

Drew University
Guide to International and Off-Campus Study

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Introduction

You are about to embark on an exciting challenge: an international or off-campus program. Each year, hundreds of Drew students participate in international and off-campus programs and the majority of them agree it is one of the most intellectually and personally rewarding experiences of their college careers.

This Guide to International and Off-Campus study is intended to give you an idea of the opportunities available to you, help you make informed decisions about your choice of programs, assist you in your planning and serve as a reference tool for information on Drew’s policies and procedures related to international and off-campus study. This guide *will not* choose a program for you, tell you which program is the best, or complete the application for you. Ultimately, the responsibility for participation in a program rests with you and what you gain from such an experience will be directly proportional to the time, energy and thought you give it. If you are ready to take that responsibility, we are here to help.

Am I Ready for International or Off-Campus Study?

Drew believes that the experience of studying off-campus is an important component of a liberal arts education. It is not a “break” in your progress toward your degree, but rather an integral part of it which will expose you to different ways of thinking, develop your awareness of critical issues and ideas, and provide you with a better understanding of yourself in relation to the world in which you live.

While international and off-campus study can be exciting and rewarding, it does present special challenges. Programs, particularly international ones, require intellectual and emotional maturity. It is an experience unlike that of on-campus study or a tourist visit. If you are mature and academically committed, with an open mind towards other peoples and cultures, you are a good candidate for an international or off-campus program.

Choosing the Program that's Right for You

Selecting an appropriate program is an important decision. If you are like most students, the entire world looks attractive. There are, quite literally, thousands of programs available to you and selecting the right one requires a considerable amount of your time and energy. Advance planning, thoughtful consideration of your interests and objectives, and consultation with your faculty advisor and the International and Off-Campus Programs staff can help facilitate the process.

In order to choose the right program, you need to pose the right questions. When considering the variety of options available to you, ask yourself:

◆ *Why do I want to participate in international or off-campus study?*

Choosing your international or off-campus study program will be easier if you have some clearly defined reasons for wanting to engage in such an experience. If your goal simply is to take some time away from Drew or to travel to an exotic destination, you may want to consider other options. International and off-campus study is not intended to be a break from your academic plans, but an integral part of them. Think carefully about what you hope to gain from such an experience and try to identify those programs which provide what you want.

◆ *What are my educational and career objectives?* An international or off-campus study program can complement your on-campus course work, permit you to conduct research on a topic of interest, allow you to develop fluency in a foreign language, let you explore a culture that is different from your own, or provide opportunities for internships. Consider how such an experience might contribute to your own academic and professional development and seek programs in which you can further your objectives. In doing so, pay close attention to the range and level of courses a program offers.

◆ *What program length is suitable for me?* International and off-campus programs vary in length from one month to an entire academic year. To meet the needs of a variety of students, Drew sponsors and has approved

programs of different duration. Judge for yourself what program length best suits your needs and interests. It is important to consider the differences among one month, semester, and year-long programs. The experience each one offers is simply not the same.

◆ *Where do I want to study?* Your academic and professional interests will influence your decision regarding program location. If you want to study Eastern religions, your obvious choice would be countries in Asia. If one of your goals is the study of a foreign language, you obviously will choose a country in which the language is spoken. On the other hand, remember that your program location does not necessarily determine the courses offered there. For example, not all programs in Japan focus on Japanese language; many include topics ranging from Japanese art to Asian economic markets. You can take French language courses not only in France, but also in places such as Belgium and Cameroon. Internships in Washington, D.C. are just as appropriate for an English major seeking practical training for a career in writing as they are for a political science major seeking experience for a career in government.

You also should take a moment to think about whether you prefer to study in a large city or a small town. World capitals such as Paris or Sydney have their special attractions, but may be dominated by tourists. Small towns usually provide more opportunities to get to know people in their regular, daily lives. Also consider where you are most comfortable. Chances are if you do not enjoy the hectic pace of Manhattan, you probably would not like living in a major metropolitan center. Remaining open-minded about your program location will increase the options available to you.

