

INTERNATIONAL STUDY ABROAD PROGRAM

(see checklist on last page)

Beginning with the Spring 2011 semester, East Central University's policy governing enrollment, tuition, and fee, and room and board expenses for students attending international sister institutions will be governed by this policy and, if necessary, by existing agreements with sister institutions already in existence if those agreements vary from this policy. Henceforth, new agreements with sister institutions should conform to ECU International Study Abroad (ISA) policy. The following is a summary of policies and procedures to be used by the Global Education Office, the Office of International Student Programs and Services, and the Office of Admissions and Records in implementing the program.

FINANCIAL CONDITIONS:

Plan A - Student pays tuition & fees and room & board to HOST school

Inbound students coming to ECU and enrolling for one semester or more will be classified with a non-resident status and charged out-of-state rates in the computer. The non-resident portion of the fees should be waived in the Bursar's Office at the time the student pays. These students will be classified as degree seeking. The students will enroll in ECU courses for credit and will pay room and board according to published fees.

Inbound students coming to ECU for less than one semester and who will not be enrolling in credit courses will not be admitted to ECU. They will pay board costs negotiated with Chartwell's Food Service and will pay standard room costs unless those costs were waived in the sister institution agreement with their home institution.

NOTE: Individual school agreements will supercede these regulations.

Outbound students will be enrolled in a zero credit hour class entitled UNIV 3540 International Student Exchange I. The processing of the zero hour enrollment will allow personnel across campus to see an outbound student's status on any schedule screen. However, they will enroll in regular classes at the host campus and will pay the equivalent of in-state tuition there.

Plan B - Student pays tuition & fees to HOME school; room & board to HOST school (Student residency status is determined at the home school based on routine regulations.)

Inbound students will be classified with a non-resident status and charged out-of-state rates for the classes in which they choose to enroll. ECU will waive all tuition and fee charges because the student does not pay here, but instead pays their home campus.

Outbound students will be charged for fifteen hours at the upper-level rate at ECU regardless of how many hours in which the student chooses to enroll on the host campus. If they choose to enroll in an online course with ECU while participating in the outbound exchange program the student will enroll in the online course and pay for it in addition to the fifteen hours of exchange

enrollment.

ALL STUDENTS PARTICIPATING IN THE PROGRAM:

Outbound Students apply to Global Education Office for admission to the program. They will pay the required participation fee. Individual sister institutions will determine if a student is admissible to their school and will coordinate this information with the ECU Global Education Office.

Evaluations of courses being taken at the host campus by outbound students should be completed prior to the student enrolling at the host school. These evaluations should be filed, in writing, with the Office of Admissions and Records so that there will be no question concerning transferred courses upon the student=s return to campus. It is the student=s responsibility to do this.

Inbound Students: Transcripts are not required for students enrolling for credit. The incoming student only makes application to ECU for purposes of entering needed data into the computer.

If an inbound ISE student has any type of "hold" placed on their record as a result of being enrolled at ECU, an official transcript will not be released. The Global Education Director may want to communicate to the home school that the student has the "hold". If an outbound student has a "hold" at the host campus, and the Office of Admissions and Records is made aware of such hold, ECU will honor it in reference to release of transcripts and re-enrollments. The Coordinator on the host campus should communicate with the Global Education Director when the hold is released. The Global Education Director should notify the office of Admissions and Records to have the hold released.

VISA REQUIREMENTS AND RULES

The Global Education Director will work with the Director of International Programs and Services to get proper INS paperwork submitted.

ADMISSION PROCESS, ENROLLMENTS, AND GRADES (for those enrolling for credit)

The Global Education Director will fill out a questionnaire sheet on all inbound and outbound Study Abroad students. The information needed for handling the student records will be listed. A copy is given to the Bursar=s Office, Financial Aid Office and the Office of Admissions and Records. The Office of Admissions and Records copy will be filed in the student=s folder once all record keeping transactions are completed.

INBOUND STUDENTS: (Enrolling for credit)

The Global Education Director will collect the incoming student's application for admission. They will mark it "Study Abroad Student" along with the school they are attending and give it to the Transfer Admissions Officer in the Office of Admissions and Records. The application fee is

waived for Study Abroad students.

Students will enroll in courses using the same process as any transfer student.

ECU transcripts will be set up for inbound Global Education students without using transcripts from other schools. The following notation should be made on the transcript (by using the transcript notes program. Do as a heading above the first semester the student is on campus).

STUDENT ADMITTED AS INT=L STUDENT EXCHANGE PARTICIPANT FOR
THE FALL 1995 AND SPRING 1996 SEMESTERS

The record can be computerized with the removal of the TRIN flag.

If a student chooses to remain at ECU after his or her exchange participation is complete, official transcripts must be filed with ECU from all other schools attended and the student must meet all admission requirements, including filling out a new application for admission. The student is treated as any other student in reference to admission, residency, and financial status.

If a student, either inbound or outbound, decides to only stay one of the two semesters for which they were approved, the Global Education Director will send a notice to the Transfer Admissions Officer and the steps above should be undone for the semester not being attended.

