

Creighton

UNIVERSITY

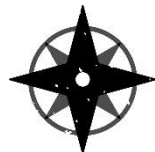
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Global Engagement Office

Study Abroad

# **STUDY ABROAD POLICIES AND PROCEDURES**

**FOR DOMESTIC AND INTERNATIONAL  
CREDIT-BEARING TRAVEL PROGRAMS**



**STUDY ABROAD**

Creighton University

**Global Engagement Office (GEO)**

Creighton Hall, Suite 324

Creighton University

2500 California Plaza

Omaha, NE 68178

USA

Phone: +1.402.280.2221

Fax: +1.402.280.2211

# Study Abroad Policies and Procedures

## For Domestic and International Credit-Bearing Travel Programs

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# Study Abroad Policies and Procedures

## For Domestic and International Credit-Bearing Travel Programs

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For the purpose of this document, “study abroad” is defined as an academic term or terms during which Creighton University students receive academic credit for courses taken through a study abroad program approved by the Global Engagement Office (GEO).

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### Section 1: Program Categories

The following categories of study abroad programs will be available to students:

#### 1.1 Creighton’s Encuentro Dominicano Program

*Encuentro Dominicano* is an academic, living-learning program integrating community- and service-based learning in a cross-cultural context in the city of Santiago de los Caballeros, Dominican Republic.

#### 1.2 Creighton’s Faculty-Led Programs Abroad (FLPA)

A Faculty-Led Programs Abroad (FLPA) is a short-term education abroad course (or courses) led by Creighton faculty. These programs vary in length from 1 to 6 weeks. Depending on the program, students can earn up to 9 credits for the experience.

#### 1.3 *Creighton in Programs*

*Creighton in* programs are academic-term study abroad programs made available through agreements with partner institutions. Creighton closely partners with many institutions abroad to offer study abroad opportunities that meet or exceed for all Creighton’s curricular requirements.

##### *Creighton in Australia*

Students may apply to study at the **University of Sydney** during a fall semester, spring semester, or academic year. Please refer to Section 5.3 regarding program payments and billing.

##### *Creighton in Belgium*

Students may apply to study at the **Université de Namur** – a Jesuit university located in Namur, Belgium – during a fall semester, spring semester, or academic year. Please refer to Section 5.3 regarding program payments and billing.

##### *Creighton in China*

Students may apply to study at **The Beijing Center** – a Jesuit institution located in Beijing, China – during a fall semester, spring semester, or academic year. Please refer to Section 5.3 regarding program payments and billing.

### *Creighton in Ecuador*

Students may apply to study at the **Universidad San Francisco de Quito** – a private university in Quito, Ecuador with a campus in Cumbayá – during a fall or spring semester. Please refer to Section 5.3 regarding program payments and billing.

### *Creighton in Galápagos*

Students may apply to study at the **Galápagos Extension Program** through Universidad San Francisco de Quito during a fall or spring semester. Please refer to Section 5.3 regarding program payments and billing.

### *Creighton in Germany*

Students may apply to study at the **Katholische Universität Eichstätt-Ingolstadt** – a Catholic university with two campuses in Eichstätt and Ingolstadt, Bavaria, Germany – during a fall semester, spring semester, or an academic year. Please refer to Section 5.3 regarding program payments and billing.

### *Creighton in Ireland*

Students may apply to study at the **University of Limerick**, Ireland during a fall or spring semester. Please refer to Section 5.3 regarding program payments and billing.

### *Creighton in Italy – Rome*

Students may apply to study at **John Cabot University (JCU)** in Rome, Italy during a fall semester, spring semester, or academic year. Please refer to Section 5.3 regarding program payments and billing.

### *Creighton in Italy – Bologna*

Students may apply to study at **Spring Hill College's Italy Center** – a Jesuit institution in Bologna, Italy – during a fall semester, spring semester, or academic year. Please refer to Section 5.3 regarding program payments and billing.

### *Creighton in Japan*

Students may apply to study at **Sophia University** – a Jesuit University located in Tokyo, Japan – during the spring semester or academic year. Please refer to Section 5.3 regarding program payments and billing.

### *Creighton in Scotland*

Students may apply to study at the **University of Glasgow** during the fall semester, spring semester, or academic year. Please refer to Section 5.3 regarding program payments and billing.

### *Creighton in South Africa*

Students may apply to study through **Marquette University's Service-Learning Program** in Cape Town, South Africa during the fall or spring semester. Courses will be delivered by both

Marquette and University of the Western Cape faculty. Please refer to Section 5.3 regarding program payments and billing.

#### *Creighton in South Korea*

Students may apply to study at **Sogang University** – a Jesuit university located in Seoul, Korea – during a fall semester, spring semester, or an academic year. Please refer to Section 5.3 regarding program payments and billing.

#### *Creighton in Spain – Andalucía*

Students may apply to study at **Universidad Loyola Andalucía** – a Jesuit University with campuses in Córdoba and Sevilla, Spain – during a fall semester, spring semester, or academic year. Please refer to Section 5.3 regarding program payments and billing.

#### *Creighton in Sweden*

Students may apply to study at the **Newman Institute** – a Jesuit College located in Uppsala, Sweden – during a fall semester, spring semester, or academic year. Please refer to Section 5.3 regarding program payments and billing.

#### *Creighton – International Student Exchange Program (ISEP) Exchange*

Creighton – ISEP Exchange programs are full-immersion study abroad opportunities hosted by over 150 consortium partner-institutions across the world. Students may apply to study abroad with ISEP during a fall semester, spring semester, or an academic year. Please refer to Section 5.4 regarding program payments and billing.

### **1.4 Non-Creighton Programs and ISEP Direct**

Students may participate on approved study abroad programs administered by other institutions or organizations. Approved programs will be made available to students through the Creighton University study abroad application portal, [Jays Abroad](#).

If a student wishes to participate in a program not offered by Creighton, a petition process through the GEO will be required. Because programs vary in quality, students first must consult with a Global Programs Coordinator. The student will be asked to submit substantive program materials and provide academic reasons for requesting approval. If approval is granted, the student will be notified, and the program opened up for the relevant term through Creighton's study abroad application portal. Please refer to section **5.5** regarding program payments and billing.

## Section 2: Eligibility for Student Participation

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The Global Engagement Office (hereafter known as GEO) administers all study abroad programs and enforces study abroad eligibility in a manner consistent with the policies and procedures described herein.

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### 2.1 Applicant Eligibility for all Programs

#### *Prior Study*

To participate in most study abroad opportunities, students must have completed two full semesters at Creighton prior to studying abroad. For most programs, first year (freshman) and transfer students are eligible to submit an initial application for study abroad only after completing one full semester of study at Creighton. Applications received prior to completing one full semester as a Creighton student may not be reviewed by the Global Engagement Office (GEO) until the completion of the term.

Exceptions to the above may be granted based on program type, the student's prior experience, and/or Creighton academic program or professional development program requirements.

#### *Academic Standing*

A minimum cumulative GPA of 2.5 or higher (depending on specific program requirements, per Section 2.6) is required both at the time of application and immediately prior to the program's start date. Some programs also have minimum class standing requirements.

#### *Satisfactory Progress Towards a Degree*

Good academic standing and satisfactory academic progress toward a degree at Creighton is required from all study abroad applicants. Students in fall, spring, or academic year programs must maintain a full course load each term while abroad that is equivalent to 12 Creighton credits unless the minimum credit-load required by the study abroad program is greater. However, students may not take more than 18 Creighton credits abroad during one semester.

#### *Disciplinary Status*

A disciplinary status check will be completed at both the time of application and immediately prior to a program's start date. In addition, the placement may be rescinded if a student who has previously been *placed in* and *committed to* (see Section 3.1) a program is found responsible of severely violating the [Creighton Code of Conduct](#). Further information can be found in Section 2.2.

#### *Program-Specific Advising*



Program-specific advising in GEO is required for all students wishing to submit an initial application for study abroad. After selecting a program, the student will meet with a Global Programs Coordinator to address important topics relating to the student’s preferred and alternative study abroad programs. Topics covered include academic suitability, timeline, courses available, type of program, accommodation and student life overview, general related costs, and important site-specific matters such as number of participations or additional participation requirements.