◆ *What is my budget for international and off-campus study?* There are two issues to consider when you calculate your budget: 1) the program cost, which includes fees for tuition, room and board, etc., and 2) money for your own personal expenses. This Guide includes information on programs costs and financial assistance available for international and off-campus study. Other expenditures, for things such as non-program

sponsored travel, entertainment and souvenirs, will vary depending on fluctuations in the value of the dollar, living standards in the country in which you study, and your own personal tastes.

◆ *Do I have special needs?* If you have special needs that require accommodation, please advise a member of the staff in the Office of International & Off-Campus Programs as early in the application process as possible.

Options for International and Off-Campus Study

Because Drew believes international and off-campus study is an important part of your undergraduate experience, we offer a wide variety of programs designed to suit a diversity of academic needs and interests. They range in subject matter, location, length, timing, and cost. Detailed information on all of these programs is available from the International and Off-Campus Programs Office. Drew's own offerings include:

• *Drew International Seminars (DIS)*: seven three-to-four week seminars offered annually, in January or during the summer, in varying locations, depending on faculty interest. Seminars require a semester-long, on-campus pre-departure course. Priority given to students in their sophomore year.

• *Semester-long programs*: These programs, intended primarily for juniors and seniors, include the London Semester; the New York Semester on Contemporary Art; the United Nations Semester; the Wall Street Semester, and the Semester in Washington, DC. You may apply to any of these programs regardless of your major.

• *Summer programs*: Drew in West Africa is a four week summer study program which focuses on the art and cultures of West Africa. Application to Drew in West Africa is open to any student regardless of major. Barcelona is a 2 month summer program with a focus on the Spanish language and the art and culture of Catalonian Spain. Some years additional summer programs may be offered. Please contact the Office of International and Off-Campus Programs to inquire about other

summer programs. Please note that summer programs sponsored by institutions other than Drew are subject to the credit transfer policy. Participation in such programs must be approved by the Registrar's Office. Generally, financial assistance is not available for summer study.

• *Approved List programs*: Since it would be impossible for Drew to sponsor programs of its own in every subject, in every part of the world, we have approved a number of different programs sponsored by other institutions in which Drew students may participate. Programs which have been approved for Drew students are included on the Approved List available in the International and Off-Campus Programs Office. Participation in Approved List programs is open to juniors and first semester seniors. Students who wish to participate in Approved List study during their sophomore year must petition the Faculty Advisory Committee on International and Off-Campus Programs (FACIOP) while students who wish to participate in Approved List study during the second semester of their senior year may petition the Committee on Academic Standing.

• *Petition programs*: In rare cases, when students cannot find a suitable program on the Approved List, they can petition the Faculty Committee on International & Off-Campus Programs to have a program that meets the student's needs approved on a one-time basis.

Once you have defined your own objectives and interests, you should visit the International and Off-Campus Programs Office (IOCP) for more detailed information about the programs that interest you.

Types of International Programs

In general, there are four types of international programs offered on a semester or academic year basis:

1. *Direct enrollment and exchange programs*: These programs are similar to U.S. programs that integrate students into a foreign university in that students take regular university courses with students from the host country. They differ in that credit is issued from the foreign

university, which sends a transcript of the student's work directly to Drew. While foreign universities maintain liaison offices for U.S. and other international students, there are no resident directors. These programs are appropriate for independent students who do not require a high level of support services or a built-in support network. You will be on your own until (and unless) you actively seek ways to meet new people and become involved in the local community.

2. *U.S. programs that integrate students into a foreign university:* You take regular courses at the university level, not special courses for U.S. or other international students. There usually is a resident director and an organized program of cultural excursions and other events. This type of program allows you to make friends with students from the host country more easily than in a program for U.S. students only. It offers excellent opportunities for foreign language development. Also, regular university courses in foreign countries usually are taught in ways quite different from those in U.S. universities, and this situation often presents an intellectual challenge to the academically capable student. Be aware that foreign university schedules can be quite different from US academic calendars.

3. *Programs that provide special courses for U.S. students in a foreign country:* In this type of program, U.S. students take courses, often in university classrooms, which are arranged for them, and sometimes for other international students. In non-English speaking countries, these programs can provide a good experience for students who are not proficient enough to take regular university courses. These programs may be organized around a particular theme or topic, such as women's issues or religious studies. Because they are not dependent on foreign university schedules, many are offered on a semester basis.

