

2019-2020 DU Study Abroad Policies

University of Denver
Office of International Education (OIE)

For the abroad cohort of 2019-20

If you are abroad in 2018-2019 (including summer 2018) please see the [2018-2019 Study Abroad Policies](#)

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International Education at the University of Denver: An Overview

The University of Denver (DU) offers more than 150 international education programs across the globe. There are two categories of study abroad programs offered: DU Partner Programs and unaffiliated programs. DU Partner Programs (DUPPs) have been vetted by faculty and international education professionals at the University and reflect the mission of the Office of International Education (OIE) and the University's academic departments. DU Partner Programs provide for an effective international component of students' studies, and can have a number of benefits touching on areas from resident credit transfer to housing and meals. In addition, the Cherrington Global Scholars benefits are available only to eligible students participating on DU Partner Programs. Because of the effort that has been put into DU's varied Partner Program offerings, the University encourages students to participate in them; nonetheless, it may be appropriate for a student to participate in an unaffiliated program if its location, enrollment capacity, minimum prerequisites, academic offerings or finances cannot be reasonably matched by a DU Partner Program. This policy document outlines the important distinctions and policy considerations for each type of program.

International students who want to study abroad in their home country

If a current non-immigrant international student (defined as not a U.S. citizen or permanent resident) would like to take coursework in his/her home country, this is not considered study abroad and does not need OIE approval. The student must work with the Registrar's Office to determine approval of transfer credit. Students that are U.S. citizens, including students with dual citizenship or permanent residency, wishing to study abroad under the auspices of DU must adhere to all OIE approvals and processes.

DU Major Requirement to Study Abroad

Although it may be a requirement of students' academic programs that they study abroad, students' academic or student conduct issues or lack of planning and/ or meeting deadlines and requirements may impede or make impossible placement in a study abroad program. It's the students' responsibility to plan for and ensure that they are able to study abroad and should be discussing their options with their academic departments.

DU students who participate in a study abroad program remain subject to the DU Honor Code and Student Conduct Policies and Procedures. See *Code of Conduct* for more information.

DU Study Abroad Partner Programs (DUPPs)

DUPP Minimum Requirements

In order to participate on a DU Partner Program, students must have at least a 2.5 DU GPA* at the time of application and have completed two quarters of full-time enrollment at DU prior to the term of study abroad.

Individual DU Partner Programs may have different eligibility requirements as determined by both the partner institution and DU*. These requirements may include higher GPA requirements, class standing, language level, and/ or course pre-requisites. In the case of transfer students, the OIE may choose to combine transfer GPA with current DU GPA to determine eligibility for certain select DU Partner Programs. The OIE will only take transfer credit into account for program eligibility if the student has 1 DU quarter or less of conferred DU credit, or if the DUPP insists upon greater proof of academic success. The OIE defines transfer students as a student who had been enrolled as a degree seeking student at another institution before DU. The OIE does not include summer programs where a student was not a degree seeking student nor AP courses. This is done on a case-by-case basis and also depends upon OIE and the DUPP's approval. Students who are granted this exception are responsible for uploading transcripts to DU Passport. They are also responsible for sending the official transfer institution transcript to the abroad program.

*In all cases, when considering program eligibility, the OIE does NOT round up GPAs.

Students are responsible for the successful completion of all DU, program provider, host institution and country requirements. Failure to do so may result in the forfeiture of study abroad.

INTZ Course Requirement

All students who enrolled as first-year (freshman) students or transfer students in Fall 2016 or later and participate on a DU program through the Office of International Education are required to enroll in and complete with a letter grade the 2-credit course INTZ 2501 at least one quarter prior to their departure (the course is not offered in the summer) but not more than a year prior to studying abroad. Students who fail to do so, will be withdrawn from study abroad and face any applicable withdrawal fees. (See Study Abroad Withdrawals, Deferral, Cancellations, & Refund Section for more information.)

Students choosing to go on an unaffiliated program (AUP or UPP) that are term-length (defined as 10 weeks of coursework and receiving a minimum of 12 DU credits) are also required to enroll in and complete with a letter grade the 1-credit course INTZ 2502 (an online course while abroad) regardless of their date of matriculation. Unaffiliated (AUP and UPP) students taking INTZ 2502 are required to pay additional DU tuition for this one credit course while they are abroad. Such students who fail to complete INTZ 2502 will be referred to the Student Rights and Responsibilities office. Affiliated students (DUPP) are encouraged, but not required to take INTZ 2502. For DUPP students, the cost is included in the overall DU tuition for their study abroad program.

Cherrington Global Scholars Eligibility

To foster an internationalized campus culture, DU has developed a unique initiative that affords specific financial benefits to help off-set some of the additional costs associated with studying abroad for qualifying undergraduate students.

Cherrington Global Scholar (CGS) benefits are available to eligible students in every major who intend to study abroad during the academic year on a DU Partner Program. To participate as a Cherrington Global Scholar, students must:

- have completed at least 90 credits prior to study abroad (i.e., have junior or senior standing)**
- have a minimum DU GPA of 3.0*, **:
 - *A student's cumulative grade point average relative to the CGS eligibility will be evaluated at the end of winter quarter for fall and academic year programs; at the end of summer quarter for winter quarter and spring semester programs; or at the end of fall quarter for spring quarter programs. The OIE does not round a student's GPA up when determining 3.0 eligibility.
 - **If a student's GPA and/or credit hour number shifts to meet CGS eligibility requirements prior to the student's study abroad departure date, it is the student's responsibility to notify the OIE regarding the change of status **before** departure date. Retro-active changes to status will not be made.

**A student's cumulative grade point average relative to the CGS eligibility will be evaluated at the end of winter quarter for fall and academic year programs; at the end of summer quarter for winter quarter and spring semester programs; or at the end of fall quarter for spring quarter programs. The OIE does not round a student's GPA up when determining 3.0 eligibility.*

***If a student's GPA and/or credit hour number shifts to meet CGS eligibility requirements prior to the student's study abroad departure date, it is the student's responsibility to notify the OIE regarding the change of status **before** departure date. Retro-active changes to status will not be made.*

- be in good academic and student conduct standing at DU:
 - *Good student conduct standing includes satisfying all outcomes imposed by the Office of Student Rights and Responsibilities (formally Student Conduct).*
- have completed at least two quarters of full-time enrollment at DU before the beginning of the period of study abroad
- have not participated in a prior DU Partner Program as a Cherrington Global Scholar
- be at least 18 years of age at the time of departure for the period of study abroad

CGS benefits are outlined later in this document under *CGS Benefits for Students on DU Partner Programs*.

