

## Study Abroad Policy

### Participant Eligibility

1. Students must be in good academic standing with a cumulative gpa of 3.0 or higher at the time of application. Students must maintain a minimum cumulative gpa of 3.0 until the beginning of the semester prior to departure.
2. Students must be age 18 or older at the time of application.
3. Students should plan that their semester abroad take place their junior year. Exceptions to this policy must be approved by the Director of Cultural Engagement.

### Application Process

1. Students will apply for Study Abroad through the Cultural Engagement Center.

### Academic Policies

1. Students will work with their advisor and the Cultural Engagement Center to achieve the goal of an on-time graduation. Any student who chooses to extend time on the MLC campus in order to participate in Study Abroad will be asked to sign a declaration to that effect.
2. Students will register as fulltime MLC students through the normal, online registration process after being accepted into the program.
3. Students must receive, from their Academic Dean, approval for each course they plan to take during their study abroad experience for which they want to receive transfer credit.
4. Students will be required to apply to the program provider. The provider's decision to admit or not admit a student is final.
5. Credits earned in courses taken through Study Abroad will appear on transcripts, and will count toward graduation when appropriate, but grades will not be used in calculating a student's GPA.
6. Credits will be accepted only for courses for which students earn a grade of "C" or higher. If the host school does not use a letter grade system (A-F), the academic dean will determine letter grade equivalents.
8. Study Abroad itself may be eligible for 3 credits in some programs to satisfy the General Education intercultural elective; detailed information is available in the International Services Office.
9. Credits are recorded only after a transcript is received from the host school.
10. Students will be expected to become familiar with and follow the normal academic policies of the host school.
11. Credits from approved Study Abroad experiences will fulfill the current policy that the final thirty semester hours of credit must be earned at Martin Luther College.

12. Courses that do not apply to a student's major or approved courses that do not receive transfer credit due to a grade lower than "C" may result in a reduction in financial aid. Loss of financial aid may result in money owed to either MLC or the host institution.

#### Cancellations, Refunds, Withdrawals

1. Students who cancel their application or have their application revoked after being accepted into the program forfeit the application fee and any deposit amounts that are not recoverable. This includes, but is not limited to, cancellation due to medical reasons, discipline reasons, or academic reasons.
3. Should a program be cancelled for reasons within the host country, MLC ensures a good faith effort to recover fees paid by the student, but cannot guarantee that all fees will be recovered.
4. Students who must withdraw from the host school after arriving on its campus will follow the policies of the host school.

#### Safety Concerns

1. MLC will not approve Study Abroad in areas for which the U.S. Department of State has issued travel warnings.
2. If a travel warning is issued after the student has reached the host country, MLC will work in cooperation with the program provider and host school to determine the best course of action.
4. We strongly recommend that students do not operate motor vehicles while participating in Study Abroad.
5. Study Abroad experiences have specific start and end dates. Students who travel outside of the official start and end dates do so at their own expense and risk.