4. *Programs that provide students with an academic experience outside the traditional university setting:* Here, U.S. students are grouped together, have lectures arranged for them, engage in specially designed projects and homestays, and usually do an in-depth research project. Such programs are appropriate for students who are comfortable with a

minimally structured program and can function well independently.

Academic and Disciplinary Qualifications

In order to participate in any international or off-campus program, you must be in good academic standing and not on disciplinary probation and remain so throughout the duration of your chosen program.

Most international and off-campus programs ask that you meet very specific academic qualifications. Those qualifications will vary depending on the program you choose, so make sure you are aware of your program's requirements before applying. Requirements may include a minimum GPA, proficiency in the language of the country where you plan to study, course prerequisites and good disciplinary standing.

Policies for International and Off-Campus Study

General Policies and Guidelines

As a participant in an international or off-campus study program, you must enroll (for credit and for a grade) in what is considered to be a full-time course load for the program you have chosen. In general, this means 15-16 credits per semester, with the exception of 8 credit programs such as the NY Contemporary Art, U.N. and Wall Street Semesters. Drew International Seminar participants must complete all three seminar components: the pre-departure course and related activities, on-site seminar, and re-entry activities.

Students should be aware that Drew limits the number of transfer credits allowed towards graduation to 50% of the total credits required, or 64 credits. Those who already have substantial AP and other transfer credits should check with the Registrar and their advisors to be sure their off-campus study will not cause them to fall below the 64 credits they are required to have taken at Drew.

The pass/unsatisfactory option does not apply to an international or off-campus study program.

Approval for Participation in an Approved List Program

Drew University has set up semester-long international and off-campus programs principally to serve Drew students. We believe these are the finest programs available in their areas. Drew policy is that if you wish to study in an area in which there is a Drew sponsored semester program for which you qualify, you must attend this program.

We recognize, however, that Drew's programs may not meet the needs of all students. Where there are no Drew programs available, Drew has approved programs which, we believe, are of high quality. These programs can be found on the Approved List of International and Off-Campus Study Programs. The Approved List contains programs of study which have been approved by the faculty for transfer credit for your Drew degree. Please note that transfer credit for your Drew degree will be accepted for satisfactory work completed on a non-Drew sponsored international or off-campus study program only if the program appears on the Approved List or has been approved by the Faculty Advisory Committee on International and Off-Campus Programs (FACIOP) through petition prior to participation. You must also file an Approved List Study application and receive approval for participation from the Office for International and Off-Campus Programs. *You must concurrently enroll in STUBR 101 while studying on your approved list program in order to receive transfer credit.*

The programs on the Approved List have been selected on the basis of their academic and administrative quality and of their ability to serve the academic needs of Drew students. The listing of programs is not meant to be exclusive, but to guide identification of programs already approved for credit transfer.

In rare cases, when students cannot find a suitable program on the Approved List, FACIOP will consider petitions for one-time approval for a program which is not on the Approved List but which meets a student's specific needs. The issues which FACIOP asks the student to address when petitioning to participate in a non-Approved List program are:

- Why the Approved List is inadequate for your needs

- What the chosen program offers that particularly supports your program of study at Drew and your academic, career and personal goals
- Demonstrate the connection between your interests, the program's theme or its academic content, and how this in turn advances your knowledge of the liberal arts
- Discuss whether or not the courses you plan to take reflect the academic standards that are found at Drew
- Personal reasons/special circumstances for choosing this program

Approved List and Petition applicants must have a minimum GPA of 2.75 or the minimum required by the program they are applying to, whichever is higher. In special circumstances, students with lower GPA's may petition to participate, but note that most programs set a minimum GPA of 2.75 or higher.

Approval and Receipt of Credit

Courses offered on any one of the Drew International Seminars or semester-long programs are treated like any other Drew course. They are listed in the course catalog and you register for them as you would any other course on-campus. Course titles, credits, and grades appear on your Drew transcript. All courses count toward your GPA.

