

OFF-CAMPUS STUDY

Overview

Global experiences are integral to a Denison education. The Center for Global Programs provides individualized advising to help students explore and plan for various types of off-campus experiences to foster global competencies essential in today's world. With a list of more than 200 Denison-approved off-campus study programs, both domestic and foreign, students have many opportunities to learn or hone a foreign language, undertake an international internship tied to an academic program, conduct independent research, and more. The approved programs are carefully vetted for safety and academic rigor associated with a Denison liberal arts education.

The current list is located in the Global Tools (<https://globaltools.denison.edu/?FuseAction=Programs.MapSearch>) database. Students who withdraw from the university to attend a program that is not on Denison's list of approved programs are not eligible to receive transfer credit.

Students normally seek approval for one semester and/or a summer of off-campus study during their Denison career, though approval for an academic year is also possible.

To pursue off-campus study for academic credit, students must first select an approved program found in Global Tools (<https://globaltools.denison.edu/?FuseAction=Programs.MapSearch>), develop an academic plan around the program, and obtain approval for study. Once approved by the Center for Global Programs, the student is then responsible for completing an application with the program provider. See Eligibility Guidelines below for more detail.

In addition to semester, or year-long study abroad, shorter term opportunities are also possible. Denison Seminars (<https://catalog.denison.edu/catalog/courses-of-study/denison-seminars/>), semester-long credit bearing courses, are open to sophomores and juniors, and typically include an off-campus travel component. The 2023-2024 Denison Seminar Fee for a course with a travel component outside of North America is \$900. The Fee for a course with travel within North America is \$530. Fees are automatically waived for those students with significant financial need as determined by the Financial Aid Office. Due to the unique nature of Denison Seminars, students normally may take no more than one. Please note the following deadlines as they relate to course enrollment:

- For Fall seminars with travel during Thanksgiving or December/January holiday break: Drop period ends August 1. Students who drop the course after this period will be assessed a withdrawal fee of \$300.
- For Spring seminars with travel during Spring break: Drop period ends December 1. Students who drop the course after this period will be assessed a withdrawal fee of \$300.

Students can also participate in summer, short-term, faculty-led credit bearing seminars. Denison Short-Term Seminars are typically 2-credit courses (credit applied in the Fall semester following completion of a summer or break experience). The short-term seminars are advertised in the Fall semester and are enrolled via contacting the instructor. Students pay all costs unless they are determined to have very significant need by the Financial Aid Office. Those with very significant need will pay a reduced fee, normally a \$500 deposit, to enroll in the experience. Every effort is made to make Denison Seminars, Denison Short-Term Seminars,

and other faculty-led travel seminar opportunities affordable for every student.

Students can pursue many other opportunities for off-campus learning, in the U.S. or abroad. The Center for Global Programs works closely with the Knowlton Center for Career Exploration and Lisska Center for Intellectual Engagement to share information about such opportunities and the resources available.

Semester, Summer or Full Year Off-Campus & Study Abroad 101

The first step in planning for a semester, summer or year of off-campus study is to attend a remote, video-module Study Abroad 101 session. Next, students attend a group advising session to explore, discuss, and ask questions about programs. Working with our office and their academic advisors, students articulate learning goals for an off-campus study experience, explore a range of options among the Denison-accepted programs, and carefully consider the timing of participation and integration with degree requirements.

Eligibility Guidelines

Please note that eligibility guidelines for off-campus study are reviewed annually and subject to change.

Denison approval is granted only if the student is adequately prepared for the proposed off-campus program. The Denison evaluation criteria are as follows:

- The proposed off-campus study program represents a well-defined continuation of the curricular and pedagogical goals of a Denison liberal arts education and the student's academic program.
- The student's academic record demonstrates clear evidence of curricular preparation and academic achievement appropriate for the off-campus study program.
- The student has completed a minimum of forty-eight credits prior to participation on an off-campus program. It is recommended that transfer students complete one semester of study at Denison prior to participation on an off-campus program. This requirement does not apply to summer study.
- The student must have a *cumulative minimum GPA of 2.3 at the time of application* for off-campus study. In exceptional cases, the Center for Global Programs' staff will review mid-term and final semester grades to ensure that students meet the minimum GPA threshold of the program provider before approving the application. The Center may request supplemental materials for a student's application, e.g., faculty recommendations, additional essays, etc. The final decision to approve a student for off-campus study will be made by the Center in close consultation with the program provider's requirements.
Important note: The vast majority of approved off-campus study programs require a minimum of a 2.5 GPA or higher to qualify for participation. Accordingly, we will accept applications from students with a 2.3 GPA, but if the GPA required by the program is higher, the Center *is obligated to follow the provider's GPA requirements in approving students for all programs.*
- We can only work with students currently enrolled at Denison. We cannot approve plans for study away during a semester in which students are not enrolled.

- Seniors in their final semester at Denison must successfully petition to waive their senior year residency requirement as part of their application process.
- Once approved by the Center for Global Programs, the student is then responsible for completing an application with the program provider according to their own requirements and eligibility criteria.
- Students approved for off-campus study must complete an online mandatory orientation session and maintain eligibility requirements. Final approval is contingent upon maintaining your enrollment at Denison and your academic performance between now and your term of off-campus study. Failure to do so may result in revocation of approval.
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- In instances where the off-campus program does not provide meals and/or housing, students will receive an allowance to cover those expenses according to estimates from the provider.
- Denison does not pay for any program provider or University non-refundable deposits, application fees, commitment fees, or combination thereof.
- Denison does not pay for excursions that are not required by the program or course of study while the student participates in the program. This includes extra-curricular activities such as optional tours and field trips. Students will pay these fees on their own, from their personal funds.
- For students with any level of demonstrated need, Denison pays the equivalent of round-trip airfare from Columbus, OH to the host city. However, if the departure city airfare exceeds the airfare from Columbus, students will be required to pay for the difference in order to book their ticket. In other words, there is no financial aid for any overage in fares that exceed the round-trip from Columbus. Maximum allowances are updated each semester.

Participation

Denison strives to accommodate all qualified students for off-campus study. There are, however, two related points that impact this policy. First, Denison establishes limits on the number of participants in individual programs in order to facilitate optimal integration into the range of experiential learning contexts and communities. Second, slots for off-campus study in the Fall and Spring semesters are awarded on a *first come, first served* basis, according to the date/time stamp of the student's submitted Advising and Program Selection form in Global Tools. Students are strongly recommended to complete the Advising and Program Selection form as early as possible. This provides the best chance to secure the preferred term and program of study.

Financing Off-Campus Study

Please note that financial guidelines for off-campus study are reviewed annually and subject to change.

General Guidelines

- All students participating in an approved off-campus program remain registered at Denison. They are charged Denison tuition, housing, and meal plan for the semester abroad. This applies to students living on campus as well as commuter students.
- Tuition will be equal to Denison's full-time tuition charges which covers up to 18 credits. Each credit over 18 will generate an additional fee at the current excess hour/hourly tuition rate. The housing and meals costs will be equivalent to the current Denison Housing & Meals fee. Students are also charged a non-refundable off-campus program administrative fee.
- Students may apply all awarded financial aid [merit and need-based aid] to the cost of the off-campus study program, except work-study.
- Students are billed according to the regular billing cycle.
- Denison pays the program providers' standard expenses, minus program deposits, application fees, commitment fees, or a combination thereof [see below]. This includes tuition and other costs that are mandatory parts of the program (e.g. housing and meals, mandatory excursion fees, health insurance).
- Students with demonstrated need will receive direct communication from the Center for Global Programs with their specific allowance.
- Denison will include a \$100 allowance for baggage, but will not pay for oversized/excess baggage, seat reservation fees, extra legroom or additional add-ons charged by the airline.
- If a student does not board the scheduled flight, the entire value of the ticket, plus any applicable penalties, will be charged to the student's Denison account.
- Denison pays for supplemental emergency insurance coverage [EIIA]. Students are expected to ensure that their personal health insurance will provide adequate coverage while abroad for ongoing and chronic conditions and non-emergency health events. Most off-campus study providers build health insurance into the program which Denison will pay. Please note: Denison's student health insurance plan provides coverage while abroad.
- The Denison tuition benefit and GLCA tuition remission may be applied to off-campus programs as applicable.
- Outside awards: The student's financial aid package may be adjusted according to the amount received. Students should inform the Office of Financial Aid and the Center for Global Programs if they plan to apply for outside scholarships. Some outside scholarships present exceptions to the general policy, e.g. Boren Fellowship. These will be managed separately and on a case-by-case basis.
- Students wishing to study two [consecutive or nonconsecutive] semesters off campus will be charged the full Off-Campus Program Administrative Fee each semester.
- Students wishing to study two [consecutive or nonconsecutive] semesters off campus will be allowed a benchmark flight allowance each semester based on need level.
- Students who withdraw from the university to attend any off-campus program are not eligible to receive transfer credit.

