



Office of  
International Programs

## Montana State University Study Abroad Handbook

The following information is relevant for Montana State University (MSU), Bozeman students studying abroad for a short-term, semester, or year-long program during which the student earns academic credit. Any non-credit bearing programs would be subject to the individual or group international travel policy <http://www.montana.edu/international/studyabroad/healthandsafety.html>  
<http://www.montana.edu/international/studyabroad/msufacultyandstaff/groupinternationaltravel.html>

Communication will take place predominately through advising sessions (virtual or in-person), over email, and tracked through the [My Global Connections portal](#) (study abroad online application portal). As such, it is the student's responsibility, and Office of International Programs' (OIP) expectation, that students maintain close contact and responsiveness throughout the process.

This Handbook is intended as a guide for students and contains the most up to date and complete information possible. However, there are circumstances when changes in law, regulation, policies, or other events may necessitate changes or adjustments to the requirements described in this Handbook. If there is a change or adjustment that becomes necessary in the future, OIP may make the change or adjustment as necessary to meet the goals of the program.

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## Section 1: Program Types

The following are the general categories of study abroad programs. Please note that more information about each program is outlined later in the document. The following are common terms used in study abroad programs which are important to understand:

- Home institution: This refers to the degree-granting institution, which is MSU Bozeman.
- Host institution: This refers to the international institution where the student is a guest for the academic term.
- Third-party organization or study abroad provider: This refers to the entity facilitating and coordinating the study abroad program between the home institution and the host institution. For summer, semester, and academic year programs, nearly all third-party organizations or providers will also assign an advisor to the student. A third-party organization or study abroad provider is usually referenced in relation to fee-based study abroad programs, and they may be used to organize and coordinate the international components of faculty-led programs.

### 1.1 Semester or academic year:

- Exchange
  - o Direct Exchange: Direct Exchange (DEX) programs are study abroad opportunities at one of MSU's international exchange partners around the world. Students may apply to study abroad through DEX for a fall semester, spring semester, or an academic year. Please refer to section 5 for additional information about program cost structure and billing.
  - o International Student Exchange Program (ISEP) Exchange: 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 for additional information about program cost structure and billing.
- Fee-based (can be summer term in addition to semester or academic year)
  - o College Consortium of International Studies (CCIS): CCIS programs are fee-based programs offered through the consortium partners. Students may apply for CCIS programs for a summer term, fall semester, spring semester, or an academic year. Please refer to section 5 for additional information about program cost structure and billing.
  - o ISEP Direct: ISEP Direct programs are fee-based programs offered through ISEP. Students may apply for fee-based ISEP programs for a summer term, fall semester, spring semester, or an academic year. Please refer to section 5 for additional information about program cost structure and billing.
  - o Other fee-based / Direct Enroll: Students can apply to other accredited study abroad programs they find independently. This could include applying directly to an international university to be a guest student at the university for a summer term, fall semester, spring semester, or academic year. Or, it could be applying through a third-party organization (such as CIEE, CIS, CEA, ISA, DIS, etc.) that facilitates study abroad programs at host institutions. Please refer to section 5 for additional information about program cost structure and billing.

## 1.2 Short-term

- Faculty-led:

A Faculty-Led Program is a short-term education abroad course (or courses) led by MSU faculty. These programs vary in length from 1 to 6 weeks of international travel. Depending on the program, students may earn up to 9 credits for the experience. Some courses may be taught at one of our partner universities along with an MSU faculty member, i.e. a “dual program.” Please refer to section 5 for additional information about program cost structure and billing.

## Section 2: Eligibility Requirements

The Office of International Programs administers all study abroad programs and determines study abroad eligibility in a manner consistent with the policies and procedures described herein.

### 2.1 The following are the eligibility requirements to study abroad as an MSU student:

- Successful completion of two semesters at MSU prior to studying abroad
- Active student status at MSU the semester prior to studying abroad
- Minimum GPA of 3.0 for Direct Exchange, 2.75-3.0 for ISEP Exchange and ISEP Direct, 2.5-3.0 for Fee-based, Direct Enroll, or Faculty-Led
  - o Students applying to summer, semester, or academic year programs must supply OIP with an official transcript for GPA evaluation as one of the application requirements
  - o Students applying to a Faculty-Led Program must supply OIP with an unofficial transcript for GPA evaluation as one of the application requirements
- Confirmation by Dean of Students that student is not on conduct probation for a Student Conduct Code violation.