Approved List programs: In order to receive credit for work completed on a non-Drew sponsored international or off-campus program, you must complete a C.L. A. Pre-Approval for Credit for Study Elsewhere Form, which is part of the Application for Approved List Study. This will require you to obtain approval signatures from your faculty advisor, department chairperson for any courses you wish to count towards major/minor requirements, and the Drew University Registrar.

As a participant in an Approved List program, you must register for a full-time credit load, which equals 15-16 hours of course work per semester. Should you enroll in a course of study that qualifies for fewer than 15-16 transferable credits you must petition Academic Standing for

permission to have any of the credits transferred back to Drew.

You will receive credit for courses in which you earn a grade of C or better. Course titles, credits and grades appear on your transcript but do not count towards your GPA. Participation in approved program study is limited to a total of two semesters and 20 credits per semester. Upon receipt of a transcript certifying successful completion of a program of study, you will receive credit for your participation in an Approved List program.

Program Costs

When participating in an international or off-campus program, you will pay Drew tuition and in return receive Drew credit. *Students who take a leave of absence to study abroad will not receive any transfer credit for the work done abroad.* In most cases, charges for room, board and fees will be the same as they are for the equivalent period of time on campus.

The cost for Drew sponsored programs is equal to the cost for a semester on campus. Program fees include the cost of tuition, room and board, program-related trips and participation in a culture and arts program. New York programs also include the cost of transportation.

If you choose to study on an Approved List program, you will be billed by Drew according to the financial procedures outlined below. Drew will pay the cost of your program to your program sponsor. You will be responsible for any non-refundable advance deposits required by your program sponsor. Drew will pay the balance of the program costs and credit your account for any deposit paid in advance.

1. Programs that charge a single comprehensive fee, including tuition, room & board and/or insurance and airfare: Drew will charge the student Drew tuition plus 25%* of the program's comprehensive fee. If the program includes airfare in its comprehensive fee, then Drew will include it as well and not charge the student any additional fee. However, if airfare is not covered by the program, then the student is responsible for his or her own arrangements.

2. Programs that charge a single fee that includes tuition and housing, but not meals: Drew will bill the student Drew tuition plus 15%* of the program charge. The student is responsible for meals, airfare, and insurance.

3. Programs that list tuition charges separately from room and board charges in their statement of fees (i.e. the program provides housing and meals, but lists them as separate items): Drew will bill the student for Drew tuition and the actual cost of room and board, as set by the program. The student is responsible for airfare and insurance.

4. Programs that charge students only tuition (students arrange their own room and board independently): Drew will bill the student for Drew tuition only. The student is responsible for his or her own housing and meals. Students also are responsible for airfare, insurance and other non-tuition charges.

* These figures reflect the approximate percentage of the Drew comprehensive fee that covers similar costs.

Financial Assistance and Scholarships

If you currently receive financial assistance from Drew, you must reapply for financial aid each year; international or off-campus study does not change this requirement. Applications should be submitted to Drew's Office of Financial Assistance according to the usual regulations and deadlines. Please note that financial assistance is available only if you have been approved for study on a Drew sponsored semester, or Approved List program. Financial assistance is not available if you do not receive approval for international or off-campus study prior to participation. Different policies apply to Drew-sponsored programs and to Approved List programs, as described below.

For Drew sponsored semester programs: All of your Drew University financial assistance, whether merit or need-based, may be applied to all Drew sponsored semester programs. In addition, International and Off-

Campus Study Scholarships of up to \$1,000 are available to cover additional costs associated with some of the Drew semester programs, as well as the Drew International Seminars and the summer program in West Africa. These scholarships, for use only on Drew-sponsored programs, are awarded on the basis of financial need. Applications are available from the Office of International and Off-Campus Programs.

For Approved List programs: If you are participating in an Approved List program, need-based financial assistance will apply as long as it does not exceed your demonstrated need. Merit awards are non-transferable and cannot be applied to Approved List study. You also should be aware of the fact that your demonstrated need, and subsequently, the amount of financial assistance you receive for the duration of your Approved List program, may be adjusted due to variations in cost of attendance. **Therefore, it is important that you consult with your Financial Assistance counselor early in the process concerning your individual circumstances.**

Some Approved List program sponsors offer their own scholarships for participants in their programs, for which you are encouraged to apply. If you are also offered scholarship aid from your program sponsor, these funds will first be used to cover any unmet demonstrated need. If you have no unmet demonstrated need, the program-sponsored scholarship will replace loans to reduce your indebtedness. Need-based grant/scholarship assistance will only be reduced when the combination of the program-sponsored scholarship and the need-based grant/scholarship assistance exceeds your demonstrated need.

