



## USA STEPS & POLICIES FOR STUDY ABROAD

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- 1  What is your current USA Academic Progress? USA OIE and the majority of programs around the world require a minimum overall GPA of 2.5 at time of admission and prior to departure. Students must be in good academic and non-academic standing in order to participate in an international experience. Students whose GPA falls between 2.0 and 2.5 should discuss their academic progress with their academic advisor and OIE. Please refer to the academic progress review policy for OIE Study Abroad.
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- 2  The suggested timeline for study abroad planning can be found at: <http://www.southalabama.edu/oie/forms.html>  
Choose your program and get their application and fee payment schedules then
- for USA programs see the USA Office of International Education (OIE)
  - for NON USA programs see the USA Office of International Education (OIE)
  - this includes credit and non credit USA approved, supported activities abroad – see USA OIE for assistance
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- 3  PRIOR to applying for your chosen program you should complete the USA study abroad application process/
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- 4  Find out what the application deadline is for your chosen program – do NOT wait until the week, day before! There may be different deadlines for the program and for USA forms!
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- 5  Find out what scholarship applications are available and their deadlines – Scholarship applications are often entirely separate applications and not connected to the formal study abroad program applications (except that if awarded you will have to show admission to and completion of the program you have chosen) <http://www.southalabama.edu/oie/funding.html>
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- 6  Make an appointment with the USA OIE study abroad advisor – bring with you all your program information and application materials as well as an unofficial copy of your transcript – email [intledu@usouthal.edu](mailto:intledu@usouthal.edu) for an appointment or call 251-460-7053.
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- 7  CAREFULLY READ all program policies regarding applying, withdrawing, refunds, grades, transcripts, student behavior, academic rules, etc. All USA student conduct and academic policies apply to all approved study abroad programs (whichever are more stringent) in addition to any program specific policies. Each program provides a handbook, this is highly recommended reading.
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- 8  The following forms are required by USA for all study abroad approvals:  
<http://www.southalabama.edu/oie/forms.html>
- A USA SA general application, emergency contact and insurance form.
  - B USA Transient or USA Credit Approval forms or if doing research/internships/rotations abroad provide copy of college/departmental written approval for such. See your OIE advisor for details
  - C USA SA liability release form.
  - D USA Study Abroad Transcript processing form (you will take this to your host school). You will need to attach this to your program application for non USA programs and present it again following arrival abroad.
  - F US passport – if you do not have one apply ASAP as it can take 4-8 weeks for a new passport! Make sure your passport is valid for at least 6 months (needs to be after your last planned day abroad) or you may not be allowed to board your flight or enter the host country. <http://www.southalabama.edu/oie/getapassport.html>
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- 9  Provide OIE with copies of all your chosen program application package including any additional attachments. – YOU will be responsible for mailing your application to the program you have chosen including any additional materials they may require.
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- 11  Follow ALL USA and PROGRAM Fee payment deadlines (deposits and related payments) – If using financial aid make sure you clearly understand their disbursement dates and schedule.
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- 12  Provide USA OIE with a copy of any admission letters, visas, etc. you may be provided with.
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- 13  Participate in USA pre-departure Orientations and any other program orientations that your chosen program provides (including upon arrival in country).
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- 14  Make sure you have completed the transcript request form and turned it in to your chosen program, all transcripts must be sent to USA OIE for processing and integration into your USA academic program
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- 15  Students on Financial Aid or receiving scholarships must contact their respective advisors in Financial Aid or the department issuing the scholarships. For financial aid students must process the Financial Aid budget planning worksheet and coordinate with both financial aid and OIE the processing of the required financial aid consortium agreement with the host program.
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- 16  Upon beginning the program abroad students on Financial Aid or scholarships must request to have the program host send back, per USA requirements, a confirmation of attendance or your release of funds may not be take place as planned/



### Enrollment and Fee policy

All USA students participating in a USA approved international experience as part of their academic program at the University of South Alabama are required to complete a USA OIE application/documentation/enrollment process. Included in the approval process is the completion of either the USA transient credit approval form located at:

<http://www.southalabama.edu/academicaffairs/forms/transientform.pdf>

and/or an equivalent document as appropriate to the academic program of the student. See Academic and non Academic Standing policy and procedures, minimum GPA 2.5 required, if less than 2.5 see your academic advisor AND OIE advising staff.

**APPLICATIONS:** Copies of all application documentation submitted to any study abroad are required for your OIE file. This includes the completion of the USA application/release and contact forms prior to travel.

**ENROLLMENT:** Once all the approval/review documentation has been completed all students are required to enroll in the appropriate USA International Studies Course for Study Abroad – IS391/591 or INT400 (COM only) – which serves as the transcript annotation that the activity has been reviewed by USA. The IS 391/591/INT400 course is zero credit hours however it maintains the USA student full time status for the purposes of financial aid, credit transfer, etc. Where credit is involved students are required to ensure that official transcript documentation is returned to USA OIE for transmittal to the USA registrar for posting. Failure to do so will result in an INCOMPLETE for the IS-391/591/INT400 on the permanent transcript which per USA academic record procedures converts to a Failing Grade.

