

International and Off-Campus Program (IOP) Enrollment Policies

International and Off-Campus Programs provide opportunities for growth in mind, body and soul by providing opportunities for intercultural experiences and experiential learning in a diverse range of locations both within the United States and across the world. For a list of current and upcoming study, intern or service away programs sponsored by Augustana College, as well as application procedures and policies, see the IOP website (www.augustana.edu/international-programs).

Participation in any approved off-campus study program is available to qualified students. The following are some of the policies which govern student participation in trimester, academic year, short-term and summer off-campus programs. Withdrawal and refund policies are available from IOP upon request and are distributed to all students as part of both their application instruction and acceptance materials.

1. Application instructions for all Augustana-sponsored programs are made available to students in the Fall term of each academic year, with applications for all programs in the following academic year due by a set deadline date in mid-January. Application instructions include a full disclosure of refund and withdrawal policies.
2. In order to participate in an Augustana-sponsored program, a student must complete an online application and turn in the stated program deposit by the January application due date. Some programs may extend their due date, however only a completed application and deposit by the January due date will guarantee that students will be included in the pool of students considered for each program. In the event of program overenrollment, only students who have met this guideline will be included in the pool of potential participants for both the program roster and the alternate list.
3. All program applications are reviewed by the International and Off-Campus Programs office as well as the Dean of Students office. The Dean of Students office may disqualify any applicant if there is a demonstrated history of alcohol, drug or disciplinary violations of the college's Code of Conduct policies. In the event of disqualification, students will be notified by IOP and will be able to address any grievances with the Dean of Students.
4. Applicants for off-campus study should be in good academic standing at Augustana. A minimum grade point average of 2.00 is required for participation in off-campus study. Some programs may require a higher standard or additional types of qualification, such as proven language proficiency in the program's language of instruction. Sophomore, junior, or senior class standing is normally required in order to participate in all programs. Some

programs, particularly internship-based experiences, are recommended for junior and senior class participants only.

5. Many Augustana-sponsored programs have enrollment caps, similar to course caps for on-campus courses. In the event that applications exceed the program cap, a selection process will be utilized to select the program participant roster and a list of 5-10 alternate students who become eligible for the program should a roster member withdraw or be removed from participation. The selection process follows the guidelines below:

a. Program directors may reserve a small number of slots, equal to no more than 10% of all participants, for special circumstance placement. Students may apply for consideration for one of these slots on the application form. Special circumstance is defined as evidence of academic preparation or goals which correspond with the primary features of the specific program.

b. When a selection process is required, all applicants are placed into one of five pools which correspond to a range of academic year (at time of application) and GPA. These pools are ranked in order of priority, beginning with Pool 1 and ending with Pool 5. Only after all applicants from Pool 1 are selected are applicants from pool 2 considered. If all of pool 2 is selected, then pool 3 begins, and so on. In expectation of the cutoff point falling within a pool, all applicants are ranked within each pool by GPA, without regard to academic year. For instance, if the final cutoff were to fall in Pool 3, a First Year student with a 3.40 GPA would be selected over a Sophomore with a 3.10. Once all slots are filled, a waiting list of 5-10 students is created, with ranking at the discretion of the program director. In the event that a student selected for the program is not able to participate, the first alternate would be offered the opportunity to participate.

c. Selection Pools:

POOL 1		POOL 2	
Seniors	3.00-4.00 GPA	Seniors	2.50-2.99 GPA
Juniors	3.00-4.00 GPA	Juniors	2.50-2.99 GPA
Sophomores	3.25-4.00 GPA		
First Year	3.50-4.00 GPA		

POOL 3		POOL 4	
Sophomores	3.00-3.24 GPA	Seniors	2.00-2.49 GPA
First Year	3.00-3.49 GPA	Juniors	2.00-2.49 GPA
		Sophomores	2.00-2.99 GPA
		First Year	2.00-2.99 GPA

POOL 5

All students who have participated on prior programs.

NOTE: Both academic year and GPA are based upon the time of application. Transfer students will be counted according to their years at Augustana.

6. A student may be removed from the active roster of a program prior to departure of the program at the discretion of the International & Off-Campus Program Office under the following circumstances:
 - a. Failure to complete required predeparture documents.
 - b. Failure to participate in required predeparture orientation meetings.
 - c. Failure to complete all program payments or receive special clearance with the college's Business Office.
 - d. Failure to register for appropriate and/or required academic coursework at Augustana College as defined by the program guidelines.
 - e. Placement on academic or disciplinary probation during the time between program acceptance and program departure.
 - f. Failure to maintain good academic standing between program acceptance and program departure.