*Completed Application Requirements*

Students are responsible for completing all application requirements as outlined within Creighton University’s [Jays Abroad](#) portal (study abroad online application portal) and those required by the program provider or host institution. This includes the submission of both digital and paper-based materials before any published deadline, as well as completion of study abroad NEST registration for semester or non-FLPA summer study abroad programs.

Required documents may be found within the Jays Abroad portal, directly on the websites of program partners, or – for visa or residency requirements – on the website of a country’s embassy, consulate, or migration agency. Some programs have specific program requirement due dates that will be posted within the application portal. **Final deadlines** for all other submission materials within the Jays Abroad portal are as listed below:

| <b>MATERIAL SUBMISSION DEADLINES FOR DIGITAL OR PAPER DOCUMENTS</b> |                                     |
|---|-------------------------------------|
| <b>Spring Semester Programs</b>                                     | 1 December (unless otherwise noted) |
| <b>Spring Break Programs</b>  | TBA                                 |
| <b>Summer Programs</b>  | 1 May (unless otherwise noted)      |
| <b>Fall Semester Programs</b>                                       | 1 May (unless otherwise noted)      |
| <b>Academic Year Programs</b>                                       | 1 May (unless otherwise noted)      |
| <b>Winter Break Programs</b>  | TBA                                 |

*Program-specific Orientations and Creighton’s Health and Safety Orientation*

Attendance at all pre-departure orientations is required (see Section 4.6).

*Health Clearance*

To be eligible to study abroad, a student must consult with a qualified health provider to complete a Health Clearance Form. Students are responsible for obtaining required and/or recommended immunizations as outlined by the health provider, as well as those recommended by [The Center for Disease Control](#) based on the student’s travel itinerary.

*International Students*

After committing to a study abroad placement, any Creighton international student (non-immigrant visa holder) must immediately schedule an appointment with an [International Student Advisor](#) who serves as a designated school official. Together the applicant and advisor

will discuss any necessary steps needed to maintain visa status while participating in a Creighton-approved study abroad program.

### *Immigration*

To be eligible to study abroad in certain programs, students must adhere to strict pre-announced timelines detailing the submission of program application requirements and visa and/or residency permit documentation requirements in advance of the study abroad term. Students must comply with all visa and residency permit requirements as determined by the local migration authority. This could include the submission of documentation to a Consulate or Embassy and/or an interview at the consulate or embassy.

## **2.2 Disciplinary Eligibility Requirements for All Programs**

Based on student documentation provided by the [Office of Community Standards and Wellbeing](#) (OCSW), the GEO will review the disciplinary records of all students seeking a study abroad placement. A student's eligibility to apply and participate in study abroad will be determined by the GEO in consultation from OCSW as needed.

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### **SPECIAL NOTE FOR STUDENTS ON DISCIPLINARY PROBATION**

Students on disciplinary probation are not eligible to submit a study abroad application or to participate in a study abroad programs. To be eligible to apply for study abroad, a student **must** have one full semester (fall or spring) on the Creighton Omaha campus during which no additional disciplinary incidents occur. In addition, there must be no incidents on record between the end of the probationary period and the student's departure to the host country.

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The records of all students seeking approval for study abroad will be checked at the time of application and at the end of the term prior to the student's departure to receive final approval to study abroad, as noted in Section 2.2. A student's participation may be revoked based on the final record check. Should a student not be cleared as a result of disciplinary infractions and the status changed to *not approved*, any and all costs incurred by the student in preparation for the study abroad term are the sole responsibility of the student.

## **2.3 Final Approval for Study Abroad**

A student whose study abroad application status appears as *committed* is not automatically given final approval for study abroad (see Section 3.1). Final approval for participation is contingent upon maintaining all study abroad eligibility requirements (see Sections 2.1 and 2.2). Students also must maintain academic eligibility for study abroad with the program sponsor. Creighton's Vice Provost for Global Engagement has final approval over student participation in all study abroad programs.

## 2.4 Eligibility for Participation in Creighton’s Encuentro Dominicano

- Students must meet all basic eligibility requirements as outlined in Sections 2.1– 2.3.
- Students must participate in an interview as the final state of the placement process.
- Students must maintain a minimum 2.5 GPA.
- Students must submit a complete online application through Creighton University’s [Jays Abroad](#) portal (study abroad online application portal), as outlined in Section 3.
- Students must attend all pre-departure orientation sessions and submit all study abroad documentation as outlined in Section 2.1.
- Student must receive final approval for the program by both the GEO and the respective Dean’s Office.

## 2.5 Eligibility for Participation in Faculty-Led Programs Abroad

- Students must meet all basic eligibility requirements as outlined in Sections 2.1–2.3.
- Students must submit a complete online application through Creighton University’s [Jays Abroad](#) portal (study abroad online application portal), as outlined in Section 3.
- A minimum GPA requirement of 2.5 or higher (depending on program) is required.
- Students must attend all pre-departure orientation sessions and submit all study abroad documentation as outlined in Section 2.1
- Students must complete all assignments associated with the program.
- Student must receive final approval for the program by both the GEO and the respective Dean’s Office.

## 2.6 Eligibility for Participation in *Creighton in Programs*

- Students must meet all basic eligibility requirements as outlined in Sections 2.1– 2.3.
- Students must submit a complete online application through Creighton University’s [Jays Abroad](#) portal (study abroad online application portal), as outlined in Section 3.
- Students must maintain minimum program-specific GPA and other academic requirements both at the time of application and departure (see table below).

| Program                        | GPA  | Other Academic Requirement                              |
|--------------------------------|------|---|
| Creighton in Australia         | 3.0  |   |
| Creighton in Belgium           | 3.0  | HCB Minimum Class Standing: Jr. for non-French speakers |
| Creighton in China             | 2.75 | Enrollment in language course while abroad.             |
| Creighton in Ecuador           | 2.5  |   |
| Creighton in Galapagos         | 2.8  |   |
| Creighton in Germany           | 2.75 | Enrollment in language course while abroad.             |
| Creighton in Ireland           | 2.9  |   |
| Creighton in Italy – Bologna   | 2.75 | Enrollment in language course while abroad.             |
| Creighton in Italy – Rome      | 2.75 | Enrollment in language course while abroad.             |
| Creighton in Japan             | 3.0  |   |
| Creighton in Korea             | 2.5  |   |
| Creighton in Scotland          | 3.0  |   |
| Creighton in Scotland (Honors) | 3.5  |   |
| Creighton in South Africa      | 2.75 |   |

|                                       |      |   |
|---------------------------------------|------|---|
| <b>Creighton in Spain – Andalucía</b> | 2.5  | HCB Minimum Class Standing: 2 <sup>nd</sup> -semester Soph. |
| <b>Creighton in Sweden</b>            | 2.75 |   |
| <b>Encuentro Dominicano</b>           | 2.50 |   |

- Students must meet any additional program eligibility requirements as outlined by specific program providers and/or host institutions abroad.
- Students must complete a customized study abroad *Course Approval Form* and obtain all required University-wide signatures.
- Students must submit a complete application directly to the institution and/or program sponsor by any deadline indicated within the Jays Abroad application. This may include submitting supplementary materials such as transcript, letter of recommendation, housing application, or personal statement.
- Students must adhere to deadlines for the timely submission of any visa or residency permit processes.
- Students must attend all pre-departure orientation sessions and submit all study abroad documentation as outlined in Section 2.1
- Student must receive final approval for the program by both the GEO and the respective Dean’s Office.

## 2.7 Eligibility for Participation in Creighton – ISEP Exchange

- Students must meet all basic eligibility requirements as outlined in Sections 2.1– 2.3. Students must submit a complete online application through Creighton University’s [Jays Abroad](#) portal (study abroad online application portal), as outlined in Section 3.
- Students must maintain a minimum 2.75 GPA.
- Students must complete a customized study abroad *Course Approval Form* and obtain all required University-wide signatures.
- Students must submit a complete ISEP application by the ISEP application deadline. The application includes uploading supplementary materials and paying an application fee (per Section 3.8).
- Students must accept final ISEP placement, meet with the GEO coordinator responsible for outgoing ISEP students, pay the ISEP placement fee, and submit any required documents to the university abroad.
- Students must obtain required ISEP insurance, unless otherwise specified by ISEP.
- Students must adhere to deadlines for the timely submission of any visa or residency permit processes.
- Students must attend all pre-departure orientation sessions and submit all study abroad documentation as outlined in Section 2.1
- Student must receive final approval for the program by both the GEO and the respective Dean’s Office.