#### *Prior Study*

To participate in most study abroad opportunities, students must have completed two full semesters at MSU 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 MSU. Applications received prior to completing one full semester as an MSU student may not be reviewed by OIP until the completion of the term.

Students not meeting the requirements may request an exception for good cause from OIP based on program type and the student’s prior equivalent experience. Exceptions are rare and granted on a case by case basis only if there are compelling reasons for the exception.

#### *Academic Standing*

A minimum cumulative GPA of 2.5 or higher (depending on specific program requirements, per Section 2.4 – 2.7) is required at the time of application. Some programs may also have minimum class standing requirements.

#### *Satisfactory Progress Towards a Degree*

Good academic standing and satisfactory academic progress toward a degree at MSU are required from all study abroad students. Students in fall, spring, or academic year programs must maintain a full course load each term while abroad that is equivalent to 12 MSU credits unless the minimum credit load

required by the study abroad program or host country immigration regulations is greater. However, students are not advised to take more than the equivalent to 18 MSU credits abroad during one semester.

*Disciplinary Status*

A disciplinary status check will be completed at the time of application. In addition, the placement may be rescinded if a student who has previously been *placed in* and *accepted to* (see Section 3.1) a program is found responsible for violating the [MSU Code of Conduct](#) and is placed on conduct probation. Further information can be found in Section 2.2.

*Program-Specific Advising*

Program-specific advising in OIP is required for all students wishing to submit an initial application for study abroad. After beginning an application to a program on the [My Global Connections](#) portal, the student will meet with a Study Abroad Advisor to address important topics relating to the student’s preferred and alternative study abroad programs. Topics covered may include academic suitability, timeline, courses available, type of program, accommodations and student life overview, general related costs, and important site-specific matters such as additional participation requirements.

*Completed Application Requirements*

Students are responsible for completing all application requirements as outlined within MSU’s [My Global Connections](#) 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.

Required documents may be found within the MSU My Global Connections portal, directly on the websites of program host partners, or – for visa or residency requirements – on the website of a country’s embassy, consulate, or immigration 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 My Global Connections portal are as listed below:

Table 1. Submission Deadlines for Application Documents in My Global Connections	
Program type / Semester	Deadline dates
Spring Semester	August 28 – ISEP Exchange September 15 – all other programs
Summer	March 15
Fall Semester	February 10 – ISEP Exchange March 15 – all other programs
Academic Year	February 10 – ISEP Exchange March 15 – all other programs
Faculty-Led	Depends on program – see <a href="#">webpage</a>

OIP will consider only those applications submitted by the deadline.

*Program-specific Orientations and MSU’s Travel Health and Safety Orientation*

Participation in all pre-departure orientations is required (see Section 3.5).

*Health Clearance*

To be eligible to study abroad, students are responsible for obtaining required and/or recommended immunizations as outlined by a 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 MSU 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 student and advisor will discuss any necessary steps needed to maintain visa status while participating in an MSU-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 immigration authority. This could include the submission of documentation to a Consulate or Embassy and/or an interview at the consulate or embassy. It is the student's responsibility to be aware of these requirements and to navigate and complete this process.

#### *Duration and timing*

MSU students are eligible to study abroad for a total of two full semesters and one short term (such as summer, faculty-led, etc.) during their undergraduate studies. Students must take 23 of the last 30 credits of their degree on-campus. So, if a student enrolls in any of these credits off campus (such as during study abroad), the student must pursue Graduation and Admissions Requirements Committee (GARC) approval. This can be facilitated through the Registrar's Office.

## 2.2 Disciplinary Eligibility Requirements for All Programs

OIP will review the disciplinary records of all students seeking a study abroad placement. Based on student documentation of any disciplinary infractions provided by the [Dean of Students Office](#), a student's eligibility to apply and participate in study abroad will be determined by OIP in consultation with Dean of Students as needed. Students on conduct probation are not eligible for study abroad programs.

The records of all students seeking approval for study abroad will be checked at the time of application. A student's participation may be revoked if there are reports of Student Conduct Code violations that arise during the time leading up to departure. Should a student not be eligible to participate or have the approval revoked because of disciplinary infractions, any and all costs incurred by the student in preparation for the study abroad term are the sole responsibility of the student.

## 2.3 Host Institution Approval

For students studying abroad for a summer, fall semester, spring semester, or academic year, the host institution must also provide approval for the student to study on exchange or through a fee-based program at their institution.

