

**Drew University**  
**Guide to International and Off-Campus Study**  
(Revised 7/09)

International & Off-Campus Programs  
Hall of Sciences, Rm. 9  
973-408-3438  
[www.drew.edu/depts/offcamp](http://www.drew.edu/depts/offcamp)

Introduction .....	2
Am I Ready.....	2
Choosing the Program .....	2
Why do I want to participate? .....	2
What are my educational and career objectives? .....	2
What program length is suitable? .....	2
Where do I want to study?.....	2
What is my budget? .....	3
Options for International and Off-Campus Study .....	3
Types of International Programs .....	3
Direct enrollment and exchange .....	3
Integrate students into a foreign university .....	4
Special courses for U.S. students .....	4
Experience outside the traditional university setting.....	4
Academic and Disciplinary Qualifications.....	4
Policies for International and Off-Campus Study .....	4
General Policies and Guidelines.....	4
Approval and Receipt of Credit.....	5
Program Costs .....	5
Financial Assistance and Scholarships.....	6
International and Off-Campus Study Planner .....	6
Researching and Applying to a Program.....	7
Application Deadlines .....	7

## **Introduction**

You are about to embark on an exciting challenge: an international or off-campus program. Each year, many 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 will present 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. 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 the progress towards your degree, but rather an integral part 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 Right Program for You**

Selecting an appropriate program is an important decision, and requires a considerable amount of 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 (IOCP) staff can help facilitate the process.

In order to choose the right program, ask yourself:

◆ *Why do I want to participate in international or off-campus study?* Choosing an 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 is to simply 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 by providing the opportunity to conduct interesting research, to develop fluency in a foreign language, to explore a different culture, or to gain experience through an internship. Consider how such an experience might contribute to your own academic and professional development, and seek programs to 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 3 weeks to an entire academic year. 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 your goal is to study a foreign language, you can 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 Italy focus on Italian language; many include topics ranging from Art History to Economics. You can study French not only in France, but also in Belgium and Senegal. Internships in Washington, D.C. are just as valuable for an English major planning for a career in writing as they are for a political science major seeking experience for a career in government.

Take a moment to think about whether you prefer to study in a large city or a small town. World capitals such as Rome and London 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?* Please be aware that study abroad carries some additional expense for which you should plan. Besides Drew tuition, costs to consider are travel, room and board as well as personal expenses. Other expenditures, for things such as non-program sponsored travel, entertainment and souvenirs, will vary depending on the exchange rate, living standards in the chosen country, and your own personal tastes.

◆ *Do I have special needs?* If you have special needs that require accommodation, please advise the IOCP Office.

### **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 variety of programs designed to suit a diversity of academic needs and interests. They range in subject matter, location, length, timing, and cost. Visit the IOCP website for more information.

Drew's own offerings include:

• *Drew International Seminars (DIS):* Three-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 is given to students in their sophomore year.

• *Semester programs:* These programs, intended primarily for juniors and seniors, include the London, European and Africa Semesters, 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: Mali is a one-month summer program which focuses on the art and cultures of West Africa. Language study is available in Italy, Spain, China and Morocco. Periodically, additional summer programs may be offered. 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 and location, we have approved a number of programs sponsored by other institutions in which Drew students may participate. Approved programs are listed on our website. 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 must petition the Committee on Academic Standing.

Once you have defined your objectives and interests, you should schedule an advising appointment with the IOCP Office.

### **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 in that students are integrated into a foreign university, taking regular university courses with students from the host country. They differ in that credit is issued from the foreign university, which sends the transcript 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:* Students 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. Note 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:* 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 an academic experience outside the traditional university setting:* U.S. students are grouped together, have lectures arranged for them, engage in specially designed projects and home stays, 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 require specific academic qualifications which 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, language proficiency, 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*

We recognize that Drew-sponsored programs may not meet the needs of all students. Therefore, Drew has selected programs offered by outside providers based on their high academic and administrative quality. These programs are found on the Approved List of International and Off-Campus Study Programs which have been approved by the faculty for transfer credit for your Drew degree. You must submit an on-line Approved-List application and complete a course approval form. Additionally, you must apply to the specific program of interest. *Concurrently, you must enroll in STUBR 101 while studying on your approved-list program in order to receive transfer credit.*

Approved-List applicants must have a minimum GPA of 3.0. Students with lower GPA's may petition to participate, but note that most programs require a minimum GPA of 3.0 or higher.

