

Policy for Allowing Non-St. Olaf abroad programs – March 2012

The Registrar's office approves transfer credit from non-St. Olaf abroad programs only after the program requested by the student has been reviewed by the Office of International and Off-Campus Studies (IOS) and found to NOT duplicate any St. Olaf programs.

Reasons for going on an official St. Olaf program with support provided by IOS:

- Quality assurance of each program
- Directed orientation
- Application processing
- Visa processing
- Health/medical advice
- Trouble-shooting during the program, including but not limited to assistance with safety and security issues, academic issues, etc.
- Grade processing

Students who participate in a **non-St. Olaf program** must take a leave of absence from the college for the semester. The services listed above are not available, except that they are welcome to attend one of the IOS general orientation meetings and IOS can help locate information about health and medical issues that would pertain to the country in which students plan to study.

IOS reviews each non-St. Olaf program before allowing it to proceed to the Office of the Registrar and Academic Advising:

1. A non-St. Olaf program will not be approved if there is a similar program already offered through IOS. This means that the program cannot be in the same city or in the same country if the program is similar in scope to what is offered through St. Olaf.
2. If the student wants to go to a city in a country where St. Olaf offers a program, the student must provide a written statement/rationale as to the significant differences between the program St. Olaf offers and what the student wants to do.
3. Students can earn course credit, upper-level credit, and sometimes (if pre-approved) major credit on non-St. Olaf abroad programs.
4. No general education requirement can be fulfilled through non-St. Olaf programs. No interim requirements can be fulfilled through non-St. Olaf programs. No graded course reduction will be allowed. There are no exceptions to this rule.
5. Students cannot earn more than 4.00 St. Olaf credits on a non-St. Olaf abroad program. This number may be limited even more if the student is a transfer student or has already had some transfer credit allowed or due to the senior residency requirement, which stipulates that 9 of the last 12 credits must be taken in residence at St. Olaf.
6. If a program is approved by the Office of the Registrar and Academic Advising, IOS provides some basic information about health and safety issues regarding travel in the country, **BUT** the student must be aware that the college provides **no other support**. Students on non-St. Olaf programs must take a leave of absence from the college; they are not considered St. Olaf students during their time on a non-St. Olaf program. They have to plan their own itineraries, apply for their own visas, arrange their own housing, obtain their own insurance, etc. **These students are, however, covered by the College's travel insurance policy.**