



PROCEDURE

Education Abroad

Procedure Administrator: Director, Office of Global Engagement

Authority: N.J.S.A. 18A:64-8

Effective Date: May 1, 2015; September 28, 2023

Index Cross-References: Procedure 6412 University Travel

Procedure File Number: 2200

Approved By: Dr. Joe Bertolino, President

I. DEFINITION AND TYPES OF EDUCATION ABROAD

- A. Education Abroad refers to Stockton students pursuing education in a country other than the U.S., including, but not limited to, enrollment in courses, experiential learning, internships, service learning, and other learning activities. Education abroad usually involves academic credit.
- B. Eligibility
 - i. Undergraduate students must have completed at least one academic semester at Stockton for eligibility. All undergraduate students also must have a minimum 2.5 overall GPA, no more than 10% F, NC, I or W grades, be in good standing (academic & social), and submit recommendations from at least two faculty.
 - ii. Graduate students must have completed at least one academic semester at Stockton for eligibility. All graduate students must have a minimum 3.0 GPA and must satisfy any other requirements set forth by the applicable program(s).
 - iii. Non-matriculated students are eligible to apply for education abroad but must pay the Overseas Study Program Fee for non-matriculated students.
 - iv. Students who do not meet the above eligibility requirements may appeal to the Office of Global Engagement for consideration demonstrating extenuating circumstances. Approval is not guaranteed.
- C. Education Abroad takes four basic forms: 1) pursuing education at foreign institutions with which the University has exchange agreements; 2) pursuing education through another American college/university accredited program or authorized third-party providers; 3) pursuing education in a foreign country or at a foreign institution selected by the student and approved by the University in advance through the petition process; and 4) participating in faculty- and staff-led programs through a) an academic course combining classroom learning with a short-term study abroad component before, during, or after the course; or b) a non-credit-bearing group travel program designed and led

by the faculty or staff member with a specific purpose such as service-learning.

- D. Except for credits earned through the faculty- or staff- led programs, credits earned abroad will be recorded as transfer credits on the student's Stockton University transcript. Upon receipt of a student's official transcript from the host institution, the Office of the Registrar will review and determine the number of credits awarded. Credits awarded for faculty- or staff-led programs will be recorded as Stockton course credits.

II. APPROVAL PROCESS OF EDUCATION ABROAD

- A. Education abroad programs are developed and administered through the Office of Global Engagement (OGE).
- B. Students in all education abroad programs must complete an education abroad application and a pre-departure orientation with OGE, and pay the Overseas Study Program Fee. Participants who fail to complete any of the required actions will not be approved for travel.
- C. Approved travel may be modified based upon Department of State Travel Advisories guidance. The Director of Global Engagement, under the direction of the Office of the Provost, will work with students and relevant offices to review specific guidelines regarding individual countries and/or program requirements for education abroad. The Office of Global Engagement will share all travelers' emergency contact information, destinations, and travel dates with the Off Campus Emergency Response Team (OCERT) before the departure.
- D. Once approved to study abroad, the Office of the Registrar may place students in an education abroad course to maintain the student's matriculation status at Stockton. This "placeholder" course represents the coursework the student will transfer to Stockton, upon completion.

Students who participate in education abroad may remain eligible for financial aid, most of which may be applied to their program costs abroad. Students should consult with the Office of Financial Aid as early as possible.

III. CANCELLATION OF AN EDUCATION ABROAD PROGRAM

- A. The University or its designee reserves the right to cancel an education abroad program, including ending a faculty- or staff-led program or requiring participants to return to the University.
- B. If the education abroad program is canceled by the University for reasons other than Department of State Level 3 or 4 risk, students will be refunded the Overseas Study Program Fee. Deposits or application fees paid to providers or partner institutions are not eligible for the University refund. OGE will work with providers or partner institutions to facilitate applicable refunds outlined in the program's cancellation policy and financial timeline.
- C. If the student cancels or withdraws from the education abroad program, the student will be subject to the withdrawal policy and financial timeline

outlined in the program.

Individuals are strongly encouraged to purchase travel insurance for international travel. Individuals with travel insurance must seek refunds directly from the vendor (airline/hotel, etc.).

Review History

	Date
Procedure Administrator	07/14/2022
Faculty Senate	05/19/2023
Deans	08/15/2022
AA Leadership	08/19/2022
Divisional Executive	06/22/2023
General Counsel	08/01/2023
Cabinet	09/28/2023
President	09/28/2023