DUPP Academic Credit Overview

Credits earned on DU Partner Programs are considered resident credits and fall within the University's requirement that a student's last 45 hours must be resident credit.

For credit and grade conversions used for DU Partner Programs, students should refer to the [DU Global Grading and Credit Scales](#). This document is cohort specific and is subject to change from year to year.

Students must pass courses with a letter grade of "D-" or higher in order to receive DU credit.

Departments at DU may have higher standards for credits applied towards a major or minor; students should check with departments to verify. For example, the Daniels College of Business only accepts grades of "C-" or higher to fulfill business core, major, and minor requirements.

In most cases, courses taken abroad must carry letter grades in order to transfer back to DU. In the event that only pass/fail grades are given, such grades must be accompanied by a detailed explanation of the grading system involved. For the University to accept "Pass" grades, the definition of "Pass" must be the equivalent of a "C-" or above; these courses can only be accepted for elective credit. An

exception to this policy is coursework that falls under the Swedish grading system (not the ECTS system), for which DU awards P/F grades.

Grades earned on DU Partner Programs will appear on your academic transcript, but will not be calculated into the cumulative GPA.

DU will only accept credit for a course that is completed in full. Partial credit earned in a course will not be accepted with the exception of transcripts from Lund University.

Students are responsible for verifying that the official transcript of their coursework abroad will be sent directly from the institution to the University of Denver Registrar Office. Under no circumstances will a hand-carried, faxed, or student copy of a transcript be accepted as an official transcript.

Course approvals must be obtained in order for study abroad courses to meet specific degree requirements. Such credit may be subject to certain limits regarding the number of credit hours that may be applied to Common Curriculum requirements and to the major or minor requirements of academic departments.

Insofar as possible, credit for specific courses should be approved in advance by the appropriate academic authority or department using the online [Course Approval System](#). When specific courses are not known in advance, or changes are made at the program site, approval should be secured upon arrival using the online [Course Approval System](#). Without course approvals, courses taken on DU Partner Programs will transfer back as elective credit and count towards the overall credits required for a degree. If a class does not align with a discipline taught at DU, credit will not be awarded. Examples include: Fashion Design, Architecture, Forestry, and Veterinary Science. When in doubt, students are encouraged to submit a course approval in advance. Completion of abroad coursework which will not transfer back to the University of Denver may affect a student's federal financial aid eligibility. Physical Education courses taken abroad are an exception. If a student does Physical Education (PE) course(s) abroad, the Registrar will take back up to 3 DU credits total, and only one credit per course or activity.

Foreign Language Credits

The Department of Languages and Literatures strongly recommends that languages offered by DU for the degree requirements should be studied in the student's first and second year at DU, thereby enabling study abroad in most languages. Most programs require a minimum of two year's study of a language before permitting enrollment in content courses taught in the host language, although many programs offer lower-level language options for students who have lesser proficiency.

Credit hours earned while studying abroad for a quarter or more will be converted according to the [DU Global Grading and Credit Scale](#). In general, when only contact hours are listed, then 10 contact hours = 1 DU credit. The Department of Languages and Literatures may opt to evaluate any DU Partner Program or an unaffiliated program at any time in order to provide an academic assessment evaluating the number of credits that will be approved for transfer back to DU including, but not exclusively, programs of study for less than a quarter, during interterms, and intensive language learning formats. There is a

limit of two credit hours per week of academic study for short term/intensive programs. Students seeking to use language study credit earned abroad to satisfy language proficiency requirements should contact the Department of Languages and Literatures and speak with an advisor in the appropriate language program regarding requirements and next steps.

Minimum and Maximum Credits per Term

Student must bring back a minimum of 12 attempted DU credits and must be enrolled full-time in the host country. Generally, students are limited to 18 quarter hours of credit for a quarter-length program abroad, 22 quarter hours for a trimester abroad, and 27 quarter hours for a semester program abroad. If students wish to apply credits above these limits, the additional credits will be charged to the student at the hourly tuition rate, provided that the University of Denver accepts the credits. The University may refuse to accept part or all of such additional credit hours if they are deemed excessive for the period or conditions of study.

Course Loads

Students are required to take the normal full-time course load during the academic term at the overseas institution where they are studying as defined by the host institution and partner. Such loads vary among overseas universities and sometimes among academic departments of the same institution. In special circumstances, students may take lighter loads due to differences in language, academic system difficulties, or medical/learning concerns; however in these cases, students must seek pre-approval from the OIE and must observe any visa requirements for course load imposed by the host country.

Note that all students participating on a DU Partner Program are required to maintain DU's full-time student status while studying abroad. At minimum, students must enroll in the equivalent of 12 DU quarter credits. If full-time status at the host institution is considered more than 12 DU quarter credits, students must enroll full-time as determined by the host institution (in a U.S. model semester system curriculum, for example, this normally would be 15-18 semester credits). Students must also take any courses that are mandatory within their study abroad program.

Failure to comply with these requirements will result in forfeiture of CGS status, if applicable, and possible dismissal from the DU study abroad program, with no refund of tuition or fees. Students and faculty advisors should request information from the OIE regarding the course loads that are normal to particular institutions.

DUPP Tuition, Costs and Fees

Both billing and the disbursement of financial aid (if applicable) are based on DU's calendar rather than the calendar of the host institution.

Tuition for One Term: For a single DU quarter- or semester-length DU Partner Program abroad, students will pay the University of Denver one academic quarter of full-time tuition, as well as all applicable fees as outlined below. Students may have to pay an additional supplement, depending on

the cost of the program in which they are participating. If a student's single term abroad on a DUPP crosses over two quarters at DU (fall and winter, or winter and spring), the student will be charged tuition only for the first quarter they are abroad.