## 2.8 Eligibility of Participation in Non-Creighton Programs

- Students must meet all basic eligibility requirements as outlined in Sections 2.1– 2.3.
- Students must submit a complete online application through Creighton University’s [Jays Abroad](#) portal (study abroad online application portal), as outlined in Section 3.

- Some study abroad programs have requirements in addition to the class standing and GPA as required by Creighton. Students must meet the criteria of both Creighton and the program sponsor to be eligible to study abroad with the program.
- Students must complete a customized study abroad *Course Approval Form* and obtain all required University-wide signatures.
- Students must adhere to deadlines for the timely submission of any visa or residency permit processes.
- Students must attend all pre-departure orientation sessions and submit all study abroad documentation as outlined in Section 2.1
- Student must receive final approval for the program by both the GEO and the respective Dean's Office.

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#### **A NOTE ON STUDY ABROAD APPROVAL AND PLACEMENT**

A complete, submitted Creighton study abroad application through the Jays Abroad portal is not automatic grounds for approval to participate in a study abroad program. During the post-decision application phase (Section 3.4) GEO allows a student to continue the *next steps* of the study abroad application process – both at Creighton and with the study abroad provider and/or host institution abroad. In most instances, students must submit additional application materials or documentation to the specific program abroad to be admitted to the study abroad program by the provider and/or host institution. Placement and acceptance by the institutional abroad may be based on varying factors including – but not limited to – program capacity, program requirements, time of application, quality of application, interview, and/or letter of recommendation.

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## Section 3: Procedures for Program Selection, Application, and Participation

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Because of variability in requirements from universities abroad, the procedures for program selection, application, placement, and participation outlined below may be subject to change without notice. Students are responsible for contacting the GEO for updated information regarding program selection, application, and availability of any study abroad program. It is also a student's responsibility to attend information sessions and all pre-departure orientations to ensure compliance with external application procedures.

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### 3.1 Study Abroad Selection and Placement Process

Students wishing to study abroad will submit a digital application to their preferred program (i.e. Creighton in Japan or Encuentro Dominicano) via the [Jays Abroad](#) portal. Throughout the application cycle, an application may be identified as having one of the following statuses:

#### PENDING

A student has started an initial study abroad application. The application may be either incomplete or completed and submitted. If an application status is *pending*, this is the pre-decision application phase.

#### PLACED

An applicant has been given a reserved place within a specific program.

#### COMMITTED

A student has agreed to the placement and now is in the post-decision application phase. The student will continue working on the application and completing all necessary requirements in a timely manner.

#### WAITLIST

A student who has not accepted a placement and wishes to be considered for placement in another program should inquire about the waitlist option with their program coordinator, as not all programs will have a waitlist option. A student may not be both committed to a program and simultaneously waitlisted for another during the same term.

#### WITHDRAWN

A student's application status can be updated to withdrawn per the decision of the applicant or by the GEO for the student's failure to commit to a placement within the allotted timeframe. A student can also be withdrawn at any time should application requirements are not completed in a timely manner. In addition, the application can be withdrawn if the student fails to

respond to requests for contact made in good faith by the GEO, program provider, or host institution abroad.

#### NOT APPROVED

A student has failed to meet a disciplinary, academic, or other application standard and is ineligible from participating the study abroad opportunity during that term.

### **3.2 Initial Application and Pre-decision Phase**

Students may either attend a *Getting Started Study Abroad Info Session* or meet with a study abroad Peer Ambassador or Global Programs Coordinator to discuss programs, academic fit, and the application process (per Section 4.1)

After researching program options, a student will select their preferred program via the [Jays Abroad](#) portal and click *APPLY*. Within the application, a student will select at least two alternative study abroad programs to include within the primary application. Students may only have one active primary study abroad application open per semester.

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#### **A NOTE ON ALTERNATIVE PROGRAM PLACEMENT**

Should the student be ineligible for placement in a preferred program due to academic background, quality of application, program capacity, or otherwise, the student will be considered for one of their alternative listed programs.

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The applicant must complete all steps of the initial study abroad application to be considered for any program. A submit button may be used to indicate that the student has completed the initial *pre-decision* portion of the application.

### **3.3 Program Placement**

The GEO will consider study abroad applications on a rolling basis, and an applicant will be notified of placement in a program by e-mail message to the student's Creighton University e-mail address. Pending applications that are incomplete after any initial application deadlines posted within the Jays Abroad portal may be automatically withdrawn.

#### ENCUENTRO DOMINICANO PROGRAM PLACEMENT

A *placed* application status indicates that participation in the program has been reserved for the applicant. The *placed* student will have 1 week to accept or decline the placement offer via the Jays Abroad portal. The student can accept their placement by clicking on *COMMIT* within the portal. The application status immediately would be updated to *committed*.

#### FLPA PROGRAM PLACEMENT

A *placed* application status indicates that participation in the program has been reserved for the applicant. The *placed* student will have 1 week to accept or decline their placement offer via the Jays Abroad portal. The student can accept the placement by clicking on *COMMIT* within the portal. The application status immediately would be updated to *committed*.

#### CREIGHTON IN PROGRAM PLACEMENT

A *placed* application status indicates that participation in the program has been reserved for the applicant. The *placed* student will have 1 week to accept or decline their placement offer via the Jays Abroad portal. The student can accept their placement by clicking on *COMMIT* within the portal. The application status immediately would be updated to *committed*.

If the applicant commits thereby accepting the placement, the GEO will take steps to officially nominate for participation in the program at Creighton's partner institution abroad. A program-specific *Course Approval Form* will be prepared for the applicant.

#### CREIGHTON – ISEP EXCHANGE PROGRAM PLACEMENT

The *placed* student will have 1 week to accept or decline their placement offer via the Jays Abroad portal. The student can accept their placement by clicking on *COMMIT* within the portal. The application status immediately will be updated to *committed*, and a program-specific *Course Approval Form* will be prepared for the applicant.

The applicant then may proceed with parallel Creighton and ISEP application processes. As ISEP will complete their own program placement, a student's Creighton application will be updated to indicate the actual program placement following official ISEP notification and confirmation of placement. Special considerations regarding the ISEP placement process can be found [here](#).

#### NON-CREIGHTON AND ISEP DIRECT PROGRAM PLACEMENT

Placement indicates that the applicant may proceed with parallel Creighton and program-provider's application processes. The student can accept their placement by clicking on *COMMIT* within the portal. The application status immediately would be updated to *committed*. A program-specific *Course Approval Form* will be prepared for the applicant.

### **3.4 Committed and Post-Decision Phase**

After committing to a program, students will have access to their application's post-decision phase *next steps* within the Jays Abroad Portal. Students are encouraged to review documents and – being mindful of deadlines – formulate a timeline for completing the required *next steps* of the process. Students may be invited to attend required program-specific meetings to discuss the application process with other students placed in the same program. If applicable, the student then will officially be nominated to the program provider or institution abroad.

Communication is vital in the post-decision phase. Applicants should frequently check for e-mail messages from their Global Programs Coordinator and point of contact abroad regarding program-specific details including housing application deadlines, course registration processes, immigration matters, and more. Applicants are encouraged to complete a Course Approval Form and submit other required documentation for their application as soon as possible. Additional information on the course approval process can be found in Section 4.8.



### 3.5 *Specifics for Creighton’s Encuentro Dominicano Program*

#### APPLICATION INTERVIEW (PRE-COMMITMENT)

After submitting an initial application, the applicant will be invited to an interview by members of the Encuentro Dominicano team. Distance interviews for non-Creighton applicants will be held via SKYPE or a similar platform.

#### SELECTION OF PARTICIPANTS

Members of the Encuentro Dominicano team will review applications and select from the eligible students. A student’s application status will not be updated from *pending* to *placed* until after the interview phase of the application process. This may occur after the semester’s initial application deadline.