## 2.4 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 MSU’s [My Global Connections](#) portal, as outlined in Section 3.
- Students must maintain a minimum 2.5 GPA or higher (depending on program).
- Students must attend all pre-departure orientation sessions and submit all study abroad documentation by the deadlines outlined in Section 2.1.
- Students must complete all assignments associated with the program.
- Student must receive final approval for the program by both OIP and the respective academic department.
- Payment of all costs and charges by the established deadlines.

## 2.5 Eligibility for Participation in MSU – 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 MSU’s [My Global Connections](#) portal as outlined in Section 3.
- Some exchange hosts have requirements in addition to the class standing and GPA as required by MSU. Students must meet the criteria of both MSU and the host institution to be eligible to study abroad with the program.
- 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 application deadline. The application includes uploading supplementary materials and paying an application fee (per Section 3.2).
- Students must accept final ISEP placement, meet with the Study Abroad Advisor 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 or OIP.
- 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 this Handbook.
- Students must receive approval for the program from all entities: MSU, ISEP, and host institution.

## 2.6 Eligibility for Participation in MSU – Direct Exchange (DEX)

- Students must meet all basic eligibility requirements as outlined in Sections 2.1 – 2.3. Students must submit a complete online application through MSU’s [My Global Connections](#) portal, as outlined in Section 3.
- Some exchange hosts have requirements in addition to the class standing and GPA as required by MSU. Students must meet the criteria of both MSU and the host institution to be eligible to study abroad with the program.
- Students must maintain a minimum 3.0 GPA.
- Students must complete a customized study abroad [Course Approval Form](#) and obtain all required University-wide signatures.



- Students must submit a complete host institution application by the application deadline. The application includes uploading supplementary materials and could include paying an application fee (per Section 3.2).
- Students must accept final DEX placement, meet with the Study Abroad Advisor responsible for outgoing DEX students, and submit any required documents to the university abroad.
- Students must obtain required GeoBlue insurance, unless otherwise specified by OIP.
- 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 this Handbook.
- Students must receive approval for the program from all entities: MSU and host institution.

## 2.7 Eligibility for Participation in MSU – Fee-Based Programs (ISEP Direct, CCIS, other Direct Enroll)

- Students must meet all basic eligibility requirements as outlined in Sections 2.1 – 2.3.
- Students must submit a complete online application through MSU’s [My Global Connections](#) portal, as outlined in Section 3.
- Some study abroad programs have requirements in addition to the class standing and GPA as required by MSU. Students must meet the criteria of both MSU 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 obtain required ISEP insurance (for ISEP Direct), CISI insurance (for CCIS), or GeoBlue insurance (for all other Direct Enroll or fee-based programs) unless otherwise specified by OIP.
- 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 this Handbook.
- Students must receive approval for the program by all entities: MSU, the study abroad provider, and the host institution.

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

Submission of a MSU study abroad application through the My Global Connections portal is not automatic grounds for approval to participate in a study abroad program. During the post-decision phase (Section 3.4), OIP allows a student to continue to the *next steps* of the study abroad application process – both at MSU 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 host institution 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.

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

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 OIP for updated information regarding program selection, application, and availability of any study abroad program. It is also a student's responsibility to attend advising sessions and all pre-departure orientations to ensure compliance with internal and external application procedures.

### 3.1 Study Abroad Selection and Placement Process

Students wishing to study abroad will first create a digital profile and submit an advising application through the [My Global Connections](#) portal. After an initial advising discussion, students will then be given access to a program-specific MSU application for their preferred program (i.e. Direct Exchange, ISEP Exchange, etc.) via the [My Global Connections](#) portal. Throughout the application cycle, an application may be identified as having one of the following statuses:

#### *Under Review*

A student has started an initial study abroad application. If an application status is considered *under-review* in My Global Connections, this is the pre-decision application phase. An application may be marked *under review* even if incomplete. If incomplete, the student will need to fully complete the application and submit it to be eligible to participate.

For summer, semester, and academic year students, a non-refundable, non-transferrable application fee is paid at this stage of the process.

#### *Accepted*

A student has met MSU's basic eligibility requirements as outlined in Sections 2.1 – 2.3. By meeting the eligibility requirements and having the accepted status, MSU will nominate the student to a host institution or study abroad provider. The student will also move on to the next phase of application requirements in the [My Global Connections](#) portal. The student will continue working on the application and completing all necessary requirements in a timely manner.

For faculty-led study abroad programs, students pay a non-refundable, non-transferrable program deposit upon their acceptance to the program.