Students planning to study on Approved List programs in France may apply for the Kathryn D. Stanley Scholarship, a scholarship program endowed in 1994 by family members and friends to honor the memory of Kathryn D. Stanley, a Drew French major. The scholarship is awarded annually to a student or students of high merit, who are majoring or minoring in French, to enable a semester of study in France.

Students seeking other options for scholarship assistance may check the

IOCP website for more information.

You are strongly urged to apply for financial assistance in advance of the usual deadlines if you plan to participate in international or off-campus study.

International and Off-Campus Study Planner

The questions listed below are intended to help you plan for your international or off-campus study experience. Please take the time to answer the questions before researching possible study programs or consulting with the International and Off-Campus Programs Office staff or your faculty advisor. Your answers will enable you to define your objectives and focus your search. You may not be able to respond to all these questions completely, but any ideas you have will help you narrow the field of possible programs.

1. What are my objectives for international or off-campus study? Do I need/want to take courses in your major or minor fields of study?
2. Is gaining fluency in a foreign language one of my goals for international or off-campus study? What is my current level of fluency in this language? Am I prepared to take courses conducted in another language?
3. If I am considering international study, what type of program am I seeking? (Please refer to pages 8-9 for a listing of types of programs.)
4. Which faculty member(s) can/have I consult(ed) for advice about appropriate programs? Have I talked with past participants?
5. When is the best time for me to participate in an international or off-campus program? Fall or spring semester? Summer or JanTerm? Sophomore, junior or senior year?

6. In which countries and/or cities I am considering international or off-campus study?

7. Do I have any special health concerns or other considerations I should take into account when choosing an international or off-campus study program?

8. Are there any specific international or off-campus study programs I may already be considering?

9. Reviewing my answers to the previous questions, my three top priorities for choosing an international or off-campus study program are:

A Checklist of Procedures for Researching and Applying to International and Off-Campus Study Programs

√ Read the information in this Guide carefully. You are responsible for meeting the deadlines and following the procedures contained in it.

√ Answer the questions in the International and Off-Campus Study Planner found in this Guide.

√ Attend a General Information Session to learn more about the opportunities available to you. Session dates and locations are available from the IOCP Office.

√ Once you have decided which programs meet your needs, come to the International and Off-Campus Programs Office in Brothers College room 115 to speak with an advisor, review program literature and to obtain application forms.

√ Fill out all appropriate applications forms. For Drew-sponsored programs, you need to complete only one application form. For Approved List programs, you need to complete two sets of forms:

1. The Application for Approved List Programs
2. The application form for your program

√ Submit application forms to the Office of International and Off-Campus Programs by the appropriate deadline.

When to Submit Applications

The deadlines outlined below have been established to allow sufficient time for the proper review of your application. If you fail to meet the stated deadlines, you may jeopardize your credit and find it impossible to participate in your chosen program.

October 1	Approved List (Spring start)*
October 15	Wall Street Semester Semester in Washington D.C.
Third Monday in February	Drew International Seminars
March 1	Approved List (Fall start)*
March 15	European Semester London Semester NY Semester on Contemporary Art Semester on the United Nations
April 15	International and Off-Campus Study Scholarships

*Program sponsor deadlines for application to Approved List programs differ considerably. Some programs have rolling admission and others admit students at a certain date. It is your responsibility to know the deadlines for the program(s) to which you are applying. In general, deadlines for fall start programs are between early February and mid-March. For spring start programs, they are in mid-October. Some deadlines occur earlier and many programs fill quickly, so it is smart to submit your application as early as possible. Regardless of the application deadline of your chosen program, remember that the deadline for submitting the Application for Approved List Programs is October 1 (spring start) and March 1 (fall start).

Notes