OUTBOUND STUDENTS: (ECU students going to another school for 1 or 2 semesters)

Study Abroad outbound students are considered to be in continued attendance for catalog requirement purposes. The Office of Admissions and Records will have to change the catalog year back on a Study Abroad student once he or she returns to campus and enrolls for the following semester. The student should request that this be done.

Transcripts sent to ECU from the outbound student's host school, will be recorded in detail on the student's permanent record. It is the student's responsibility to request that the transcript be sent to ECU from the host school. Any costs associated with the transcript are the responsibility of the student.

A transfer student hold will be placed in the computer on each outbound student. This hold will prevent transcripts from being issued and future enrollments at ECU after the student completes the exchange program until the final transcripts are received from the school the student attended. The Transfer Student Admissions Officer will place a hold with a note containing the name of the school and the semesters the student is attending on exchange on the computer.

Plan A students: Because Plan A, outbound students consider ECU as their home campus, even though they are away on exchange, it has become important that the ECU computer designate these students as merely being on exchange and not as ceased attendance.

A zero credit course, UNIV 3540 Int=l Exchange Study I, has been established to allow students

under this program to show a schedule of enrollment. The Global Education Director will be responsible for requesting a section number from the Academic Affairs Office. They will be listed as the instructor of record and will assign a grade of N at the end of each term. They will then see that an enrollment card is processed for each semester the student is on exchange.

Plan B students: A five hour course, UNIV 3645 Int=1 Exchange Study II, has been established to allow students under this program to show a schedule of enrollment and to create the tuition and fee charges for fifteen hours of upper level course work. The same course will be offered three times using three different section numbers. The Global Education Director will request the three section numbers from Academic Affairs. They will be listed as the instructor of record and a grade of N will automatically be assigned at the end of each term.

The Global Education Director will then see that an enrollment card is processed each semester the student is away on exchange and that the student is notified of the amount of fees due and the deadline for payment. The transfer student hold may need to be released on a temporary basis for continued exchange enrollment.

The student's enrollment is not based on the number of hours in which they are enrolled on the host campus, therefore, he or she may take as many hours as they wish at the host campus while on exchange. They will pay for only the fifteen on the home campus. It should be noted that the student will show both a fifteen hour enrollment at ECU and an additional enrollment at the campus on which the student is participating in the exchange program. If they choose to enroll in an online course with ECU while participating in the outbound exchange program the student will enroll in the online course and pay for it in addition to the fifteen hours of exchange enrollment.

CHECKLIST FOR PROCESSING ADMISSION OF INCOMING EXCHANGE STUDENTS
(Enrolling for credit at ECU)

1. Student admitted to exchange program. _____ (dir)
2. Application for Admission completed by student. The director will mark it Study Abroad Student and deliver it to the Transfer Admissions Officer. _____ (dir)
3. The director will complete questionnaire sheet and deliver it to the Transfer Admissions Officer. _____ (dir)
4. Once the student is entered into the computer system by the Transfer Admissions Officer, the student will complete their enrollment in a regular schedule. The director will assist the student in this process. _____ (dir)
5. The transcript note "INTERNATIONAL STUDENT EXCHANGE" will be placed on the transcript indicating participation in the exchange program above the semesters in which the student is participating. The TRIN flag will be removed from the program enrollment record. _____ (tao)
6. After the student enrolls for the first semester, an AISEX hold@ will be placed on the computer prohibiting future enrollments in courses. A temporary release may be given if the student is scheduled to attend two semesters and needs to enroll in the second semester. The permanent hold will be kept on the student=s record prohibiting future enrollments by the student unless they do a formal application for readmission as a regular student. The AISEX hold@ will not stop the student from receiving an official transcript. _____ (tao)
6. Should a student choose to stay longer or leave earlier than expected, The Global Education Director will notify the Transfer Admissions Officer and they will work together to process. See issues detailed in earlier section. _____ (dir/tao)

CHECKLIST FOR PROCESSING ADMISSION OF OUTBOUND EXCHANGE STUDENTS

1. Student is admitted to exchange program. _____ (dir)
2. Evaluation of course work completed for outbound students prior to arriving at host campus. _____ (dir)
3. The director will complete questionnaire sheet and deliver it to the Transfer Admissions Officer. _____ (dir)
4. The director will be responsible for requesting section numbers for the exchange sections needed for the semester(s). _____ (dir)
5. The director will be responsible for completing the student=s enrollment card and processing the UNIV enrollment(s) on the student. _____ (dir)

6. An AISEX hold@ will be placed on the students record as soon as the initial enrollment is processed to prohibit the student from enrolling at ECU until we have received an application for readmission from the student. A Atranscript hold@ will need to be placed on the student=s record as soon as the initial enrollment is processed to prohibit the student from receiving a transcript until the transcript from the host school has arrived and been recorded. _____ (tao)

7. Once the student completes the course work on the host campus, he or she is responsible for having an official transcript sent to ECU for recording and for applying for readmission to ECU since they attended another school elsewhere. _____ (tao)