**PROGRAM FEES:** Associated with the IS 391/591/INT400 course at a minimum there will be an administrative IE fee of \$150 and a \$150 USA registration fee. The IE administrative fee includes 24/7 worldwide emergency assistance program and basic major medical health insurance program that is required for all USA reviewed international experiences participation.

This fee is NON-REFUNDABLE unless USA denies approval for the proposed activity. Additional program fees may be billed to your student account based on the program you will be attending. Participants are responsible for all fees associated with their proposed activity abroad. All participants should carefully review the payment, deadlines and related policies associated with their program of choice. Typically once admitted to a program all fees are due and are non-refundable.

**Check with program for program cost details and information, some limitations apply.  
Fees and costs may be subject to change based on economic and other considerations.**

*For applications and additional information go to: <http://www.southalabama.edu/oie/usacsa.html>*

**For more information please contact the USA Office of International Education:  
Alpha Hall East 320 – [intledu@usouthal.edu](mailto:intledu@usouthal.edu) <http://www.southalabama.edu/oie/contact.html>**



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## **ACADEMIC/NON-ACADEMIC/ACCOMODATION POLICY**

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**All students applying to participate in USA study abroad or international experiences sponsored by USA must be in GOOD ACADEMIC AND NON ACADEMIC STANDING during the application process and prior to the day of departure. USA study abroad participants must be in compliance with all USA academic and non-academic policies (including student conduct code and policies as published in the USA Bulletin and Lowdown) at time of application, prior to departure and during their participation in the proposed activity abroad. In addition, students must meet the minimum requirements established for study abroad academic and non-academic standing.**

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**ACADEMIC STANDING:** **Students should have a minimum GPA of 2.5 overall for USA academic activities if they plan on studying, interning, service learning, etc. abroad.** Note that many programs may have higher GPA requirements. Students whose GPA is between 2.0 and 2.5 who are interested in studying abroad must meet with their USA academic advisor and the USA Office of International Education advisors well in advance of and PRIOR to applying for any program. Students whose GPA is between 2.0 and 2.5 must demonstrate during the semester(s) prior to their chosen term abroad that they are able to maintain their USA GPA in a positive manner without any continuing declines, that the chosen program is appropriate for their specific academic circumstances and are well aware of the significant challenges they may face during their planned experience abroad. There should be no declines in the GPA during the period prior to going abroad. Students should have a minimum of "C" grades or higher in all classes during the semester prior to going abroad and NO Incomplete course requirements. Difficulties with courses on the USA campus will not be improved by studying abroad. Students who are having a difficult time adapting to the USA academic and non academic environment should refrain from studying abroad until they are able to demonstrate a stable and solid academic semester on campus. Study abroad programs expect students to have a strong academic and non-academic background prior to going abroad. Students experiencing on campus challenges should contact OIE to discuss their interests and plans. Students with GPA of 2.0-2.5 will be subject to a case by case review by the Director of USA International Education and their academic advisors.

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**NON-ACADEMIC STANDING:** Students who have behavioral, conduct and other non-academic challenges that may be subject to USA judicial and Dean of Students review must have approval of the USA Dean of Students as being in GOOD non-academic standing prior to applying for any program. Such GOOD standing must be in effect at all times through the date of departure and the duration of the program. Students who are academically or otherwise suspended/expelled from USA are NOT eligible for approval of their study or experience abroad activity as part of the USA degree or approved activities. Should a student be suspended or subject to any USA actions following the date of departure such actions will be implemented immediately upon notification and may include dismissal (with NO refunds) from the program, suspension of host country visa privileges subject to host country rules, etc.

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**Special Needs/Accommodation for students with disabilities:** In accordance with the Americans with Disabilities Act, students with bona fide disabilities will be afforded reasonable accommodation. The Office of Special Student Services will certify a disability and advise faculty members of reasonable accommodations requirements. If you have a specific disability that qualifies you for academic accommodations, please provide a certification letter from the Office of Special Student Services, directed by Ms. Andrea Agnew and located in the Student Center, room 270, phone 460-7212. Please be aware that although accommodations may apply within the United States, accommodations may or may not be available in a foreign country or setting. All accommodation/special needs should be identified at least 6 to 9 months in advance of the planned activity abroad so that USA OIE and the host program can properly consider such requests and provide the needed advising. For information and resources for students with disabilities abroad please go to: Mobility International at <http://www.miusa.org/>. Remember that as part of the program and classes there will be visits to many local and regional historical sites and other venues. Housing (dormitories, apartments and hotels) are also often in architecturally historical buildings thus may offer significant challenges to program participants. In addition to get to many of the venues used as part of your chosen program there will be very extensive walking (streets with no curb cuts, up/down hills, stairways, cobble streets and sidewalks, hillsides, etc.), use of public transportation (cabs, buses, trains and subways which vary significantly in their accessibility, etc.) and visits to many venues are historically ancient in nature.

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**Petition/Review process:** Students wishing to petition for a review of any decision by the USA Office of International Education must provide in writing (SIGNED AND DATED) to the Director of OIE a detailed request and explanation for such a review. Such a review may include not only the Director of OIE but also the Dean of SCSP &/or college of the student, Dean of Students and other senior administration officials as deemed appropriate by the circumstances. Such reviews may take up to 30 days following a formal written request for such.

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