Tuition for Two or More Terms: Students participating on DUPP trimester/quarter-length programs for two terms of study (i.e. York or Lancaster for winter + spring), will be billed for two quarters of DU tuition, and all applicable fees as outlined below. Students participating on DUPPs for a full academic year (including an academic year as defined by a host institution that uses a different academic calendar, as in the southern hemisphere or in Japan and Korea) will pay tuition for all three quarters, as well as all applicable fees as outlined below. Students on a DUPP will *not* be billed DU tuition during the DU summer quarter, regardless of the overseas academic calendar.

Fees Charged to Students on DUPPs for the term abroad:

- DU tuition, based on information given above
- Any applicable DUPP Supplement.* Programs with a cost higher than DU's combined study abroad charges for that term may have a program supplement fee (DUPP Supplement) reflecting that differential amount. The applicability and amount of a DUPP Supplement varies by program in relation to DU's costs for the particular program.
- DU Technology Fee (paid for each DU quarter that the student is abroad, including summer)
- DU Study Abroad housing ([price of a DU on-campus double Nelson apartment](#)), if housing is provided by the program/host institution
- DU Study Abroad meals ([price of the DU 100 Block Meal plan](#)), if meals are provided by the program/host institution.

*The DUPP Supplement is waived for Cherrington Global Scholars.

Students will *not* be billed the DU Health Fee or DU Student Activity Fee while studying abroad.

See *Student Costs/Personal Expenses* below for a list of costs that are *not* covered by DU and are the responsibility of the student.

Required Health Insurance Plans

In the instance where a DU Partner Program or country requires a *specific* health insurance plan, the cost will be absorbed into the program costs paid by DU. Often this is an expense billed directly to DU by the program; however, if a student is required to pay out of pocket for a required *specific* health insurance plan, the student will be responsible for submitting a receipt for payment of the insurance to the OIE. This cost will then be factored into the overall program costs that are covered by DU, and if applicable, the student's DU account will be credited the amount paid for insurance. Requirements for general health insurance coverage or proof of insurance (versus a requirement for a *specific* health insurance policy) are not covered by DU and are the responsibility of the student.

Students on DU study abroad programs must continue to meet the standard DU medical insurance requirement in order to be enrolled at the University of Denver. See *Health and Medical Insurance* for more information on insurance coverage while abroad.

CGS Benefits for Students on DUPPs

For students who meet the CGS eligibility requirements (as listed above), the following benefits apply:

- Any applicable DPPP Supplement is waived.
- Student round-trip transportation stipend to the location of the program, per CGS instructions in DU Passport.
- Reimbursement for required immigration application fees (i.e. visa application, residence permits, permits to study, and/or foreign airport entry or exit fees that are not included in the student's travel fare.) DU does not credit fees for non-required immigration status and other costs associated with securing required immigration status, such as transportation or postage fees, medical procedures, translation fees, notary services, copy fees, etc. Additionally, if the student's period of study does not require a particular visa/residence permit, CGS benefits will not cover a visa/residence permit fee. (For example, in the event that the student opts to stay on for personal travel or chooses a visa option that allows for an internship, service, or additional study period, if not required by the program). Students approved for back-to-back and year-long extensions are responsible for any costs associated with extending or applying for visas or other immigration statuses. Exchange programs, are by definition for a full academic year, and therefore are eligible for CGS related visa benefits for the academic year. Cherrington Global Scholars will be reimbursed via a credit to their DU student account for the visa application fee when they submit appropriate receipts to the OIE per CGS instructions.

Restrictions for all benefits listed above do apply. See *Withdrawals, Cancellations, and Refunds* for more information.

Financial Aid

Applicable institutional as well as federal and state scholarship and financial aid (except work study) will be applied to the term of undergraduate study abroad on a DU Partner Program, whether or not the student is a Cherrington Global Scholar. Outside scholarships will be applied insofar as conditions stipulated by the donor permit. Both billing and the disbursement of financial aid (if applicable) are based on DU's calendar rather than the calendar of the host institution. Most financial aid is not applicable to short-term study.

A student who receives a housing grant as part of a scholarship or financial aid award may use it for study on a DU Partner Program. In the case of students participating in one of the few DU Partner Programs for which students will have to pay their housing directly rather than paying it to DU, the housing portion of a scholarship will be credited to the student's tuition billing.

Student Costs/Personal Expenses

It is each student's responsibility to research and fully comprehend the financial obligations and impact of the program, including personal expenses. All students are responsible for their own personal expenses incurred both in the U.S. and abroad. Personal expenses include, but are not limited to, items such as passport expenses, discretionary travel; airline change fees, airline baggage charges, including those related to the transport of musical instruments; local transportation; optional excursions; books; laboratory, studio, or materials fees; field study or mandatory excursion fees resulting from the student's course selection; program add-ons, including those incurred as a result of the student's specific major or minor program at DU; personal and household items; cultural and entertainment expenses; fees such as recreation or gym memberships; telephone and internet access, if not included in a housing agreement; usage or calling charges (either local or long distance), even when instrument or access is provided with housing; refundable housing deposits or other personal responsibility/ damage deposits; damage costs; fines or penalties; housing and meals, if not provided within the program; immunizations, health insurance, medical expenses.

Covered medical expenses may have to be paid at the point-of-service by the student and claimed through the student's medical insurance provider. It is the student's responsibility to submit the paperwork for and handle all insurance claims.

DUPP Housing

Payment

In many cases, housing at the study abroad site is provided, but there are exceptions. Whenever housing is arranged by the host institution and/or directly arranged and paid for by the OIE, students will pay the DU Study Abroad Housing charge for a single quarter to DU (regardless of whether the study abroad program is a quarter- or semester-length). Students will pay the DU Study Abroad Housing charges (as applicable) for any program over the academic year according to the same principles as described for tuition (see *DUPP Tuition, Costs and Fees*). For non-Cherrington Global Scholars on DU Partner Programs, higher housing costs are taken into account when determining any additional DUPP Supplement. Regardless of CGS status, students are responsible for any refundable housing deposits and utilities required by the program provider or host institution.