Student Responsibilities

- Students are responsible for paying Denison tuition, housing & meals, Denison health insurance fee, the non-refundable Off-Campus Program Administrative Fee and any other charges on their student account in full by Denison's due date. Failure to pay the student account will result in suspension of study abroad eligibility and the assessment of applicable penalties as outlined in the Student Financial Responsibility Policy.
- Students are required to establish ACH/wire transfer payment for meal allowances and any other funds provided by Denison.
- Denison's health insurance is an annual plan that covers both semesters. Students may waive the health insurance if they are covered by another plan, but that waiver will cover both semesters. If students are not covered by another plan, they must purchase the Denison insurance plan.
- Students are responsible for paying Program Provider upfront charges, e.g. deposits, tuition deposits, housing deposits, education abroad fees, application fees, commitment fees, or combinations thereof.
- Students selecting catered housing and/or housing that includes a supplemental fee for enhanced accommodation are subject to additional charges.
- Students are required to arrive by the designated move-in/orientation date and stay until all examinations and any other program requirements are completed. Denison does not pay for travel other than to and from the study abroad site. Denison does not pay for flights during vacation or break periods.
- This list is not exhaustive. It is important for students to remember that incidental and personal expenses are, in almost all cases, significantly higher for off-campus programs because of personal travel and other activities undertaken on a voluntary basis.
- Students with demonstrated financial need may make a one-time request up to \$500 for funds to cover visas and visa-related travel, passport renewals/applications, immunizations, and some incidentals related directly to the study abroad program, subject to review by the Center for Global Programs. More information about that may be found here (<https://docs.google.com/forms/d/1FAIpQLSeSI0tV-ujFa-XjngvBxCHRSDXO9tWMWY8p2eGWTD-Fe1snQ/viewform/>).
- Denison requires that students participate fully and responsibly in all academic aspects of the proposed off-campus study program, including required language and area studies courses, and/or a homestay stipulation. Failure to complete the academic aspects of the program will result in a grade of "TF" for the off-campus study placeholder course listed on the Denison academic record for the term abroad. There are no refunds if students fail courses and/or fail to fulfill all academic aspects of the program.
- Students are enrolled for a holding place registration of 12 credits for each term of off-campus study in order to report full-time study to the Federal Clearinghouse to facilitate the portability of financial aid and/or to use 529 college funds. Students are, therefore, required to enroll for at least 12 transferable U.S. semester credits for each semester of off-campus study, but may choose to enroll for up to 18 U.S. semester credits per semester. Additional charges may be assessed for each registered hour in excess of 18 hours [see above]. Students should consider these costs at the time they apply to the program and consult the Denison Catalog and the Office of the Registrar for advice and further details. A student may request twice during their Denison career to take up to 20 hours and request to waive the excess credit hours fee. Any such request should be submitted with this form (https://my.denison.edu/system/files/Excess%20Credit%20Hour%20Fee%20Waiver%20Request%20Form%20fillable%20092020_0.pdf) to the Registrar's Office prior to the beginning of the semester in question. Any hours over 18 will be billed to the student account. Excess hour fees that are not waived will remain on the student's account.
- The University is under no obligation to transfer coursework or apply transferred coursework toward specific degree requirements unless that coursework has been approved in advance. Students wishing to apply a course toward a GE, major, minor, or concentration requirements must receive approval directly from the relevant department/program. Other coursework for transfer credit will be evaluated through the combined efforts of the Registrar, the Center for Global Programs, and, as necessary, specific departments/programs.
- It is not possible for Denison to predict world events or assure that a study abroad experience is entirely risk-free. Rarely, but occasionally in the past, emergencies (dangerous conflicts, natural disasters, COVID-19 pandemic etc.) have resulted in alteration or cancellation of an off-campus study program for which a student has been approved. It is the student's responsibility to be aware of all program policies regarding suspension/cancellation and implications for their academic program
- Students are responsible for any penalties or cancellation fees associated with changes to airline travel arrangements.
- The student is responsible for extra student fees/items included on the program and billed to Denison. These include, among other things, books, art course fees, lab fees, course supplies, music lesson fees, athletic fees, and other expenses that are not the standard costs of the program [tuition, meals, housing, health insurance].
- The student is responsible for any expenses that are not part of program costs billed by the provider to Denison. These expenses may include:
 - personal travel and sojourns
 - personal expenses
 - food costs above those budgeted by the program
 - personal meals/snacks during personal sojourns
 - lodging during travel to and from the host city
 - passport, visa fees, residency permits
 - local transportation
 - equipment, gear, supplies required for courses taken off-campus
 - immunizations
 - security fees
 - cell phones, extra cell-phone data, additional WiFi data