7. A student may be removed from a program during its off-campus component at the discretion of the program director(s) in consultation with the International & Off-Campus Program Office and Dean of Students Office. This is usually reserved for medical emergencies or disciplinary actions due to violation of the Code of Conduct policies of Augustana College.

8. All applicants in Augustana-sponsored term or trimester away programs must be enrolled as full-time students at Augustana College for the term of the program. Students participating in short-term or summer programs must be enrolled in required courses at Augustana College which comprise the program's academic component.

9. Finances for Augustana-sponsored off-campus study are as follows:
 - a. All students on a Augustana term-abroad program pay the advertised program fee in lieu of the corresponding trimester/term fees for tuition, room & board.
 - b. All students on summer or short-term programs pay the advertised program fee independent of academic year charges for tuition, room and board. Program fees for short-term programs do not include a tuition charge as coursework required for these programs is included within the standard tuition for the academic year. Summer programs charge tuition as part of the program fee.

- c. Fees for all program models vary depending on the course, the location and changes in the travel industry. Program fees may or may not include airfare and meals. Students should review included and excluded expenses prior to application and discuss anticipated total costs with the program director or the IOP Director as part of their pre-application process.
 - d. While there are exceptions each year, generally, an off-campus study program will cost more than studying on campus. Financial aid, with the exception of student employment, applies toward all Augustana-sponsored trimester or term away and exchange programs. Financial aid does not apply to short-term or summer programs, with the exception of dedicated grants such as Augie Choice, IOP Passport Grants, ATLAS-Africa Grants and Freistat Center Grants. However, students are always recommended to consult with the Financial Aid Office about additional loan or grant options.
- 10. Courses completed by a student on approved Augustana-sponsored programs will earn credit toward graduation, and may fulfill major/minor requirements subject to departmental approval. Credit may be applied toward other area requirements only with the prior approval of the Registrar. For all Augustana-sponsored programs, with the exception of exchange agreement programs, course grades are recorded for all coursework and all coursework is included in calculations of a student's Augustana Grade Point Average.
- 11. Coursework on Augustana-approved exchange programs is treated as transfer credits. Courses must be pre-approved by the appropriate academic departments, each student's academic advisor and the IOP Director. Course transfer follows the same policy as all domestic transfer coursework. In order for the credits to be transferred to Augustana, the course must not be a repeat of or more elementary than a course a student has already taken. In addition, the student must obtain at least a C in each course for which they wish to receive credit. A grade of C- or below does not transfer back to Augustana. Grades earned on an exchange program appear on the Augustana transcript but are not figured into the GPA.
- 12. Leaves of absence are not applicable to off-campus study programs.
- 13. Those Augustana students who wish to participate in an off-campus program not managed or sponsored by Augustana College should meet with the International & Off-Campus Programs Director to discuss the expectations and requirements for external study away credit transfer. Several distinctions exist between sponsored and external study away programs. These include:
 - a. Students who enroll in an external study away program must treat all coursework as transfer coursework, similar to the courses they might transfer from a different college

or university within the United States. This includes seeking pre-approval for all coursework from the appropriate academic department, the student's academic advisor and the IOP Director. Preapproval, as well as a minimum grade of C, is required for all transfer coursework.

- b. Students participating in non-Augustana or external programs must complete two required documents for IOP. These are a basic release of liability and a student and program information sheet.
- c. No payments for non-Augustana or external programs are to be made to Augustana's Business Office. All financial responsibilities for such programs are held by the student and all fees or charges are paid directly to the external sponsor of the program.
- d. Students who participate in an external study away program during the academic year are required to request a leave of absence from Augustana College for the trimester(s) to be included in the external program. Students will be required to complete required re-admission documents in order to return to Augustana College following the conclusion of the external program.
- e. Students who wish to engage in a non-Augustana or external program during their final 24 credits of study must seek approval of the Advanced Standing and Degrees Committee in order to receive an exemption to the requirement that all students earn their final credits at Augustana prior to graduation.
- f. With the exception of targeted study away grants such as Augie Choice, IOP Passport Grants, Freistat Grants or ATLAS Africa grants, no Augustana-sponsored financial aid, including tuition reduction, is applicable for participation in external study away programs. Students should speak to the Financial Assistance Office to discuss what state, federal or external grant, loan or scholarship programs may be applicable to the external study away program. Students seeking the Augustana study away grants cited above must apply for each grant according to the grant guidelines.

There are additional policies that apply to study away. To review these, and for other information, view the International & Off-Campus Programs website.