

POLICY FOR OVERSEAS STUDY

Students attending Villanova University are encouraged to incorporate international education into their academic plans. In 2005, one-third of the graduating class studied overseas through both Villanova and Non-Villanova programs. The Office of International Studies assists students in identifying overseas opportunities and facilitating the process of enrollment in overseas programs.

Listed below you will find the important policies that govern overseas education at Villanova University. Please take careful note of each policy and keep them in mind as you start planning your study abroad.

PRE-DEPARTURE STUDENT REQUIREMENTS

- A minimum GPA of 2.75 is required. Some programs may require a higher average.
- All undergraduate majors are eligible. A declaration of major must be on file.
- Full-time status and Sophomore, Junior, or First semester Senior standing is required. Second semester seniors may apply with special permission.
- Students may not apply or participate in study abroad while on academic or disciplinary probation.
- Transfer students must have completed three semesters at Villanova prior to participating in a semester long overseas program.

PROGRAM REQUIREMENTS

- Your overseas program provider must be a non-profit academic organization (university, university consortium, government agency, etc.).
- The program must provide instruction at an accredited **non-US** university or language institute. Exceptions are only made for full integration programs (e.g., internship, field research, or service-learning programs).
- Courses must be taught by **non-US** faculty.
- Housing must be provided through integrated accommodations such as an international residence hall or home stay.

STUDENT REQUIREMENTS WHILE OVERSEAS

- Full time study is required while you are overseas. This includes the following:
 - A minimum of four courses in an English-speaking country
 - A minimum of five courses in a Non-English-speaking country (one **MUST** be in the host language)
 - Participation in a full time internship plus three courses
 - Participation in a full time service learning, directed research, or field work plus three courses.
- To ensure appropriate transfer of credit, all students must confirm their finalized course schedule with the Office of International Studies once registration at the overseas institution is complete.
- If a student enrolls in a course that is not listed on their Prior Approval Form, they must obtain the appropriate department chair's approval via email prior to continuing in the class.
- All students must submit their overseas contact information including mailing address and phone number to the Office of International Studies once on-site overseas orientation is complete.

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GRADE TRANSFER INFORMATION

- Working with a representative of the Office of International Studies, a Prior Approval Form must be completed for each student listing the courses they plan to take while overseas.
- Credit for work completed overseas will appear on the Villanova University transcript. A minimum grade of “C” must be earned in order for the credit to transfer.
- In place of a letter grade, the designation “T” (**Transfer Credit**) will be assigned for all courses in which the student received a “C” or higher.
- Villanova University will not accept an overseas transcript that lists three or fewer courses for a semester’s work.
- A maximum of 60 credits are transferable toward a Villanova diploma. This includes Advanced Placement, Overseas Study, and summer credits earned at another institution.

FINANCIAL INFORMATION

- All semester students will be billed by Villanova for the total cost of VU tuition. Please see the complete Tuition Policy listed on one of the following pages.
- Students are responsible for paying all non-tuition fees to their program provider or host university. These fees may include (but are not limited to) room, board, telecommunication, and orientation fees. Any penalties or cancellation fees are the student’s sole responsibility.
- Eligible students may apply for all federal, state, and institutional financial aid for a semester or year abroad. Additional financial aid may be available. For more information contact Villanova’s Financial Aid office at 610-519-4012.
- Information on scholarships for overseas study is listed on our website:
<http://www.internationalstudies.villanova.edu/scholarship.htm> Scholarships may also be available from your program provider. Please also contact your program provider for additional information

SUMMER PROGRAM INFORMATION

- If you are interested in attending a **Villanova Summer Program**, please contact the faculty member who coordinates the program to begin the application process. Information on these programs and application instructions can be found at
<http://www.internationalstudies.villanova.edu/summer/summer.htm>
- If you are interested in attending a **NON-Villanova Summer Program**, all the Student and Program Requirements listed above will apply.
- Students must complete a Prior Approval Form for all NON-Villanova Summer Programs.
- To receive Villanova credit, a Non-Villanova Summer Program must be six weeks or longer.
- A minimum of two courses must be taken by the student and if a student attends a NON-Villanova program in a non-English speaking country, at least one course must be taken in language instruction.
- The student is responsible for paying all costs directly to the program provider.