Whenever housing is not provided by the DUPP or otherwise directly arranged by and billed to the OIE, no housing charges will be added to the student's DU account for the term abroad. In such cases, housing charges are the student's responsibility and will be regarded as a personal expense.

Housing Restrictions/Availability

Housing will be provided in accordance with what is available at a particular site. Such housing assignments may not be equivalent to DU campus housing or to other accommodations on the same

study abroad program. If housing is included with the program, students are required to use one of the program-arranged options whether it is with a host family, in apartments, or in residence halls. When housing is provided by the DUPP, students may not arrange for their own housing or choose an independent housing option even if permitted by the DUPP, unless the student has secured approval in advance from the OIE. Exceptions to this rule are rarely granted. If housing is not provided by the DUPP, students may select housing suggested by the DUPP or in some circumstances may select housing options with no affiliation with the DUPP. If a student chooses housing not provided by or affiliated with the DUPP, there are increased risks, as the housing has not been vetted by the DUPP.

DUPP Meals

For a quarter- or semester-length DUPP, students will pay one quarter's meal plan fees to DU, provided that meals are available from the partner institution or otherwise directly arranged and paid for by DU. Students will pay DU Study Abroad Meal charges (as applicable) for any program or combination of programs over the academic year according to the same principles as described for tuition (see *Tuition and Fees*). For non-CGS students on DUPPs, higher meal costs are taken into account when determining an additional DUPP Supplement.

If meal benefits approximate or exceed the benefits of a DU meal plan, as determined by the number of meals covered, the DU Study Abroad Meal charges will be billed. If some meals are provided within a program's comprehensive fee, but too few to approximate the number covered by a DU meal plan, lower DU Study Abroad Meal charges (or no meal charges depending on the specific situation and the judgment of the University of Denver) will be billed to the student. Meals not covered by the meal plan at the study abroad site are regarded as a personal expense to be covered by the student.

DUPP Transportation to Program Location

All students are responsible for verifying the official start and end dates of academic terms abroad (including orientation and exams) and booking their flight(s) accordingly. Students must wait until they are accepted by their study abroad program before booking flights. The University of Denver cannot and does not take responsibility in any form for incorrect dates and transportation arrangements, and does not assume responsibility or cover any cancellation or change fees.

Flight Booking Policies for Cherrington Global Scholars

In order to receive CGS travel benefits, Cherrington Global Scholars must make travel arrangements using guidelines found in the *Cherrington Global Scholars (CGS) section of the Study Abroad Handbook* found in Canvas. Please see guidelines for detailed instructions on how to book airfare, reimbursement policies, and a list of the expenses which are and are not covered by CGS benefits. Failure to follow the guidelines will result in forfeiture of CGS travel benefits.

Flight Booking Policies for Non-Cherrington Students

Students not studying as Cherrington Global Scholars may make use of the same DU-appointed travel agencies but must handle their own payment arrangements.

Study Abroad Withdrawals, Deferrals, Cancellations, & Refunds

In all cases of a study abroad withdrawal, deferral or shortened stay, students are responsible for completing all required forms from DU and their host university program office(s) and must contact their DU study abroad advisor. The DU Study Abroad Withdrawal/Deferral Form can be found in the Study Abroad Handbook in Canvas under *Study Abroad Withdrawal and Deferral*.

Withdrawal from study abroad means that a student will be withdrawn from study abroad registration at DU for the quarter and will no longer be considered an enrolled student in study abroad. Withdrawal from study abroad does not constitute withdrawal from the University of Denver, nor does it provide eligibility for registration on campus at DU. If a student wishes to withdraw entirely from the University of Denver, or if the student wishes to register for classes at DU after withdrawing from study abroad, it is the student's responsibility to determine and follow all necessary procedures as determined by DU.

Students who participate on DU Partner Programs are billed through DU, and DU is then responsible for paying the program/host institution. As there are additional institutions involved both administratively and financially, the normal DU withdrawal policies, refund policies and schedules, as well as the Medical Leave of Absence Policy, do not apply to study abroad, but are superseded by the policies listed below:

Withdrawal or Shortening of Stay from a DUPP

Withdrawal prior to program start date: If a student chooses to withdraw/defer from a DU Partner Program after DU's withdrawal date and prior to the program start date (i.e., for reasons other than program closure or DU-forced evacuation), they are subject to a DU withdrawal fee of \$1000 *OR* the total amount non-recoverable costs charged by the program or host institution, whichever is higher, dependent on the following date of withdrawal. Students who defer to another term in the same academic year are held to the same withdrawal policies per their original term for all withdrawal costs (non-recoverable). However, if there are not any non-recoverable costs, the \$1000 DU withdrawal fee will be added but then removed once the student officially begins the program in the deferred term.

- For programs on a Southern Hemisphere Academic Calendar beginning in June or July*, after May 1st
- For programs beginning August through the Fall Quarter, after June 1st
- For programs beginning during the Winter Quarter, after October 15th (Doesn't apply to year-long study abroad programming.)
- For programs beginning during Spring Quarter or the break week prior to it, after February 1st (Doesn't apply to year-long study abroad programming.)

- For students accepted to any year-long study abroad program(s) (i.e. exchange, back-to-back programming, or any year-long extension), if they decide to shorten their year-long program after the original withdrawal date (May 1 for southern hemisphere calendars or June 1 for northern hemisphere calendars) or the date that their DU extension request is granted and the student accepts their program spot, whichever is later.

*Southern Hemisphere Academic Calendar includes and may not be limited to programs in Australia, New Zealand, South Africa, Fiji, Argentina and Chile with start dates ranging from late June through July. Check the [DUPP specific Brochure](#) or an OIE advisor to verify the calendar and withdrawal deadlines.

Students are also responsible for any non-recoverable costs associated with CGS benefits already paid on the student's behalf (i.e. airfare, visa fees, program and application fees, etc.), regardless of the date of withdrawal.

If a student withdraws from study abroad, it is the student's responsibility to withdraw from INTZ 2501 or 2502, following normal course guidelines. The OIE will not do so on the student's behalf.

For students on an approved year-long study (i.e. exchange, back-to-back, year-long extension), the start date of the first term is considered the start date of the entire year abroad.

