

BETHUNE-COOKMAN UNIVERSITY

Academic Credit for Study Abroad

Rationale

The University has a policy for study abroad to allow for flexibility in matriculation while maintaining academic integrity.



BETHUNE-COOKMAN UNIVERSITY

Policy: Academic Credit for Study Abroad

Date Revised: 12/18/2018

Policy #:12

Office Responsible:
Office of the Provost

Scope

This policy applies to all students enrolled at Bethune-Cookman University (B-CU).

Definitions

Study Abroad: a program or other arrangement by which a student completes a portion of their degree program outside of the United States.

Policy

Eligibility

The University's Study Abroad program is open to all students who have an interest in expanding their global knowledge and meet the following requirements: (1) minimum cumulative grade point average of 2.5; (2) in good academic standing, good financial and judicial standing with the University; and (3) enrolled in the semester prior to the study abroad program. Students must also meet the eligibility requirements of the specific program, organization and/or academic unit hosting the program.

Course Registration

- Students participating in study abroad must register at Bethune-Cookman University during the semester of study abroad. Please note that students may incur additional expenses over and above the cost-of-attendance at B-CU. Students are responsible for

Adapted from: University of Central Florida, Creighton and Loyola Study Abroad Policies.

seeking their own funding for the cost of study abroad, including, but not limited to, registrations, travel funds, room and board at the host institution, and all required insurance.

- Students participating in B-CU study abroad programs must obtain prior approval to enroll in the appropriate study abroad course(s) or course section(s).
- Students participating in B-CU approved partner or third-party programs may be required to register at B-CU and at the host institution during the same semester. Prior approval of registration is required to ensure that the courses selected at the institution abroad are consistent with the B-CU curriculum and registration.
- Students in third-party or partner programs may be required to bring back course information, assignments, and copies of work produced, (papers, exams etc.) in addition to the transmission of an official transcript. Should the actual course content and/or course enrollment abroad NOT reflect the pre-approved registration, it is the responsibility of the student to follow-up with the relevant faculty and advisors to explore the possibility of course substitutions in a timely manner.
- The student is responsible for communicating any changes in the registration abroad. Changes to the approved registration may result in an inability to obtain credit for courses that are not previously approved and may impact a student's financial aid.

Grades

Students must complete all course requirements during the study abroad semester and before departing the study abroad institution. In certain circumstances, such as in the event of an emergency, students may be able to arrange to complete remaining coursework with the use of proctors. Such arrangements must be amenable to the host institution as well. If no academic work arrangement can be made, students will not receive credit for the class.

Grades for all study abroad courses will be posted to the Bethune-Cookman University transcript and factor into the B-CU grade point average.

Academic Records

Excluding faculty-led study abroad programs, all academic records from study abroad programs must be officially transmitted records directly from the academic institution to Bethune-Cookman University Office of the Registrar. The student is responsible for requesting the transcript and follow-up to ensure that the transcript is received in the Office of the Registrar.

In order for a student to obtain credit for courses taken abroad, the academic institution must be an accredited and recognized academic institution overseas. Should the academic credentials come from an institution that does not have the appropriate accreditation, as

determined by B-CU, there is a risk that the credits will not be accepted by Bethune-Cookman University. While **it is ultimately the responsibility of the student to ensure adherence to this policy**, the Office of Academic Enrichment may provide assistance.

Final Approval for Study Abroad

Final Approval for study abroad is contingent on maintaining all of the basic requirements and completion on the required documentation. Students must receive final approval for study abroad from the Bethune-Cookman University Office of Academic Enrichment.