### 3.6 *Specifics for Faculty-Led Programs Abroad*

#### APPLICATION INTERVIEW (PRE-COMMITMENT)

In addition to the application process as outlined in 3.1, applications must be approved by the FLPA program leader. This may include an interview with the faculty member teaching the course, a requirement that will appear within a student’s Jays Abroad application.

#### SELECTION OF PARTICIPANTS

Faculty leaders will review applications and select from eligible students. Criteria for selection will vary with the academic content and purpose of each FLPA.

### 3.7 *Creighton in Programs*

#### SELECTION OF PARTICIPANTS

The GEO will review applications on a rolling basis and select from among eligible students until the program is full, the application deadline passed, or whichever occurs first. Selection of study abroad participants may be based on varying factors including – but not limited to – program capacity, program requirements, time of application, quality of application, interview, and/or letter of recommendation. Should an eligible student not be selected for to participate in a program, the GEO will make every effort to redirect that student to an alternative program. The student may also have the option of being placed on a *waitlist* (see 3.1).

#### POST-DECISION PHASE APPLICATION

After committing to the program placement, the student will be invited to continue with the application process, including completing the *Course Approval Form*.

#### STUDY ABROAD COURSE APPROVAL FORM STEPS

- ✓ Research regularly taught courses and collect course descriptions and/or syllabi at the institution abroad.
- ✓ Meet with a designated Dean’s Office Representative (CCAS, HCB, or Nursing).

- ✓ Meet with Department Chair(s), if determined by the Dean's Office Representative.
- ✓ Meet with a Financial Aid Officer.
- ✓ Sign the form.
- ✓ Submit the completed form to the GEO.

#### PROGRAM-SPECIFIC APPLICATION REQUIREMENTS

Students should be aware that an application directly to the host institution abroad is usually necessary. Approval by Creighton is not a guarantee of approval by the host institution abroad. Although the list below is not exhaustive, the application *may* consist of the following:

- ✓ Study Abroad Host Institution Application
- ✓ Housing Application
- ✓ Housing Deposit
- ✓ Official Transcript from Creighton University (ordered using NEST)
- ✓ Academic Letter of Recommendation
- ✓ Letter of Financial Support
- ✓ Statement of Purpose
- ✓ Learning Agreement/Course Contract

#### PARTICIPATION

If accepted into the program abroad, students must meet all eligibility requirements as outlined in section 2, including attending any onsite orientation and paying any program-related bills on time (see Section 5).

### 3.8 Creighton ISEP Exchange

#### SELECTION OF PARTICIPANTS

Keeping in mind that ISEP application deadlines vary by host institutions abroad, the GEO will review applications on a rolling basis. Selection of study abroad participants may be based on varying factors including – but not limited to – program requirements, time of application, quality of application, interview, and/or letter of recommendation. Approval by Creighton is not a guarantee of approval by ISEP or the host institution abroad. Should an eligible student not be selected for program participating, the GEO will make every effort to redirect that student to a chosen alternative program. The student may also have the option of being placed on a *waitlist* (see 3.1).

#### POST-DECISION PHASE APPLICATION

After committing to the program placement, the student will be invited to begin an [ISEP application](#) and complete the *Course Approval Form*. Details on the ISEP placement process, can be found [here](#).

#### STUDY ABROAD COURSE APPROVAL FORM STEPS

- ✓ Research regularly taught courses and collect course descriptions and/or syllabi.
- ✓ Meet with Dean's Office Representative (CCAS, HCB, or Nursing).
- ✓ Meet with Department Chair(s), if determined by Dean's Office Representative.
- ✓ Meet with a Financial Aid Officer.
- ✓ Sign the form.
- ✓ Submit the completed form to the GEO.

#### ISEP EXCHANGE APPLICATION REQUIREMENTS

The ISEP application should be completed by the priority deadline as indicated ISEP website's program profiles. For many ISEP institutions, the priority deadline is *before* that of other Creighton programs. Approval by Creighton is not a guarantee of placement by ISEP or approval by the host institution abroad.

- ✓ [ISEP Study Abroad Application](#)
- ✓ Uploaded Creighton University Transcript
- ✓ Academic Reference
- ✓ Language Evaluation (if needed)
- ✓ Writing Sample
- ✓ Course Request List
- ✓ Language Proficiency Report (if pursuing coursework in a language other than the student's native language)
- ✓ Application Fee
- ✓ Coordinator Approval (from GEO)

#### PARTICIPATION

If placed into an ISEP program, the student may then accept program placement with ISEP, complete an acceptance package, get GEO Coordinator approval, pay a placement fee, and purchase ISEP insurance directly within the ISEP application portal. In addition, students must complete any requirements from the host institution abroad, which may include a separate application and/or housing application process. Students must also meet all eligibility requirements as outlined in section 2, including attending any onsite orientation and paying any program-related bills on time (see Section 5).

### 3.9 Non-Creighton Programs Including ISEP Direct

#### SELECTION OF PARTICIPANTS

Students interested in studying abroad through an external program must select from among those available through the Jays Abroad portal. Because programs vary in quality, students wishing to study abroad through a program not found via the Jays Abroad Portal may request approval of the program (see Section 1.4). Keeping in mind that application deadlines vary, the GEO will review applications on a rolling basis. Approval by Creighton is not a guarantee of approval by the program or host institution abroad. Should an eligible student not be selected to participate in a study abroad opportunity by the program provider, the GEO will make every effort to redirect that student to a chosen alternative program.

#### POST-DECISION PHASE APPLICATION

After committing to the program placement, the student will be invited to begin an application directly to the program provider or host institution and complete the *Course Approval Form*.

#### STUDY ABROAD COURSE APPROVAL FORM STEPS

- ✓ Research regularly taught courses and collect course descriptions and/or syllabi at the host institution abroad.
- ✓ Meet with a Dean's Office Representative (CCAS, HCB, or Nursing).
- ✓ Meet with Department Chair(s), if determined by the Dean's Office Representative.
- ✓ Meet with a Financial Aid Officer.
- ✓ Sign the form.
- ✓ Submit the completed form to the GEO.

#### PROGRAM-SPECIFIC APPLICATION REQUIREMENTS

Program provider or host institution's application processes may vary in requirements and timelines. Some applications may require advisor certification. A Global Programs Coordinator will certify the sponsoring organization's application if the student has submitted the Course Approval Form. If the application so requires, students must indicate that transcripts at the end of the program be sent to the attention of the Global Programs Coordinator in the GEO. Although the list below is not exhaustive, the application *may* consist of the following:

- ✓ Program Provider or Host Institution Application
- ✓ Application Fee
- ✓ Housing Application
- ✓ Housing Deposit
- ✓ Official Transcript from Creighton University (ordered using NEST)
- ✓ Academic Letter of Recommendation
- ✓ Statement of Purpose
- ✓ Writing Sample
- ✓ Learning Agreement/Course Request List
- ✓ Advisor Approval

#### PARTICIPATION

If accepted into the program abroad, students must meet all eligibility requirements as outlined in Section 2, including attending any onsite orientation and paying any program-related bills on time (see Section 5). An application can be submitted to the program sponsor **ONLY** after obtaining the necessary approval from the GEO and by submitting all necessary documents via the Jays Abroad Portal. In certain circumstances, the GEO may not sign off on any program provider or host institution's application forms until the Course Approval Form has been submitted. Participants

must submit all required study abroad documentation as outlined in Section 2:1. This includes uploading a copy of the program acceptance letter to the within Jays Abroad portal.

### **3.10 Participation Requirements for All Programs**

- All students studying abroad must attend any program-specific orientations. In addition, attendance at a Health and Safety Abroad Pre-Departure Orientation is required.
- Students must submit all documentation required by the GEO as outlined in Section 2.1.
- Students must discuss study abroad participation with a physician and be responsible for obtaining required and/or recommended immunizations as outlined by the physician as well as The Center for Disease Control. A Health Clearance Form – available for download within a student’s Jays Abroad application – must be submitted in hardcopy to the GEO and signed by the health care provider.
- Students are responsible for obtaining a passport, visa, and other travel documentation as required by the host country.