\*Students who wish to study in a country on the U.S. Department of State Travel Warning list must contact the IOCP Director regarding the application process.

Transfer credit for your Drew degree will be accepted for satisfactory work completed on a non-Drew sponsored program only if the program is an Approved-List program or has been approved through a Study Abroad Leave of Absence.

### *Study Abroad Leave of Absence*

Students may apply for a Study Abroad Leave of Absence to attend a program not on the Approved List. Students must meet with the IOCP Director to begin this process and complete the appropriate form in the Registrar's Office. Students on the Study Abroad Leave of Absence must also submit a complete C.L.A. Pre-Approval for Course Credit form.

### *Approval and Receipt of Credit*

#### Drew-sponsored programs

Courses offered as part of the Drew International Seminars, semester or summer programs 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 course grades 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 Course Credit for Study Abroad form. To complete the form, you must 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 are expected to transfer a minimum of 15-16 semester hours of credit back to Drew per semester of study abroad. Your anticipated courses must be pre-approved as part of the application process. Once abroad, if you wish to withdraw from or make changes to your pre-approved course selections, you must e-mail your request to the IOCP Office. FACIOP, who will act as your academic advisor while you are abroad, will either approve the request, ask you to select another course, or deny the request. The IOCP Office will contact you at the beginning of the semester regarding requests to FACIOP for course changes. However, it is your responsibility to ensure that course adds and drops are submitted for approval.

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.

The cost for Drew sponsored programs is similar to the cost for a semester on campus. Program fees include the cost of tuition, room and board, program-related trips and participation in culture and arts programs. New York programs 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 the program to your program sponsor. You will be responsible for any non-refundable advance deposit 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**. 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.

For Approved-List programs: Students may apply all of their aid package up to their demonstrated need towards tuition and other costs of the approved list program. If a student has merit awards in excess of demonstrated need, these may also be applied up to a maximum of \$2,000. Demonstration of need is determined by the Office of Financial Assistance, utilizing the FAFSA form. Students with no demonstrated need can apply their merit award up to a maximum \$2,000. **Therefore, it is important that you consult with your Financial Assistance counselor early in the process and apply for financial assistance in advance of the usual deadlines.**

**Please be aware that financial policies may change over time. The financial aid you receive will be based on the policy in place for the semester that you study abroad, NOT the semester in which you apply.**

### **International and Off-Campus Study Planner**

To define your objectives and focus your search, please answer the following questions before researching study programs, consulting an IOCP or faculty advisor. You may not be able to answer all of 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 my 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? (refer to pages 3-4 for program listings)
4. Which faculty member(s) can I consult 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 Jan Term? Sophomore, junior or senior year?
6. In which countries and/or cities am I considering international or off-campus study?
7. Do I have any special health concerns or other needs I should consider?
8. Are there any specific international or off-campus study programs I may already be considering?
9. My three top priorities for choosing an international or off-campus study program are . . .

## Researching Programs

- √ Read the information in this Guide carefully. You are responsible for meeting deadlines and following procedures.
- √ Answer the questions in the International and Off-Campus Study Planner found in this Guide.
- √ Attend Program Information Sessions advertised by the IOCP Office.
- √ Once you have decided which programs meet your needs, schedule an appointment with an IOCP advisor.
- √ Complete appropriate application forms.

## Applying to a Program

**For Drew-sponsored programs**, apply on-line at <http://www.depts.drew.edu/offcamp/myapplications/>

**For Approved-List programs**, complete two sets of forms:

**1. The Drew application** for Approved-List Programs (2 parts – on-line application and course approval form)

Go on-line to <http://www.depts.drew.edu/offcamp/myapplications>  
Select “Apply for an Approved List Program”  
Complete the application and click on “Submit.”

Complete and return the “CLA Pre-Approval for Course Credit to Study Abroad” Form to IOCP

**2. The application for your specific program** (most available on-line)

**\* Students must attend an IOCP pre-departure orientation if they are participating in an Approved-List program.**

## Application Deadlines

October 1	Approved List (Spring start)*
October 15	Wall Street Semester Washington D.C. Semester Africa Semester
Late February	Drew International Seminars (DIS)
March 1	Approved List (Fall start)*
March 15	European Semester London Semester Art Semester UN Semester
April 1	FAFSA form to Financial Assistance – used to determine DIS Scholarships

Deadlines for Drew summer programs vary. Please consult the IOCP website at [www.drew.edu/depts/offcamp](http://www.drew.edu/depts/offcamp) for details.

\*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 recommended that you 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).