full load. Any variations must be approved by the Director of International & Off-Campus Education, the Lafayette Registrar, and the host institution.

Participants in a Lafayette semester faculty-led program (e.g., the Engineering programs to Madrid or Bremen and the liberal arts programs to London and Costa Rica) may be required to take a specific course taught by the Lafayette resident director, in addition to 3-4 courses at the host institution with local professors.

In addition to satisfying Lafayette College's course-load requirements, your affiliate program may have course and credit requirements that you will need to follow.

5. **Grades:**

All courses taken and grades earned abroad will appear on the Lafayette College transcript and will be factored into the cumulative GPA. **Classes abroad may not be taken as Pass/Fail**, and may not be converted retroactively to Pass/Fail grades by the Academic Progress Committee.

Grades from non-Lafayette courses will not appear on the Lafayette College transcript until official transcripts have been received from the host institution and processed by the registrar's office, which may take as many as **two or more months after the end of the program**, depending on the timing of the host institution transcript release (see point 2 above).

Assessment **of academic performance in other countries can be different** from the grading system used in the U.S. Moreover, in some countries professors are not expected to offer the same extensive support to students that Lafayette does (e.g., office hours are less regular, no review sessions are offered, etc.) and universities do not offer the same level of academic support services that you can find at Lafayette.

It is the responsibility of the student to understand the method of assessment and the level of support that will be available at the host institution/program and to make plans accordingly (e.g, making sure that the ATTIC office provides you a copy of the support services you are entitled to, etc.). You may contact their affiliated program coordinator or the faculty director of the Lafayette-led programs to gather more information. This will help ensure that academic performance abroad remains consistent with performance at Lafayette.

Grade disputes must be addressed through the host institution, **not with Lafayette** (Lafayette Registrar cannot change the grades received from the host institution/program.)

6. Add/Drop Withdrawal

Courses abroad follow the add/drop and withdrawal policies and schedule of the host institution, not of Lafayette College. You should ensure that you are aware of the deadlines and procedures for adding, dropping, and withdrawing from classes while abroad.