

## 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 must have attained sophomore status or above at the time of application.
4. Students must be current in their MLC financial obligations at the time of application.
5. Transfer students must complete a minimum of one semester on campus before applying for Study Abroad.
6. As part of the application process, students must demonstrate an understanding of and an ability to adjust to new culture-related living and academic conditions according to program specific requirements.
7. Students must participate in on-campus pre-departure and reentry sessions according to program specific requirements.

### Application Process

1. Students will apply for Study Abroad through the International Services Office. Detailed information, including application deadlines, and procedures, are available from the Director of International Services.
2. The Director of International Services will notify students of acceptance or denial of acceptance into Study Abroad in a timely manner after the application has been submitted.

### Academic Policies

1. Students will work with the Director of International Services 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 for Study Abroad 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 in their Study Abroad experience.
4. Students may also be required to register at the host school after acceptance into Study Abroad. When this is the case, the host school'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 Director of International Services will determine letter grade equivalents.
7. To receive credits through Study Abroad, students must attend an MLC approved institution.
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.

#### Financial Policies

1. Students enrolled in an approved Study Abroad program will pay the appropriate MLC tuition and room and board fees to MLC.
2. In addition to MLC’s tuition and room and board fees, students are responsible for any tuition and room and board amounts that exceed MLC’s rates, and are responsible for all other fees; *e.g.*, health insurance, transportation, visa, books, personal expenses, etc.
3. A non-refundable fee will accompany the application.
4. Specific program deposits must be paid at the time of acceptance into the program. The deposit amount and the due date will vary according to the host school the student is attending. The deposit will be applied toward program costs.
5. Students will work with the Director of Financial Aid to determine Financial Aid eligibility.
6. The Director of International Services will work with applicants to explore scholarship and grant eligibility from the host school.

#### Cancellations, Refunds, Withdrawals

1. Students who cancel their application prior to being accepted into the program forfeit the application fee.
2. 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. Students considering withdrawal should contact the International Services Office early.

### Safety Concerns

1. MLC will not approve Study Abroad in areas for which the U.S. Department of State has issued Travel Warnings. According to the U.S. Department of State, "Travel Warnings are issued when the State Department recommends that Americans avoid a certain country."
2. If a Travel Warning is issued after the student has reached the host country, the International Services Office will implement the Emergency Management Plan to determine whether the program may continue or be cancelled.
3. Housing options may vary by host school; the options may include homestays, dormitories, or approved apartments. Students are required to use housing arrangements approved by the International Services Office. A student who wishes to make independent arrangements must speak with the Director of International Services. That student may be asked to sign a waiver, or may be denied acceptance into the program.
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.