Study Abroad Withdrawal after program start date: Depending upon when a student chooses to leave a program or is forcibly removed, there are different possible consequences. If a student withdraws from study abroad after the program has started, having completed less than 60% of the program based on the official program dates per federal regulations (some exceptions for block programming), the initial DU study abroad fees will be removed from the student's account. These fees will be replaced with either the greater of \$1000 or non-recoverable costs as determined by the study abroad withdrawal/reimbursement policies of DU's partner institutions and other agencies. Typically, non-recoverable costs may include host tuition, housing, and meal fees for the term. Students are also responsible for any non-recoverable costs associated with CGS benefits already paid on the student's behalf (i.e. airfare, visa fees, program and application fees, etc.)

If a student voluntarily withdraws from his or her in-progress study abroad program for any reason (other than following a DU safety advisement or a safety advisement from the student's study abroad institution, as noted below), the cost of the student's return is solely the student's responsibility.

Impact of non-attendance: A student must enroll in and attempt a minimum of 12 DU credits while abroad. If a student does not bring back 12 credits that he/she enrolled in and attended, his/her financial aid could be impacted as outlined in the Study Abroad Withdrawals and Financial Aid section. CGS benefits will also be revoked and charged accordingly to the student for any applicable CGS benefits that have been paid for by DU.

Any assessed withdrawal fee will be billed to the student's account regardless of whether tuition and other costs have been invoiced or received at the time of withdrawal. Students are responsible for changing or cancelling their flights as necessary and regardless of CGS status and date of withdrawal, students will be billed all non-recoverable costs paid by DU of any airfare already ticketed.

See *DU Cancellation of a Program* for information on cancellation of a program by DU.

Study Abroad Withdrawals and Financial Aid

DU's return of federal or state aid to the appropriate agency or fund in the event of a student's withdrawal is determined by federal, state and DU regulations, and is not affected by these policies. If a student is supported by federal and state aid and these funds have been distributed to the program, the student may have a balance due to DU to repay disbursed funds in addition to any new charges at DU.

Institutional aid will be prorated to the remaining tuition charges on the student's account and cannot be used to pay for withdrawal fees or other fees associated with the withdrawal from a study abroad program.

Forced Study Abroad Withdrawal/Dismissal from a DU Partner Program

Holds (Bursar and Student Conduct, for example) must be removed in order for a student to be registered for study abroad. Additionally, students must complete all DU Passport checklist signature documents by the relevant DU Passport Deadlines. If a student fails to resolve a hold prior to the registration period, or complete the DU Passport signature documents by the OIE withdrawal deadline, the OIE may be forced to withdraw the student from study abroad. The student will be charged any non-recoverable costs incurred by the OIE, per the DU withdrawal deadlines.

If a student is accepted into a DU Partner Program and then placed on student conduct probation, deferred suspension, suspension, or dismissed prior to departure, the student will be charged any non-recoverable costs already incurred by the OIE, per the DU withdrawal deadlines.

Students who are dismissed from a study abroad program in progress due to behavioral, student conduct, academic or legal reasons will be responsible for the cost of return and will be charged for any non-recoverable costs incurred by DU and above study abroad withdrawal policies apply. Non-recoverable costs may include—but are not limited to—application fees, placement or housing deposits, tuition, housing, meal plan, airfare, etc. Students who are dismissed from their programs will be withdrawn from their study abroad registration at DU for the quarter. See the *Probation and Suspension* section for further details. This includes students accepted to a year-long program (i.e. exchange, back-to-back and year-long extension) that are unable to complete all academic terms abroad.

If a Cherrington Global Scholar is placed on probation as a result of actions while abroad, his/her CGS status will be revoked and his/her student account will be charged accordingly for any applicable CGS

benefits that have been paid by DU. Any CGS benefits will no longer be paid for by the University of Denver.

Contesting the Minimum Study Abroad Withdrawal Fee

A student who is forced to withdraw from a program prior to departure due to the student's documented medical reasons may contest DU's \$1,000 withdrawal fee only if DU's non-recoverable costs from the program are actually less than \$1,000. This \$1,000 withdrawal fee is imposed if the non-recoverable costs charged by the program are less than \$1,000, and is intended to help cover administrative costs incurred by study abroad applications and processes. The student may not contest any portion of the costs that are non-recoverable to DU. For example, if the non-recoverable program costs are \$500 and the student is charged \$1,000, students may contest the remaining portion of the fee (\$500) imposed by DU. Since the OIE must pay its partners for non-recoverable costs, withdrawal penalties imposed by the DU's partners and providers, as well as costs associated with travel, cannot be contested. The student's request will be considered by a committee comprising the Director or the Assistant Director of the OIE, the Budget Director of the Office of Internationalization (as needed), and the advisor responsible for the student's program. If the advisor is either the Director or the Assistant Director, then one of the OIE's other Program Managers or Coordinators will also serve on the Committee. Such requests must include all appropriate documentation, and students should work with their OIE advisor throughout the process.

Study Abroad Non-Recoverable Costs Above the Minimum Study Abroad Withdrawal Fee

On-campus DU withdrawal policies, refund policies and schedules, as well as tuition appeals and the Medical Leave of Absence Policy, do not apply to study abroad and may not be used. If non-recoverable costs charged by the host institution/program exceed the OIE minimum study abroad withdrawal fee (\$1000), a student may not contest to the OIE as non-recoverable costs charged by the host institution/program as these are out-of-pocket expenses that DU cannot recover. In circumstances beyond the control of the student causing withdrawal from a study abroad program, it may be appropriate for the OIE to work with the student to contest non-recoverable costs directly with the host institution/program. If non-recoverable fees are lowered/removed, then DU will credit the student's account accordingly.

Deferrals or Change of Term

Students wishing to switch their term of study abroad or defer to a later term may do so (before the program start date) only within the same DU academic year (i.e. switching from fall to winter/spring). Regardless of the date, students are responsible for paying any non-recoverable fees (e.g., change fees) charged by the DU Partner Program, as well as covering any non-recoverable costs associated with changing airfare and/or visa or immigration status. If switching terms after the DU Study Abroad Withdrawal Deadline set for the original term of study, the DU Study Abroad Withdrawal Fee(s) will be

charged to the student's account, the same as a withdrawal; with this amount later credited back to the student, less any non-recoverable fees, at the start of the deferred term abroad.