This list is not exhaustive. It is important for students to remember that incidental and personal expenses are, in almost all cases, significantly higher for off-campus programs because of personal travel and other activities undertaken on a voluntary basis.

- Students with demonstrated financial need may make a one-time request up to \$500 for funds to cover visas and visa-related travel, passport renewals/applications, immunizations, and some incidentals related directly to the study abroad program, subject to review by the Center for Global Programs. More information about that may be found here (<https://docs.google.com/forms/d/e/1FAIpQLSeSI0tV-ujFa-XjngvBxCHRSDX09tWMWY8p2eGWTD-Fe1snQ/viewform/>).
- Denison requires that students participate fully and responsibly in all academic aspects of the proposed off-campus study program, including required language and area studies courses, and/or

a homestay stipulation. Failure to complete the academic aspects of the program will result in a grade of "TF" for the off-campus study placeholder course listed on the Denison academic record for the term abroad. There are no refunds if students fail courses and/or fail to fulfill all academic aspects of the program.

- Students are enrolled for a holding place registration of 12 credits for each term of off-campus study in order to report full-time study to the Federal Clearinghouse to facilitate the portability of financial aid and/or to use 529 college funds. Students are, therefore, required to enroll for at least 12 transferable U.S. semester credits for each semester of off-campus study, but may choose to enroll for up to 18 U.S. semester credits per semester. Additional charges may be assessed for each registered hour in excess of 18 hours [see above]. Students should consider these costs at the time they apply to the program and consult the Denison Catalog and the Office of the Registrar for advice and further details. A student may request twice during their Denison career to take up to 20 hours and request to waive the excess credit hours fee. Any such request should be submitted with this form (https://my.denison.edu/system/files/Excess%20Credit%20Hour%20Fee%20Waiver%20Request%20Form%20fillable%20092020_0.pdf) to the Registrar's Office prior to the beginning of the semester in question. Any hours over 18 will be billed to the student account. Excess hour fees that are not waived will remain on the student's account.
- The University is under no obligation to transfer coursework or apply transferred coursework toward specific degree requirements unless that coursework has been approved in advance. Students wishing to apply a course toward a GE, major, minor, or concentration requirements must receive approval directly from the relevant department/program. Other coursework for transfer credit will be evaluated through the combined efforts of the Registrar, the Center for Global Programs, and, as necessary, specific departments/programs.
- It is not possible for Denison to predict world events or assure that a study abroad experience is entirely risk-free. Rarely, but occasionally in the past, emergencies (dangerous conflicts, natural disasters, COVID-19 pandemic etc.) have resulted in alteration or cancellation of an off-campus study program for which a student has been approved. It is the student's responsibility to be aware of all program policies regarding suspension/cancellation and implications for their academic program

