

## STUDY ABROAD POLICIES AND PROCEDURES

As Approved by the Council of Deans May 24, 2007

The Council of Deans, building upon several earlier efforts to codify and regularize study abroad procedures, clarified the study abroad program structure, strengthened the academic oversight role of the faculty, and addressed the use of institutional financial aid funds. The implementation of the student administration system permits students enrolled in study abroad programs and courses to be tracked more efficiently, making it no longer necessary to develop the complex registration approaches that had been previously necessary.

### Registration Status

- Students enrolled in Pitt-Developed Programs will register through their primary academic centers and be identified as study abroad participants. The tuition payments from such students will be credited to an Entity 04 account (04-51006) in the General Ledger and excluded from the regular tuition accounts and from any tuition incentive programs in effect for that academic center. This entity 04 account will be administered by UCIS, which will use it to pay all instructional costs of the study abroad programs. Each study abroad student will continue to be charged separate fees for study abroad administration (currently \$200), payable to the Study Abroad Office, and for network services and computing (currently \$150). In addition, each study abroad program will implement an appropriate fee (the B fee) to cover the individual student's living and travel costs.
- Students enrolled in Student Exchange Programs will register through their primary academic centers and be identified as study abroad participants. The tuition payments for such students will be credited to the regular tuition account of the unit and the tuition revenue will be part of the tuition generated by the unit for purposes of tuition incentive calculations. Students in such programs will be responsible for their own living and travel expenses. Conversely, students who enroll from the participating institution abroad will be registered in the appropriate academic unit but will not be assessed tuition. The transfer of credit from such programs to the University will be governed by the terms of the student exchange agreement.
- Students enrolled in University-recognized Third-Party Provider Programs will register through their primary academic centers and thereby retain their enrollment status, will be identified as study abroad participants, but will not be assessed tuition. These students will be excluded from the units' enrollment and tuition reports. The transfer of credit from such programs to the University will be governed by the specific terms

established by the faculty review committee that approves the specific relationship with each provider.

- Students enrolled in Third-Party Provider Programs that have not been granted University recognition, or in Other U.S. University Sponsored Programs or through Direct Enrollment in Foreign Institutions, will not be registered at the University during the period of their enrollment in the other institution. The transfer of credit from such institutions to the University will be subject to the normal credit transfer policies of each academic unit of the University.

### Tuition Charges

- Consistent with the requirement of the Commonwealth of Pennsylvania that all academic programs assess a differential tuition charge for out-of-state residents, the tuition rate that will apply to all Pitt-Developed and Student Exchange Programs will be as follows: for Pennsylvania residents, an amount equivalent to the undergraduate School of Arts and Sciences on the Pittsburgh Campus; for non-Pennsylvania residents, an amount 50% greater than that charged for Pennsylvania residents. This reduced differential reflects the somewhat lower instructional costs of off-campus programs, the lack of any subsidy of those costs from general institutional funds, and the encouragement that University wants to give to students to enroll in study abroad.
- Students enrolled in IFTA's will be assessed tuition at the same rate as for the course of which the IFTA is a component.
- The tuition charge will be based upon the number of credits for which the student is registered, not upon any calculation of the cost of the program.

### Scholarship Eligibility

- Students who receive University E&G funded scholarships (both merit based and need based) awarded through OAFA may apply those scholarships to Pitt-Developed, Student Exchange, and University-recognized Third-Party Programs. The amount of the scholarship, however, may not exceed the tuition cost of Pitt-Developed Programs. Out-of-State students who have scholarships that provide more than the amount of the in-state tuition plus the 50% differential will have the amount that can be applied to the study abroad program reduced to that amount. For Pitt-Developed and Student Exchange Programs, students whose University-funded E&G scholarships awarded through OAFA have a room-and-board component may apply that amount to the fee charged by

the programs; for other programs, the room-and-board component of the scholarship will be paid directly to the student for living expenses abroad only if the University does not, in the judgment of the dean of the unit which the student is enrolled, offer an equivalent Pitt-Developed or Student Exchange Program.

- Scholarship support from University E&G funded scholarships awarded through OAFAs is limited to a maximum of one semester of study abroad, unless there is legitimate programmatic justification for a second semester. Such program justification must be approved by the dean of the unit in which the student is enrolled. This restriction does not apply to study abroad funded from other sources.
- Scholarship support from University E&G funded scholarships awarded through OAFAs can be applied to study abroad programs only prior to the student's final year of enrollment unless there is a legitimate programmatic justification for study abroad in the final year. Such program justification must be approved by the dean of the unit in which the student is enrolled. This restriction is designed to ensure that the study abroad experience is integrated fully into the student's area of study. This restriction does not apply to study abroad funded from other sources.
- Students who receive tuition remission based on their parents or their spouses or their own employment status can apply this tuition remission only to Pitt-Developed or Student Exchange programs. This restriction is similar to the general limitation on all such scholarships that they cannot be used at an institution other than Pitt. Those individuals who are eligible as a result of their "grandfathering" to utilize these scholarships at institutions other than Pitt, may utilize them for enrollment in University-recognized Third-Party Provider Programs.
- These scholarship restrictions do not apply to unit-based or specific program-based scholarships (e.g., Nationality Rooms scholarships, UCIS scholarships, CBA or ENG scholarships), which are awarded pursuant to their own policies. Such scholarships may be used in conjunction with or in addition to University E&G funded scholarships.
- Since the University's student recruitment efforts have noted the availability of University funded E&G scholarships awarded through OAFAs for study abroad, those policies restricting the availability of such funding will be introduced with students who initially enroll and receive such scholarships in Fall 2008.

In order to implement these procedures and policies in a consistent manner, several specific actions are necessary, as indicated in the Deans' Council recommended policies and procedures:

- Students who enroll with University-funded scholarships awarded through OAFAs beginning with the Fall 2008 term are to be informed by the Office of Admissions and Financial Aid of the constraints of their awards as applicable to study abroad.
- The status of the inordinately large number of Third-Party Provider Programs must be resolved quickly. As the Provost had earlier directed, a faculty review committee is determining in which programs offered by Third-Party Providers Pitt students are eligible to enroll and utilize their scholarships. In preparing an appropriate list of programs, the faculty committee should be guided primarily by a rigorous assessment of the academic quality of the offerings. It should designate only those programs which provide a fundamentally different but equivalent educational experience from Pitt-Developed or Student Exchange Programs. The committee is in effect accepting in advance the credits that Pitt students will be able to transfer to the University, as well as permitting the use of University financial aid funds. The committee is not in a position to assess the non-academic components of programs (safety, etc.) and should make no representation in that regard. Specifically, no representation is to be made that specific programs are "affiliated" with or "approved" by the University. No contracts between Third-Party Provider Programs and the University should be entered into without the express approval of the Provost.

Robert F. Pack/2-19-2008