Back-to-Back Programs and Year-long Extensions

Students must submit petitions and follow all processes for back-to-back or year-long extensions during the nomination process, and approval is not guaranteed. Back-to-Back is defined as two separate programs in the same academic year. Students may not select back-to-back programming that allows for the student to return to DU to take course work between study abroad quarters (i.e. winter quarter). Year-long extensions refer to the same program (non-exchange) that is for the entire year.

Extending Time Abroad Once Abroad

Students are allowed to study abroad on a DU Partner Program for one term, unless participating on an Exchange program or been granted pre-approval from the OIE. Students already abroad on DU Partner Programs may be permitted to extend their studies provided that they meet requirements set by the OIE, and provided that there is still space available to accommodate year-long students in the OIE's benchmarks for that academic year. Not all programs will be available for extension. Students who wish to extend their time abroad need to contact the OIE before making any decisions or arrangements to see whether it will be possible and what requirements need to be fulfilled. Students who begin proceedings to extend their time abroad prior to approval by the OIE will be liable for any and all expenses incurred by their actions. Once the OIE confirms that an extension is possible, students must complete a Year-Long Petition. (See OIE advisor for form.) Once approved by the OIE, it is then the student's responsibility to notify the OIE and the host program of his or her intention to extend enrollment. The student must also take responsibility to ensure that he or she maintains legal status in the host country by completing the necessary paperwork to extend or renew a visa. If the student must travel internationally for the purpose of obtaining a visa, he or she is responsible for the travel expense. There are numerous host program and DU deadlines to consider; the student must be in contact with the host program and the OIE to understand what those deadlines are.

Students will be responsible for the airline ticket change fee incurred as a result of changing the return flight as well as for any immigration or visa-related charges. Tuition and fees will be billed accordingly—see *Tuition and Fees* section.

Unaffiliated Study Abroad Programs

Unaffiliated Eligibility and Process

Whether on a DU Partner or Unaffiliated Program (Approved Unaffiliated Program or Unaffiliated Programs by Petition), DU students must remain registered at DU while studying abroad. In all circumstances, students who are not eligible for DU Partner Program privileges, but still wish to study abroad, may not take a leave of absence or “stop out” in order to pursue study abroad for credit.

Students must seek an academically appropriate unaffiliated program that is approved through DU and adhere to all university policies, procedures and deadlines for selecting and having an unaffiliated program approved by DU prior to any study abroad. Please refer to the OIE website for unaffiliated process and deadline information. If a student fails to follow all OIE approval processes for the unaffiliated program in accordance to DU deadlines, returning transfer credits may not be permitted to return to DU.

When students select an unaffiliated program, the program may not duplicate a DU Partner Program offering. Consequently, students may not attend a DU Partner Program as a non-DU participant; i.e., they may not apply separately to a DU partner school or program but must adhere to the program guidelines, application requirements and deadlines as established by the OIE. Course approvals (via the online Registrar’s system or via email with a professor) do not constitute OIE unaffiliated approval processes.

In order for an unaffiliated program to be granted approval, all OIE processes for unaffiliated approval must be followed for either Approved Unaffiliated Program or Unaffiliated Program by Petition. The transcript for the coursework completed on the program must be issued by an accredited institution (i.e., a regionally accredited U.S. university, study abroad program provider with a regionally accredited U.S. school of record, or a university abroad with proper accreditation through the country’s Ministry of Education or equivalent). Credits from language schools that lack proper university accreditation are not accepted. Consult with the OIE regarding the unaffiliated program approval process.

In addition to adhering to DU eligibility requirements, policies and procedures for applying to an unaffiliated study abroad program, students must meet the unaffiliated programs’ GPA pre-requisites and other requirements. Students are responsible for navigating and completing unaffiliated program applications and acceptance paperwork and it is up to the discretion of the program as to whether or not students will be admitted to the program.

DU students who participate on an unaffiliated program are still subject to the DU Honor Code and Student Conduct Policies and Procedures. See *Code of Conduct* for more information.

INTZ Course Requirement

All students who enrolled as first-year (freshman) students or transfer students in Fall 2016 or later and participate on a DU program through the Office of International Education are required to enroll in and complete with a letter grade the 2-credit course INTZ 2501 at least one quarter prior to their departure

(the course is not offered in the summer) but not more than a year prior to studying abroad. Students who fail to do so, will be withdrawn from study abroad and face any applicable withdrawal fees. (See Study Abroad Withdrawals, Deferral, Cancellations, & Refund Section for more information.)

Students choosing to go on an unaffiliated program (AUP or UPP) that are term-length (defined as 10 or more weeks in duration and bringing back 12 DU credits) are also required to enroll in and complete with a letter grade the 1-credit course INTZ 2502 (an online course while abroad) regardless of their date of matriculation. Unaffiliated (AUP and UPP) students taking INTZ 2502 will pay additional DU tuition for this one credit course while they are abroad. Such students who fail to complete INTZ 2502 will be referred to the Student Rights and Responsibilities office. Affiliated students (DUPP) are encouraged, but not required to take INTZ 2502. For DUPP students, the cost is included in the overall DU tuition for their study abroad program.

Residency Requirement

The University of Denver residency requirement states that a student's last 45 hours must be resident credit. Credits earned on DU Partner Programs are considered resident credit; credits earned on unaffiliated programs are considered transfer credit. Students wanting to earn transfer credit through an unaffiliated study abroad program in their final 45 hours at DU must submit a Waiver of Residency petition through the Academic Exceptions Committee. (See below for pathway to Request Academic Exceptions.