Withdrawal Policies

- Students are responsible for knowing, in advance, a program's withdrawal policy. If a student officially withdraws from a program after confirming participation, the student is responsible for any unpaid program deposits, as well as any late withdrawal charges assessed by the program provider. These charges will be placed on the student's Denison account. If a student intends to dispute these charges, they must work with the program provider.
- In the event of an official withdrawal from the program after the first day of Denison's classes, a student may receive a partial refund of tuition and housing & meals. The withdrawal process begins once the student notifies the Center for Global Programs. The student will not be considered withdrawn until the intent to withdraw is communicated to and confirmed by the Center for Global Programs.
- If a student withdraws from a program before the program ends the student is required to reimburse all allowances provided by Denison. Travel allowances must be reimbursed at 100%. Meal and/or housing allowances shall be reimbursed on a prorated basis according to Denison's withdrawal schedule.
- Upon withdrawal, any adjustments to the student's account are automatically made in accordance with Denison University refund policies. Questions regarding the amount of refund or forfeiture of charges should be directed to the office of Student Accounts. Additional information can be found at the university website. (<https://denison.edu/campus/finances/refund-or-forfeiture/>)

Student Impacts of a Withdrawal

- Program Provider Costs and Fees: Based on the provider's withdrawal policy
- Denison Costs: Tuition: Prorated per Denison's (<https://denison.edu/campus/finances/refund-or-forfeiture/>) withdrawal schedule (<https://denison.edu/campus/finances/refund-or-forfeiture/>).
- Housing & Meals: Prorated per Denison's withdrawal schedule (<https://denison.edu/campus/finances/refund-or-forfeiture/>).
- Off-Campus Study Administrative Fee: Not refundable.

Allowances

- Airfare: Student responsible for reimbursing Denison 100% of the airfare cost.
- Housing & Meals: Student is responsible for reimbursing Denison based on the Denison (<https://denison.edu/campus/finances/refund-or-forfeiture/>) withdrawal schedule (<https://denison.edu/campus/finances/refund-or-forfeiture/>).

Academic Regulations for Off-Campus Study

Denison requires that students participate fully and responsibly in all academic aspects of the proposed off-campus study program, throughout the program's official dates, including required language and area studies courses, orientation, exams, and/or a homestay stipulation. Failure to complete the academic aspects of the program will result in a grade of "TF" for the course(s) listed on the Denison academic record for the term abroad. There are no refunds if students fail courses and/or fail to fulfill all academic aspects of the program.

Denison students studying in a non-English speaking country will be required to take a foreign language course offered by the program or partner university. This requirement is waived for students with a documented language disability accommodation and on file in Denison's Academic Resource Center (ARC).

Students are enrolled for a holding place registration of 12 credits for each term of off-campus study in order to report full-time study to the Federal Clearinghouse to facilitate the portability of financial aid and/or to use 529 college funds. Students are, therefore, required to enroll for at least 12 transferable U.S. semester credits for each semester of off-campus study. Additional charges may be assessed for each registered hour in excess of 18 hours, even when required by the program [see above]. Students should consider these costs at the time they apply to the program and consult the Denison Catalog and the Office of the Registrar for advice and further details. A student may request twice during their Denison career to take up to 20 hours and request to waive the excess credit hours fee. Fees for any hours that are not waived will remain on the student's account. Only one course may be taken on an "S," "U," "S/U" or equivalent option. Arrangements for such a choice must be made directly with the program provider or partner institution on site according to their processes and deadlines.

To receive transfer credit for an off-campus study experience, students must work with the Registrar's Office and academic advisors to obtain pre-approval for their courses. Students should submit course pre-approvals to the Registrar's Office during the semester prior to their program according to the instructions in Global Tools. *The University is under no obligation to transfer coursework or apply transferred coursework toward specific degree requirements unless that coursework has been approved in advance.* Students should notify the Registrar's Office of the arrangement to take a course on an S/U basis as part of the pre-approval process for courses.

Students wishing to apply a course toward a GE, major, minor, or concentration requirements must receive approval directly from the relevant department/program. Other coursework for transfer credit will be evaluated through the combined efforts of the Registrar, the Center for Global Programs, and, as necessary, specific departments/programs.

All courses reported on the program provider's transcript are posted to the Denison academic record with course titles, credits, and grades. This includes any course for which a student receives a failing grade. Credit will only be awarded for grades of D or better. While the grades for off-campus study coursework are not factored into the Denison cumulative grade point average, it is important to note that they could be factored into a composite grade point average should a student pursue graduate or professional school after graduating from Denison.