## Section 4: Study Abroad Process

### 4.1 Study Abroad Information Sessions

Students are invited to attend a *Study Abroad Information Session* prior to scheduling an initial appointment with a Global Programs Coordinator. These sessions take place in the GEO on Fridays at 12:30 PM during the Fall and Spring Semesters whenever classes are in session. During this meeting, students will be introduced to program options and the study abroad application process.

Students unable to attend the weekly scheduled information sessions due to time conflicts may contact a Global Programs Coordinator to arrange an individual appointment. In addition to attending an information session, students should research program options by attending the study abroad fair, reviewing program catalogs, speaking with a Study Abroad Peer Ambassador, and visiting relevant websites.

### 4.2 Study Abroad Program-Specific Advising

The study abroad application includes a program-specific advising appointment, as outlined in Section 2.1. Students are encouraged to meet with a Global Programs Coordinator as soon as they have narrowed down their program choice. Topics covered include academic suitability, timeline, courses available, type of program, accommodation and *student life* overview, general related costs, and important site-specific matters such as number of participations or additional participation requirements. This advising appointment is an opportunity to discuss culture-related questions.

Applicants may contact the GEO by phone (402-280-2221) or use [Creighton Connect](#) to schedule an individual meeting with a Global Programs Coordinator. Students may meet with a coordinator during use weekly walk-in hours during the Fall and Spring semester whenever classes are in session.

### 4.3 Application for Study Abroad Approval

All students must complete an Application for Study Abroad via the [Jays Abroad](#) portal, accessible online at <http://www.creighton.edu/studyabroad> (outlined in section 2.1). After the student's complete, submitted application has been reviewed, the student will be notified regarding the status of the application through Creighton e-mail, per Section 3.1.

E-mail instructions will outline step by step requirements and program-specific deadlines. Students will be asked to complete specific application steps within *Jays*

*Abroad* and collect a study abroad folder with an individualized Course Approval Form from the GEO.

#### **4.4 Application Deadlines**

Students must submit an initial study abroad application by the deadline indicated within the Jays Abroad portal. Depending on the term, extended deadlines may be announced for programs not at their capacity.

- An initial application for most academic year, fall semester, or summer term programs is due by 1 March.
- An initial application for most spring semester programs is due by 1 October.
- Some programs, including those at popular ISEP Exchange institutions, may have earlier *priority* deadlines. Please check with a Global Programs Coordinator for further information.

#### **Completed Application Requirements**

See Section 2.1 for additional eligibility information.

#### **4.5 Study Abroad Course Approval Process/Form**

A cornerstone of a study abroad experience is the academic work completed abroad, so the earlier a student begins the study abroad *Course Approval Form* process, the better. An applicant must take an active role in researching and preparing for what courses may be available during the study abroad term. Students can receive guidance on how to search for courses from the GEO, program provider, or institution abroad.

A Global Programs Coordinator can offer suggestions regarding coursework. However, if a student does not know what is needed for fulfilling major/minor requirements, a meeting with an academic or EDGE advisor to complete a degree audit is recommended.

If a student has committed to a study abroad program, the GEO will prepare a unique study abroad *Course Approval Form* for the applicant. The student must complete the form by obtaining signatures from the appropriate Dean's Office representative, financial aid officer, and – in some cases – department Chairs. During the scheduled meeting with the Dean's Office representative or department Chair, the student will present a list of possible courses that may fulfill CORE or major/minor requirements. During these meetings, the student will learn if specific courses abroad will fulfill CORE, major/minor, or other requirements.

Students should submit the completed Course Approval Form to the GEO. The courses listed on the Study Abroad Approval Form do not constitute a guarantee of Creighton credit for courses taken during a study abroad program. Final course equivalencies and credits earned will be determined upon receipt of an official transcript from the host institution.

Preliminary course approval reflects the common understanding by all signers of what coursework a student will take abroad. It is understood that enrollment patterns abroad may require some changes to preapproved courses, especially if a majority of preapproved courses are not offered. Any change or addition to the course approval form after a student has arrived at the host institution must be approved via e-mail by the Dean's Office representative and possibly by the Chair of the most relevant department. If a new course is not approved and the student still completes the course, the student will not receive credit for it at Creighton University. In addition, changes/additions to the *Course Approval Form* will not be granted solely to accommodate a student's scheduling wishes or personal travel. Thus, it is the responsibility of the student to keep a copy of the Course Approval Form to make any necessary changes while abroad.

**NOTE:** Encuentro Dominicano and Faculty-Led Program Abroad (FLPA) participants are not required to complete the *Course Approval Form* but are encouraged to discuss their course plans with their academic or EDGE advisor.

#### 4.6 Mandatory Pre-Departure Orientations

All study abroad applicants are required to attend a Health and Safety Pre-Departure Orientation, along with any other program-specific orientations or meetings organized by the GEO or other Creighton entity. Study abroad final approval is contingent upon participation in the Pre-Departure Orientations conducted by the GEO. Students who have unexcused absences at the regularly scheduled pre-departure orientations will be required to make up the missed orientation(s).

Excused absences include severe illness, emergency, or participation in a Creighton sponsored varsity athletic event. Excused absences must be pre-arranged between students and the GEO. If a student is absent due to illness or emergency, students must notify the GEO immediately regarding the circumstances.

#### 4.7 Final Study Abroad Approval

A student whose study abroad application status is *committed* is not automatically granted final approval for study abroad (see Section 31.). Final approval for participation is contingent upon maintaining all study abroad eligibility requirements until departure as outlined in Sections 2.1 and 2.2. Students must also maintain academic eligibility for study abroad with the program sponsor and Creighton College or School of registration. To be eligible to study abroad, students must receive final approval to study abroad from the GEO and the respective Dean's Office.

This final approval will be given after all study abroad eligibility requirements (see section 2.1) have been completed and the student has cleared the second disciplinary



and academic record checks as discussed in sections 2.1 through 2.3. Students who do not receive final study abroad approval from the GEO/Dean's Office are not eligible to study abroad, and the student's study abroad status will be changed from *committed* to *not approved* (as defined in Section 3.1).

If a student elects to study abroad without approval, the student will not retain status as a Creighton student, will not receive academic credit from Creighton for the courses taken abroad, and will not be eligible for Creighton financial aid for any study abroad program.

Following the end of the term prior to departure, a student will be notified via his or her Creighton e-mail account of final study abroad approval. Additionally, the student will be alerted via e-mail to a change of status from *committed* to *not approved* within the Jays Abroad application portal.

**NOTE: Creighton University is not responsible for any withdrawal fees or other monetary losses incurred by students who become ineligible to study abroad.**

#### **4.8 Grades, Course Approval, and Transcript Information**

The information below pertains to grades, course approval, and transcript information for all ***Creighton in, ISEP Exchange, and non-Creighton programs.***

While abroad, students approved for study abroad must register for a section of IDC 000 *placeholder course* during each semester abroad. The 12-credit course appearing on a student's NEST account is used to maintain full-time student status and is not necessarily reflective of the course load taken during the semester abroad.

From Fall 2018 onward, courses taken while studying abroad will transfer back to Creighton University with a letter grade. These grades will be factored into a student's Creighton GPA. Grade equivalency charts will be published and regularly maintained to aid in understanding how the grade abroad will reflect on a Creighton transcript. This change from the former "Pass/Fail" grade policy reflects Creighton's commitment to ensure study abroad courses maintain coherence with Creighton's mission and academic standards.

When grades are assigned by faculty member from the host country using that country's grading scale, equivalency scales are used to translate the grades to U.S. grades. These scales are not a mere adaptation to the U.S. percentage or letter grade system, but rather are designed to match the spirit of the host country grading system with the U.S. system. The same variation that occurs between the differing demands of professors at

Creighton is likely to occur with teachers abroad and Creighton does not make adjustments to the grading scale on this count.

Students are expected to complete all coursework and final exams before departing the study abroad institution. Exceptions may be made in certain circumstances, such as if a student must return home early in the event of an emergency. In these cases, the GEO – with the assistance of the Creighton Library – is able to proctor exams. Students are expected to select courses that can be assessed for a grade. If no such academic work can be arranged, students will not receive credit for the class.