For students with a major that requires study abroad (e.g., *International Studies, Hospitality Management*):

Some majors require study abroad as part of the course of study. While most majors should study abroad well before their final 45 hours on campus, and while DU Partner Programs can be taken within the final 45 hours of study towards a degree as the credit earned on DU Partner Programs is DU resident credit, there may be exceptional circumstances when a student has not yet studied abroad and, because she or he is required to study abroad in her or his major, will need to study abroad on an unaffiliated program, thereby earning transfer credit, during his or her final 45 hours of study. In such a situation the student can send an email Waiver of Residency petition to the Vice Provost for Internationalization, Dr. Luc Beaudoin (Luc.beaudoin@du.edu) for an exemption to the final 45 hours in order to complete the study abroad requirement for the degree.

The request should include:

- a clear rationale for need to study abroad on an unaffiliated program
- letter of support from the major advisor

For students with a major that does not require study abroad:

Other students (who do not have a required study abroad experience as part of their program of study) will need to submit a Waiver of Residency petition to the Academic Exceptions Committee if they wish

to study abroad on an unaffiliated program during their final 45 hours. Please follow the process below in Pioneer Web to access the petition: PioneerWeb/ the Student Tab > Student Information Channel > Records/Requests Section. The link is labeled: Request Academic Exception.

****Note: In all cases, the transfer credits earned on an unaffiliated program must not be above the limits set for transfer credits in the student's degree program***

Unaffiliated Academic Credit & Approvals

Students on unaffiliated study abroad programs can bring in coursework as elective credit without pre-approval provided the subject matter of the course relates to a discipline taught at the University of Denver. Courses in disciplines not taught at the University of Denver (e.g., forestry, fashion design, nursing, etc.) will not transfer. Physical Education (PE) courses taken abroad are an exception. The Registrar will accept one DU credit hour per physical education class, for a total of no more than three DU PE credits.

Credit earned with unaffiliated programs is considered transfer credit. Only courses with DU-equivalent grades of "C-" or better will be accepted in as transfer credit at DU. Transfer grades will not be figured into the student's DU grade point average. All regular [DU transfer credit policies](#) apply, as well as any major/minor policies per academic department.

DU will only accept credit for a course that is completed in full. Partial credit earned in a course will not be accepted.

If students wish to apply coursework taken abroad toward major, minor or other specific requirements, they must obtain approval from the appropriate academic authority or department through DU's online [course approval system](#). Insofar as possible, credit for specific courses should be approved in advance by the appropriate academic authority or department. Courses are not always known in advance, however, and are usually subject to availability and the possibility of change. In situations where the actual courses differ from the courses originally approved prior to departure, students must seek approval of these new or changed courses by submitting a new request through the online course approval system. As always, when securing course approvals, students need to check with their academic advisor so that they are assured that they are not repeating a course, as DU cannot grant credit for duplicate coursework. Course approvals (via the online Registrar's system or via email with a professor) do not constitute OIE unaffiliated program approval.

Additional information regarding securing approval for specific courses is available on the [OIE website](#).

The University may refuse to accept part or all of the credit hours if the total credit hours are deemed excessive for the period or conditions of study.

Foreign Language Credits

The Department of Languages and Literatures strongly recommends that languages offered by DU for the degree requirements should be studied in the student's first and second year at DU, thereby enabling study abroad in most languages. Most programs require a minimum of two year's study of a language before permitting enrollment in content courses taught in the host language, although many programs offer lower-level language options for students who have a lesser proficiency.

Credit hours earned while studying abroad for a quarter or more will be converted to DU credits using the DU Global Credit Scale and Grading guidelines (if only the contact hours are listed, then 10 contact hours = 1 DU credit). The Department of Languages and Literatures may opt to evaluate any unaffiliated program at any time in order to provide an assessment evaluating the number of credits that will be approved for transfer back to DU including, but not exclusively, programs of study for less than a quarter, during interterms, and intensive language learning formats. There is a limit of two credit hours per week of academic study for short term/intensive programs. Students seeking to use language study credit earned abroad to satisfy language proficiency requirements should contact the Department of Languages and Literatures and speak with an advisor in the appropriate language program regarding requirements and next steps.

Unaffiliated Registration and Fees

Students who participate in an approved unaffiliated program pay their tuition, fees, and other charges directly to their study abroad institution or program. They will be registered by DU as study abroad students for the term they are abroad and will be charged the Study Abroad Administrative Fee (\$150) and Technology Fee for each quarter they are abroad. The fee is applied to both DU quarters if a student should enroll in a semester or term abroad that crosses two quarters at DU.

Students studying abroad on unaffiliated programs will also be charged for the 1 credit of tuition associated with the required INTZ 2502 online course. (See *INTZ Course Requirement* above for more information.)

Financial Aid for Students on Unaffiliated Programs

Institutional funds are not available for unaffiliated programs, but federal and state aid (except work study) usually applies for approved unaffiliated programs. Both billing and the disbursement of financial aid (if applicable) are based on DU's calendar rather than the calendar of the host institution. Students participating on unaffiliated programs should be aware of any minimum course load for their term abroad that may affect their eligibility for financial aid. It is the student's responsibility to complete a Financial Aid Consortium Agreement and all other required paperwork to ensure transfer of aid and to notify the Office of International Education regarding any study abroad withdrawals or early returns.

Withdrawal or Dismissal from an Unaffiliated Program

If a student chooses to withdraw or is dismissed from an unaffiliated program after the program has started, the Study Abroad Administrative fee and the Technology Fee are non-refundable. Students are responsible for notifying both the Office of International Education and their program in writing of their intention to withdraw and are responsible for any and all withdrawal penalties assessed by the host program/institution or federal/state financial aid regulations. For information on how to inform the OIE in the event of a withdrawal, please visit the [Study Abroad Handbook found in Canvas](#) under “Study Abroad Withdrawal & Deferral.” If a student withdraws from an unaffiliated program, it is the student’s responsibility to withdraw from INTZ 2501 or 2502. The OIE will not do so on the student’s behalf.

See *DU Cancellation of a Program* for information on potential cancellation of programs by DU for location-based health or security related concerns.

Graduate Study Abroad

Graduate students seeking to participate and receive credit from an unaffiliated study abroad program must complete the [Unaffiliated Study Abroad Program petition](#) and receive approval from the Vice Provost for Internationalization prior to studying abroad. In addition, graduate students participating in any study abroad programs must adhere to the graduate policies and procedures for transfer of credit, registration, and billing, which may vary from the policies outlined above. Please consult the Office of International Education, your specific DU graduate program policies, and the transfer of credit policy in the [Graduate Policies and Procedures](#) document regarding the appropriate process and timeline.