Review of Disciplinary Records

Recognizing the role of students as ambassadors of Denison, the special privilege of participating in off-campus programs, and the level of maturity required for students to be successful negotiating the challenges and potential risks associated with study away, the Center for Global Programs [CfGP] routinely consults with the Office of Community Values and Student Conduct [OCVSC] to assess students' disciplinary history as part of the approval process for off-campus study. Frequency, severity, community impact of violations, and student's disciplinary status (e.g., Disciplinary Probation) are the variables that may impact eligibility.

Students on disciplinary probation or suspension are not eligible to participate in off-campus study during the semester of probation or

suspension. Students with incomplete sanctions prior to departure on their off-campus study program should consult with OCVSC and CfGP about the incomplete sanctions and possible impact[s] on eligibility for off-campus study.

Violations that occur after a student has been approved for study abroad, but before their departure for off-campus study may also influence a student's eligibility to participate. Denison reserves the right to withhold or rescind approval for any student based on their disciplinary history or violations, regardless of the number of incidents on the student's record. If a student's disciplinary status changes after approval, it is their responsibility to notify the CfGP as well as the program provider.

The program provider may request information from the student about their disciplinary record as part of the admission process. Any student concerns about how disciplinary history may affect eligibility for study away should be conveyed as soon as possible to staff in the Center for Global Programs.

While participating in off-campus study, students are under the jurisdiction of the local laws, the policies of their program, and Denison's Code of Student Conduct. If an incident should arise during a program, that information may be shared with the Division of Student Life and OCVSC and result in a response under the Code of Student Conduct, including possible disciplinary sanctions and the revocation of your eligibility to participate in the program with the requirement to depart.

Housing for Off-Campus Study

Denison carefully selects approved programs that offer student housing that balances the needs for student safety, immersion, and convenience. Because of the importance of residential living to the off-campus study program, Denison may further designate specific housing options within an approved program which our students may/may not select. Students are not allowed to opt out of program-provided housing, even when the program provider would otherwise allow students to live independently.

Health Advisories, Travel Advisories, and Travel Warnings

All students studying off-campus are required to download the AlertTraveler app in Global Tools. The Center for Global Programs staff will instruct students in downloading and use of the app. All U.S. passport holders are further required to register with the Department of State's Smart Traveler Enrollment Program (STEP) at <https://step.state.gov/>

Denison strongly recommends that all students avail themselves of the travel information available at the U.S. State Department (DoS) (<http://travel.state.gov/>), Centers for Disease Control (CDC) (<http://wwwnc.cdc.gov/travel/>), and World Health Organization (WHO) (<http://www.who.int/en/>) web sites. In particular, students should carefully consider the safety information included in State Department travel advisories for the country(ies) in which they are pursuing off-campus study and/or for any other country to which they are planning to travel during their time abroad.

The Center for Global Programs routinely reviews CDC, DoS, and WHO travel advisories, as well as safety and risk updates from our program partners around the world. Denison reserves the right to withdraw its approval for study on an off-campus program at any point due to elevated travel advisories from any/all of the aforementioned agencies, and/or advice from our program partners, and/or general risk concerns. Withdrawal of approval for an off-campus study program bars a student

from receiving Denison credit for the program and from applying financial aid to the program costs. Please see the Global Tools website for the most up-to-date policies regarding international travel.

In the case of an elevated U.S. State Department travel warning, or a CDC or WHO travel advisory issued before or after a program has started, Denison will work closely with the educational partner/program provider and other informed parties to determine an appropriate course of action. In the case of requiring that a student return home, Denison will pursue reasonable steps with the program provider to mitigate the financial and academic impact of such an action.

It is not possible for Denison to predict world events or assure that a study abroad experience is entirely risk-free. Rarely, but occasionally in the past, emergencies (dangerous conflicts, natural disasters, COVID-19 pandemic etc.) have resulted in alteration or cancellation of an off-campus study program for which a student has been approved. It is the student's responsibility to be aware of all program policies regarding suspension/cancellation and implications for their academic program.