In certain instances, a student may be responsible for providing coursework, syllabi, reading lists, and/or any other necessary documents from study abroad courses if required by the Dean or Department Chair at Creighton. Plan on safely storing and returning with such materials to the USA following your study abroad term in the event that you are asked to produce them by a Dean or Department Chair.

Students must request that an official study abroad transcript be sent to the GEO upon completion of the term(s) abroad. Credit for the term(s) abroad will not be granted unless an official transcript from the institution(s) attended is received. Students will be notified via their Creighton email address when the transcript has been received in the GEO. Students will then be required to submit a Program Evaluation.

To dispute a grade from a study abroad program, students should contact the international office of the host institution or non-Creighton program sponsor directly. Creighton or the GEO cannot intervene or assist with grade disputes for courses taken during a study abroad period.

The information below pertains to grades, course approval and transcript information for ***Creighton's Encuentro Dominicano Program Abroad and Faculty-Led Programs Abroad***

Courses taken through participation in the Encuentro Dominicano and Faculty-Led Programs Abroad will factor into a student's Creighton GPA. Course work will appear on the student's Creighton transcript upon completion of the term. Because these are Creighton University courses, the usual grade appeal process of the College/School granting the credit must be followed if the student wishes to dispute a grade.

#### **4.9 Course Load**

Full time enrollment is required during each term abroad. Depending on institution or program, students may find themselves taking between 12 and 18 credits during their term abroad. Many institutions abroad have a minimum credit load that is equivalent to 15 Creighton credits. In all other instances, students must maintain a minimum enrollment of the equivalent of 12 Creighton credits, the minimum credits required by the university or a country's immigration agency, or whichever is higher. Exceptions are

considered only in cases of illness or similar extenuating circumstances, and a student must notify both the host international office and GEO to gain permission to drop courses.

If students drop below the minimum credit hours required to be considered a full-time student, their participation in the study abroad program may be jeopardized. They also will be reported to the National Student Clearinghouse as a part-time student, may lose awarded financial aid, and may be required to repay some or all of that aid. After the term abroad has started, students must upload a final list of courses being taken while abroad. Failure to provide this list will result in the student not receiving a PIN to register for classes for the subsequent term.

#### **4.10 Distance (Online) Courses**

The GEO strongly discourages students from taking distance (online) courses during their time abroad. However, if a student's major dictates that he/she must take a distance (online) course while abroad, it is the responsibility of the student to make the necessary arrangements prior to his/her departure to the host institution. Students will be responsible for any fees associated with distance (online) courses (test proctor, computer usage, etc.).

#### **4.11 Not-Approved Students**

On occasion, students may not be approved for placement in a study abroad program after consultation with pertinent Creighton offices (per Sections 2.1 and 4.7). In addition, any prior approval may be rescinded if the GEO learns of a condition which may endanger others and/or may put participants at risk in a foreign country.

#### **4.12 Withdrawing from a Study Abroad Program**

If a student withdraws from a study abroad program prior to arriving at the host program site, students must contact a Global Programs Coordinator immediately to notify the host institution, program provider, and any relevant Creighton offices.

If a student withdraws from a study abroad program or is removed from the program for any reason after arriving at the program site, the student is responsible for any withdrawal fees. Again, the students must immediately notify a Global Programs Coordinator of the withdrawal from the program. If the Creighton semester has already begun, the student may not be able to enroll in courses on the Creighton campus for the remainder of the semester.

#### **4.13 While Abroad**

Upon arrival in the host country, students must complete the following:

- Update their *Contact Information While Abroad* within the Jays Abroad portal.
- Upload a copy of the final list of courses in which they are enrolled within the Jays Abroad portal.

- Contact their Academic Advisor to discuss course registration at Creighton for the term following the experience abroad.
- Keep record of and be able to easily access course descriptions, syllabi, text book lists, and any other relevant information that may be needed for the credit approval process as specified by the approving College and/or faculty member.
- Inform themselves of how to request a transcript, and make plans to request that an official transcript or academic record will be sent to GEO.
- Notify a Global Programs Coordinator of any changes to the travel itinerary; this includes extending time in the host country for travel or continued study.
- Utilize [Creighton's Global Travel Security Program](#) through World Aware, activate a WorldAware Account, download the WorldCue app, and send travel itinerary records (plane, bus, train, etc.) while abroad to [creightontrips@ijet.com](mailto:creightontrips@ijet.com).

#### **4.14 Upon Return**

When returning to the United States, students must:

- Complete the GEO program evaluation form.
- Verify that their transcript has been received in the GEO.

## Section 5: Charges and Payment

### 5.1 Creighton's Encuentro Dominicano Program

#### Charges to Your Creighton Account

Creighton tuition, room, board, and fees – including the Global Travel Security Program Fee. Immersion fee for elective course “Cuba & The US: Revolution & Restitution”. Fee is only charged if student chooses to register for this course.

#### Non-Creighton Charges

None

### 5.2 Faculty Led Programs Abroad

#### Charges to Your Creighton Account

Program Cost, including Global Travel Security Program Fee

#### Non-Creighton Charges

None or vary – inquire with faculty leader

### 5.3 Creighton in Programs

#### Creighton in Australia (University of Sydney)

##### Charges to Your Creighton Account

Creighton tuition and fees – including the Global Travel Security Program Fee

##### Non-Creighton Charges

Students will be billed by their accommodation provider. Students are responsible for all accommodation and board-related costs abroad.

#### Creighton in Belgium (University of Namur)

##### Charges to Your Creighton Account

Creighton tuition and fees – including the Global Travel Security Program Fee

##### Non-Creighton Charges

Students are responsible for all accommodation and board-related costs abroad. Students must request accommodation at the time of application directly to the University of Namur. Should the student live in university-provided housing, the student would be responsible for paying all associated costs directly to the accommodation provider abroad. Students will pay meal costs directly abroad.

#### Creighton in China (The Beijing Center)

##### Charges to Your Creighton Account

Creighton tuition and fees – including the Global Travel Security Program Fee

**Non-Creighton Charges**

The Beijing Center will bill for room, board, and program-specific insurance.

**Creighton in Ecuador (Universidad San Francisco de Quito – USFQ)****Charges to Your Creighton Account**

Creighton tuition, room, board, and fees – including the Global Travel Security Program Fee

**Non-Creighton Charges**

None

**Creighton in Galapagos (Universidad San Francisco de Quito – USFQ)****Charges to Your Creighton Account**

Creighton tuition, room, board, and fees – including the Global Travel Security Program Fee

**Non-Creighton Charges**

None

**Creighton in Germany (Catholic University of Eichstätt-Ingolstadt – KU)****Charges to Your Creighton Account**

Creighton tuition and fees – including the Global Travel Security Program Fee.

**Non-Creighton Charges**

Students will be billed a *housing service deposit* by KU at through the university's application portal; this deposit is refunded with the end of the rental contract. Students are responsible for all accommodation, additional deposits, and related costs. Students will also be billed for German Health Insurance (directly by the insurance provider) and an administrative student union fee by KU. Students will pay all meal costs directly abroad.

Additional information on this program's accommodation and cost of living payment can be found via <http://www.ku.de/en/international/come-in-study-with-us/double-degree-exchange-programs/>. For a sample related-costs in Germany chart, please contact your Global Programs Coordinator

**Creighton in Ireland (University of Limerick)****Charges to Your Creighton Account**

Creighton tuition, room, and fees – including the Global Travel Security Program Fee

**Non-Creighton Charges**

Students will be billed by the University of Limerick for an accommodation damage deposit. Should they choose to sign up for a meal plan at the University of Limerick, students would pay all board (or meal costs) directly abroad.

### **Creighton in Italy – Bologna (Italy Center - Spring Hill College)**

#### **Charges to Your Creighton Account**

Creighton tuition and fees – including the Global Travel Security Program Fee.

#### **Non-Creighton Charges**

The Italy Center will bill students for room and half board. Students are responsible for all additional board-related costs abroad.

Additional information on this program's accommodation can be found via <http://kudzu.shc.edu/italycenter/student-life/>.

### **Creighton in Italy – Rome (John Cabot University)**

#### **Charges to Your Creighton Account**

Creighton tuition and fees – including the Global Travel Security Program Fee – and the John Cabot University housing fee.