Visas & Immigration Status

Students are responsible for determining whether a visa or other immigration documents are necessary for their program and term of study. When a visa or other documents are required, students must research the required documents and take the necessary steps to obtain one. It is students’ responsibility to research and execute the required visa process; note that some visas may take several months to obtain and will not allow for overseas travel prior to the start of the study abroad program. *DU has no authority with consular offices and cannot intercede on a student’s behalf.*

Students who fail to secure a visa and are unable to go abroad will be treated as withdrawals and subject to the financial consequences described in the section *Withdrawals, Cancellations, and Refunds*.

See *DUPP Tuition Costs and Fees* for information on visa expenses covered by CGS benefits.

Health and Safety Abroad

Health Insurance Abroad

It is the student's responsibility to manage their medical and mental health needs while studying abroad. Students should talk to their current healthcare provider(s) and International SOS as well as consult with the Centers for Disease Control and Prevention about ways to manage their health needs abroad, including required and recommended vaccinations, medicines, and specific precautions for their travel destination(s). All students are required to call International SOS for a medical consultation prior to study abroad.

Students on DU study abroad programs must continue to meet the standard DU health insurance requirement in order to be enrolled at the University of Denver. Students must choose insurance that provides international coverage that they deem adequate for the student's health needs while abroad. Furthermore, students must maintain adequate insurance applicable in the U.S. in order to be covered upon return to the U.S. for any medical reasons or accidents requiring medical care.

Students are responsible for understanding any costs associated with their health insurance plan while abroad.

See *DUPP Tuition, Cost, and Fees* for information on costs associated with required *specific* health insurance plans.

Emergency Help and Evacuation

Students studying abroad will have access to International SOS. This is *not* health insurance, but rather a service organization that can help with medical and security information both prior to departure and while students are abroad. **International SOS also offers emergency medical and security evacuation if necessary.** More information is available on their website: www.internationalsos.com or in the Study Abroad Handbook found in Canvas. Students are responsible for any I-SOS fees above and beyond normal coverage associated with the service.

DU Cancellation of a Program

DU reserves the right to cancel any program; suspend a site relationship prior to a student's departure; or mandate students to return from particular sites due to concern for student safety. This could be occasioned by an advisory or warning level change issued by the U.S. Department of State, Centers for Disease Control and Prevention, and/or World Health Organization, or other information of a credible threat to the health, safety, or security of students.

In the case of programs operated by DU Partner Program institutions, DU will reimburse fees paid to DU (e.g., tuition, housing) by the student in the event that a program is cancelled and the student is unable to earn credit from their time abroad. If a student is able to earn any credit from the program, this

refund will be prorated based on the credit earned. Additional costs or penalties associated with change of travel reservations will be paid by DU. If the academic calendar permits, a student's refund will be credited toward enrollment on campus for the corresponding quarter.

Due to health, safety or higher risk conditions, DU will require a student on an Unaffiliated Program to depart from their program.

DU Code of Conduct

The University of Denver Honor Code and Student Conduct Policies and Procedures (DU Honor Code), including those regarding the use and consumption of alcohol, along with all rules and regulations set by the host institution or program, are in force during a student's time studying abroad.

The OIE at the University of Denver has developed a number of relationships with overseas partner institutions and program providers. DU values these relationships and has informed its partners abroad of the DU Honor Code, along with DU's concern that its students maintain that Code. As a representative of DU, each study abroad student is expected to perform well in the classroom and be respectful citizens in the community at large. DU expects its students to serve as ambassadors of the U.S. as well as DU. The reputation students leave behind at a program affects students who follow, so all study abroad students are expected to take this responsibility seriously.

While DU students are abroad, whether on DU Partner Programs or unaffiliated programs, they continue to be subject to the DU Honor Code. If a student violates this Code, or any code of conduct in place in the program abroad, his or her behavior may be reported to the OIE, who will share this information with Student Conduct. The student may then be subject to the same Student Conduct action as on campus. The student may be expelled from the study abroad program by the host program or institution. Regardless of the actions of the host program, the student may be removed from the study abroad program by DU, subject to the judgment of the Director of the Office of International Education and with approval from the Vice Provost of Internationalization.

The student will also be responsible for all expenses associated with his or her dismissal from the program. Note that students who are evicted from their program housing will not be given a refund. See *DUPP Withdrawal, Cancellation and Refund* or details of all costs.

Probation, Deferred Suspension and Suspension

The University of Denver does not allow students who are on current academic or student conduct probation, deferred suspension or suspension to participate on a DU Partner Program. This includes students who do not successfully complete PREP prior to going abroad. If a student is placed on probation, deferred suspension or suspension that will still be in effect at the time of departure for the term in which she or he planned on studying abroad or while abroad, the student will be withdrawn

from the program and will be responsible for any funds paid out or incurred on his or her behalf by the OIE (i.e., deposits, flights, application fees, etc.) per the OIE withdrawal deadlines. CGS-eligible students placed on probation will also lose their CGS eligibility and be required to pay back all CGS benefits. See *DUPP Withdrawal, Cancellation and Refund* for more details.

If a student has been on probation, deferred suspension or suspension in the past or is on current student conduct probation, deferred suspension or suspension, all mandated outcomes must be completed and verified by the Office Student Rights and Responsibilities per their deadlines and at least two weeks prior to departure for study abroad on a DU Partner Program. In the event DU is closed during that two week period, the student must complete all outcomes three business days prior to DU's closure. In addition, a student with a suspension, must demonstrate one successful quarter at DU before going abroad. *The host institution or program may request the student's conduct history and reserves the right to admit or deny students.*

Additionally, the OIE reserves the right to consider student conduct records for study abroad placement for any particular DU Partner Program. Additionally, students with a serious/persistent conduct history (suspension, deferred suspension, 3+ probations, including those students who have completed PREP) are required to meet with the Director of the Office of International Education before the stated deadline and may be denied permission to study abroad on any DU Partner Programs at all.