#### **Non-Creighton Charges**

Students will pay meal costs directly abroad and have an option of registering for a meal plan while in Italy. Additional information on this program's accommodation, costs, and payment methods can be found via <http://www.johncabot.edu/housing-residential-life/options.aspx>.

### **Creighton in Japan (Sophia University, Tokyo)**

#### **Charges to Your Creighton Account**

Creighton tuition and fees – including the Global Travel Security Program Fee.

#### **Non-Creighton Charges**

Students are responsible for all accommodation and board-related costs abroad. Students will be billed for a housing deposit and all accommodation fees directly by the Sophia Soshigaya International House, off-campus housing operated by Sophia University. Students will pay meal costs directly abroad.

### **Creighton in Scotland (University of Glasgow)**

#### **Charges to Your Creighton Account**

Creighton tuition and fees – including the Global Travel Security Program Fee.

#### **Non-Creighton Charges**

Students are responsible for all accommodation and board-related costs abroad. After completing a University of Glasgow housing application, students will be billed by the University of Glasgow for an accommodation *advanced confirmation deposit* and accommodation fees. Students will pay meal costs directly abroad.

Additional information on this program's accommodation, costs, and payment methods can be found via <https://www.gla.ac.uk/undergraduate/accommodation/>.

**Creighton in South Africa (Marquette University, University of Western Cape)  
Charges to Your Creighton Account**

Creighton tuition and fees – including the Global Travel Security Program Fee.

**Non-Creighton Charges**

Marquette University will bill students for accommodation, an in-country transportation fee, and additional insurance. Students are responsible for all board-related costs abroad.

**Creighton in South Korea (Sogang University, Seoul)  
Charges to Your Creighton Account**

Creighton tuition and fees – including the Global Travel Security Program Fee.

**Non-Creighton Charges**

Students are responsible for all accommodation and board-related costs abroad. After completing a Sogang University housing application, students will be billed a housing deposit and all housing and board fees by Sogang University. Additional information on this program's accommodation and cost of living can be found via

<http://home.sogang.ac.kr/sites/egoabroad/service/housing/Pages/default.aspx>.

**Creighton in Spain – Andalucía (Universidad Loyola Andalucía, Córdoba or Sevilla - ULA)**

**Charges to Your Creighton Account**

Creighton tuition and fees – including the Global Travel Security Program Fee.

**Non-Creighton Charges**

Students are responsible for all accommodation and board-related costs abroad.

Students who choose to live with host families will pay their room and board (or partial board) directly to the family as organized by ULA. Students will be billed by the ULA for liability insurance.

**Creighton in Sweden (Newman Institute, Uppsala)**

**Charges to Your Creighton Account**

Creighton tuition, room, and fees – including the Global Travel Security Program Fee

**Non-Creighton Charges**

Students are responsible for board-related costs while abroad.

## **5.5 Charges and Payments for ISEP Exchange**

**Charges to Your Creighton Account**

Creighton tuition, room, board, and fees – including the Global Travel Security Program Fee



**Non-Creighton Charges**

An ISEP Application Fee, ISEP Placement Fee, and any required ISEP insurance will be billed to the student directly by ISEP.

Additional information on this program's accommodation and cost of living payment can be found via

**5.6 Charges and Payments for Non-Creighton Programs including ISEP Direct Charges to Your Creighton Account**

The Global Travel Security Program Fee and any tuition or fees related to Creighton courses taken remotely while abroad

**Non-Creighton Charges**

Any application or program related costs will be billed by the program provider or host institution abroad, which may or may not include accommodation and board.

**5.7 Application Fees & Deposits for All Programs**

Students must pay their own application fees and program or accommodation deposits (if required) directly to the sponsoring organization or institution.

**5.8 Application Fees & Deposits for All Programs**

Students must pay their own application fees and program or accommodation deposits (if required) directly to the sponsoring organization or institution.

## **Section 6: Financial Support for Study Abroad**

### **6.1 Federal Financial Aid**

Students eligible to receive federal financial aid (grants and loans) may only continue to receive those funds while participating in approved study abroad programs available through the Jays Abroad portal during the fall semester, spring semester, or academic year. Work study usually is not applicable to study abroad experiences. Students must consult with the Financial Aid Office to determine their eligibility for using aid.

### **6.2 State Grants and Scholarships**

Students who are eligible to receive state financial aid may also be eligible to receive those funds while participating in approved study abroad programs. Students must consult with the Financial Aid Office to determine their eligibility for using aid.

### **6.3 Tuition Remission**

Students may only participate in study abroad programs that are pre-approved by the Global Engagement Office as part of an employee benefit remission program. Such participants must pay the difference between their employee benefit remission program and the special cost to Creighton University for the study abroad program. Regular registration and fees in addition to the tuition remission fee and any additional fees for special Creighton University programs (i.e. Global Scholars) are applicable during each study abroad semester. Short travel courses, including FLPAs, are not covered under the employee benefit remission program. Please see a Global Programs Coordinator for options regarding tuition remission and study abroad.

### **6.4 Portability of Creighton Merit Scholarships and Grants**

Eligible students selected to participate in Creighton's Encuentro Dominicano Program, Faculty-Led Programs Abroad, *Creighton in* programs, and Creighton - ISEP Exchange may continue to receive merit scholarships and grants awarded by Creighton University while studying abroad. Students must consult with the Financial Aid Office to determine their eligibility for all other Non-Creighton programs.

## **Section 7: Responsibility: Conduct, Integrity, Academics, and Safety**

### **7.1 Creighton University Policies**

While participating in an approved study abroad program, participants retain their status as Creighton students and therefore will be held accountable for any infraction of the Creighton Student Handbook and the Creighton Code of Conduct while abroad. Creighton policies are applicable both when on-campus or when studying abroad. Infractions that occur prior to the student's study abroad experience may jeopardize the student's eligibility to study abroad. All reported infractions that occur while abroad will be reported to and addressed by the Office of Community Standards and Wellbeing. Depending on the severity of the infraction, it may be addressed immediately or upon a student's return to campus.

While abroad, students are subject to the laws of the host country in addition to the policies of the host institution, program provider, and Creighton University.

### **7.2 Responsibilities of the GEO**

The GEO will provide orientation meetings and materials to participants prior to departure which may include, but are not limited to, appropriate information on health, legal, environmental, political, cultural, and religious conditions abroad. In addition to dealing with health and safety issues, orientations will address potential health and safety risks and appropriate emergency response measures.

In the program placement process, the GEO will consider factors such as disciplinary histories that may impact the safety of students or the group or the integrity of the program.

As part of the Creighton Global Travel Security Program, each student traveler is required to purchase travel insurance with international coverage provided by GEO.

In cases of serious health problems, injury, or other significant health and safety circumstances, the GEO will maintain communication among all program sponsors and parties or individuals involved.

In particular, the GEO generally:

- Cannot guarantee or ensure the safety of participants or eliminate all risks from the study abroad environment;
- Cannot monitor or control all daily personal decisions, choices, and activities of individual participants;
- Cannot prevent participants from engaging in illegal, dangerous, or reckless activities;
- Cannot ensure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants;

- Cannot ensure that U.S. cultural values and norms will apply in the host country;
- Cannot fully replicate Creighton University Omaha campus support services at overseas locations;
- Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the GEO or for situations that may arise due to the failure of a participant to disclose pertinent information;
- Cannot make decisions pertaining to course approvals for study abroad courses.

### **7.3 Responsibilities of Participants**

Understanding and complying with the information below will benefit the participant by easing the transition abroad and enabling the student to successfully complete academic and program requirements both while abroad and upon return to Creighton.

#### *Integrity and Conduct*

- Students will understand and comply with the terms of participation, codes of conduct, and emergency procedures of Creighton University, the GEO, the program sponsor and the host institution.
- Students will learn and obey the laws of the host country. If the student has trouble understanding rules or laws due to language barriers, the student will make every effort to ask for assistance and familiarize themselves with local rules and laws.
- Students will be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions.
- Study abroad participants will behave in a manner that is respectful of the rights and well-being of others, including GEO staff, Creighton staff and employees, program staff, and host institution staff and students.

#### *Academics*

- Participants will carefully consider their own personal circumstances and ability to deal with the academic and personal rigors of study abroad.
- Students will follow the program policies for keeping program staff informed of their whereabouts and well-being, especially when traveling away from the program site.
- Students will attend courses at the host institution (regardless of mandatory attendance rules) and complete all relevant coursework. Course absences due to personal travel during the academic term or program duration is not acceptable under any circumstances.
- Participants will inform themselves of the procedures for requesting a transcript and ensure that an official transcript will be provided to the GEO upon completion of the term abroad.
- Students must complete all course work and exams before the end of the study abroad term. Special permission to have an exam proctored at Creighton will only be granted under unique circumstances and with prior approval of the institution abroad, the respective Creighton College / School of registration, and the GEO.

### *Health and Safety*

- Participants will read and carefully consider all information provided by the GEO that relates to safety and health conditions while abroad.
- Students will provide accurate and complete health information and any other personal data as necessary to plan for a safe and healthy study abroad experience.
- Study abroad participants will understand and know how to use the international travel insurance coverage through Creighton's Global Travel Security Program and purchase any additional insurance as required by a specific program or visa-issuing authority.
- Students will obtain and maintain supplementary health insurance coverage and liability insurance as required by specific programs and abide by any conditions imposed by the carriers.
- Students will inform parents/guardians/families, and any others who may need to know about their participation in a study abroad program, provide them with emergency contact information, and keep them informed of personal travel while abroad.
- All participants will avoid substance abuse of all kinds, including alcohol and drug abuse.
- Students will promptly report any health or safety concerns to the program staff or other appropriate individuals.
- Students will become familiar with the procedures for obtaining health and law enforcement services in the host country.
- Participants will obtain a passport and any other required travel documents (visa or residency permit), regardless of country of citizenship. Students shall hold Creighton University harmless in the event that they cannot or choose not to obtain the necessary documents for traveling abroad. The inability or failure to obtain these visas and other documents does not constitute grounds for a refund or waiver of any program fees.
- Students will complete and return all required forms and documentation to the GEO by deadlines required. Failure to submit any required documentation by a specified deadline may result in immediate ineligibility to study abroad. Final study abroad approval will not be granted to the student until he/she has submitted all required study abroad forms and documentation (as outlined in Section 2.1).
- Participants will submit and maintain contact information current while abroad (address and local phone) through the Jays Abroad portal.
- Students will provide a copy of their registered course schedule through the Jays Abroad portal while abroad.
- Students will keep up to date with Creighton e-mail correspondence and respond to inquiries from the GEO in a timely manner.

### **7.4 ADA and Study Abroad**

Prerequisites, recruitment, selection, and admission of travel participants must be published, transparent, and consistent with Creighton's policies and any applicable course requirements and standards. In accordance with federal and state laws and regulations as well as University policy and moral commitment, all qualified students seeking admission to a travel program will receive equal consideration without unlawful regard to race, ethnicity, religion, national origin,

gender, age, disability, marital status, veteran status, or sexual orientation, gender identity and sexual expression.

Faculty, staff, and student leaders – in collaboration with the GEO – will consider any applicant who demonstrates the ability to perform the skills and abilities specified in the program requirements and standards with or without reasonable accommodation consistent with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008. These Acts allow for the provision of services and accommodations for qualified students with disabilities to ensure equal access to educational opportunities, programs and activities in the most integrated setting possible. Students requesting accommodations in a study abroad site must take the follow steps:

1. Submit a request for accommodation with supporting current documentation from a qualified provider (i.e. licensed physician, psychiatrist, psychologist, or other credentialed healthcare practitioner) to the GEO. Any student requesting accommodations must submit medical or other diagnostic documentation of the disability and any limitations.
2. Submit the documentation no less than least **ten (10) weeks** in advance of the departure date for the respective program or activity to allow sufficient time to arrange for reasonable and necessary accommodations to allow full and equal access to all program services offered by the University.

Requests for accommodations submitted to the Global Engagement Office will be reviewed by the Office of Disability Accommodations and the Office of General Counsel.

It is important to note that although Creighton University is committed to providing full and equal access to all its programs, educational institutions and other organizations abroad may not be required to provide certain accommodations which may be deemed appropriate at Creighton University. When reasonable, Creighton University will make every effort to assist students in obtaining needed accommodations while they participate in a program abroad.

It is the student's responsibility to disclose the need for accommodation in a timely manner. If a student fails to disclose need for accommodations prior to departure, the student's ability to complete the planned program may be jeopardized and require withdrawal from the program.

## **7.5 Cancellation and Travel Advisories**

Creighton will not permit students to travel abroad to a country which is under either a Centers for Disease Control (CDC) Travel Health Warning, has an unacceptable safety rating according the Creighton's insurance carrier, or for which the U.S. Department of State has issued a Travel Advisory Level 4. Approval to countries that have been issued a Travel Advisory Level 3 are handled on a case by case basis. Creighton University reserves the right to decline placement in a program, rescind a student's approval to study abroad, or cancel any program in its entirety in

the event the CDC, U.S. Department of State or Creighton's insurance carrier issues a new travel advisory for the country or region in which the program is going to be held.

It is the responsibility of the student to stay informed about travel warning changes concerning the host country and any locations where he/she will be traveling while abroad. If a new warning is issued after the student's study abroad program has begun the program assignment may need to be modified, changed, or canceled. Any and all modifications to a study abroad program for health and safety will involve close consultation with GEO, Risk Management Office, and Provost Office personnel. Program modifications will not necessarily carry with them any refund of program fees.

## Section 8: Administration

### 8.1 Privacy and Data Storage

The GEO is committed to safeguarding the privacy of students (“you”) who participate in Creighton University programs. When a student submits an application to GEO programs, or otherwise provides GEO with information or use GEO websites and other services, that student’s information will be handled as described below. If the student does not agree to the terms of this notice, the student should not provide his/her information or otherwise use our site and/or services.

The GEO will use information that students provide and information it collects about students to administer students’ application and support their participation in Creighton’s study abroad programs. In addition, the University may process students’ information in furtherance of other legitimate interests, such as (i) to analyze and improve University programs, (ii) to fulfill other University responsibilities or purposes, or (iii) to provide services to students. If GEO seeks to use or process student information for a purpose not outlined in this Privacy Notice, it will request students’ prior consent as appropriate.

GEO may disclose student data to third parties such as parents or guardians and service providers in the event of an emergency and if in our sole judgment such disclosure is necessary to protect the health, safety, or property of any person.

Additionally, student data may be shared with service providers that support GEO operations at the University or at study abroad sites or to the extent we are required to do so by law, court order or subpoena. Student information may be transferred to study abroad institutions. Such transfers are subject to appropriate technical safeguards and contractual provisions to ensure student information. De-identified and aggregate information may be disclosed about Creighton program participants without limitation.

GEO may seek consent to disclose student information to third parties when required to do so. Where GEO has sought, and students have provided, their express consent for a particular purpose, please note that students have the right to withdraw their consent at any time by notifying us in writing at:

Global Engagement Office  
Creighton University  
2500 California Plaza  
Omaha, NE 68147  
United States of America



Student information will be retained as indicated in the University's Data Handling Policy available on the [General Counsel's webpage](#).

Various jurisdictions grant individuals rights regarding their data, including: (i) the right to request access to your information held by the University; (ii) the right to have inaccurate or incomplete personal data rectified; (iii) the right to erasure of their information, provided there is no legitimate reason for the University to continue to process or retain the information; (iv) the right to restrict processing of their information in specific situations; (v) the right to request provision of some elements of their information; (vi) the right to object to processing of their information, including to send students communications that may be considered direct-marketing materials; (vii) the right to object to automated decision-making and profiling, where applicable. All requests to exercise any of these rights related to study abroad information should be made to the Global Engagement Office at the contact information above.

## **8.2 Maintenance of Student Files**

A student's study abroad file (including copy of transcript from program sponsor, if available) will be kept on file in the GEO for a maximum of 4 years. After the 4-year period, files may be placed in storage.

## **8.3 File Requests**

Students may request to view a copy of their study abroad file. Requests must be submitted in writing. A valid photo ID will be required upon acquiring the file. Only students or an individual with a valid FERPA release signed by the student may review the file. A minimum two-week period will be needed to prepare the file. Additional time may be necessary.