#### *Withdrawn*

A student's application status can be changed to "withdrawn" if the student requests to withdraw or by OIP for the student's failure to complete the application requirements in a timely manner. In addition, the application can be withdrawn by OIP if the student fails to respond to requests for contact made in good faith by OIP, program provider, or host institution abroad. The application can also be withdrawn by OIP staff if a program is cancelled.

#### *Not Approved*

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

### 3.2 Initial Application and Pre-decision Phase

Students meet with a Study Abroad Peer Ambassador or Study Abroad Advisor to discuss programs, academic fit, and the application process (per Section 4.1).

After researching program options, a student will select their preferred program type and term (summer, semester, or academic year). The student will need to request an application for the particular program type from a Study Abroad Advisor. The application will then be linked to the profile the student has created in the [My Global Connections](#) portal. For Faculty-Led programs, the student will find the program on the [Faculty-Led Program](#) website and click “Apply” to begin an application.

Students may only have one active study abroad application open per semester.

The student 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.

Requirements in MSU’s My Global Connections application for each program type vary slightly, but generally, students will be asked to complete the following as part of the pre-decision application:

Requirement	Direct Exchange	ISEP Exchange	ISEP Direct	CCIS	Direct Enroll	Faculty-Led
Background/Additional Application Information	X	X	X	X	X	X
Application Essay	X	X	X	X	-	X
Direct Exchange Top Choices	X	-	-	-	-	-
FERPA	X	X	X	X	X	X
Health History Form	X	X	X	X	X	X
Passport Information	X	X	X	X	X	X
Application Fee	X – to MSU	X – on ISEP application	X – on ISEP application	X – to MSU	X – to MSU	-
Interview	X	X	X	X	X	X
Official Transcript	X	X	X	X	X	
Unofficial Transcript	-	-	-	-	-	X
RSVP Pre-Departure Orientation	X	X	X	X	X	-
MSU Scholarship Information (if applicable by major)	X	X	X	X	X	X
Recommendation Letter	X (2)	X – on ISEP application	X – on ISEP application	X – on CCIS	Might be required	-

Table 2. Application Requirements						
Requirement	Direct Exchange	ISEP Exchange	ISEP Direct	CCIS	Direct Enroll	Faculty-Led
				application (2)	for external application	
Other	-	-ISEP online application	-ISEP online application	-CCIS online application <sup>1</sup>	Application with provider	Participation Requirements
	-	ISEP application language evaluation, if applicable	ISEP application language evaluation, if applicable	-	-	-

Programs with pre-decision applications on external sites (ISEP, CCIS, and other Direct Enroll programs) will have varied requirements depending on the third-party organization’s requirements. The materials for the first phase or pre-decision application will likely include documents such as the following (this is not to be construed as a complete or definite list). It should also be noted that completion of an MSU application does not indicate completion of the provider’s application. Approval by MSU is not a guarantee of placement by ISEP, a third-party organization, or approval by the host institution abroad.

- ✓ Online Application
- ✓ Official Transcript from MSU (student can use the official transcript that is in the My Global Connections application)
- ✓ Academic Reference
- ✓ Host Language Writing Sample (if applicable)
- ✓ Course Request List
- ✓ Language Proficiency Report (if pursuing coursework in a language other than the student’s native language)
- ✓ Application Fee
- ✓ Home University Approval (from OIP)

**NOTE ON ALTERNATIVE PROGRAM PLACEMENT**

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

During the time between submitting the application and program acceptance, all students will complete an interview with OIP staff. Exchange program students (ISEP Exchange and Direct Exchange) typically have an individual interview, and fee-based program students typically have a group interview. The format of the interview is subject to change based on the needs and conditions of the OIP staff.

<sup>1</sup> If an MSU student is applying to a CCIS program sponsored by MSU, then the student only needs to complete MSU’s study abroad application and does not need to complete the CCIS online application.

### 3.3 Program Placement

OIP will consider study abroad applications after the application deadline for the specific program, and a student will be notified of placement through an email indicating a status update in the student's [My Global Connections](#) portal. Pending applications that are incomplete after any initial application deadlines posted within the My Global Connections portal will be automatically withdrawn.

#### *Direct Exchange*

Upon accepted status, OIP will nominate the student to one of the host institutions indicated in the student's application (or an alternate DEX program location due to fit or availability). The status within My Global Connections will reflect the host institution location. Upon nomination, instructions on the host institution application process will follow from the host institution directly or from OIP via email. Each host institution will have a different application process and timeline. The student may proceed with parallel MSU and host institution application processes.

#### *ISEP Exchange*

Upon accepted status, the student may then proceed with parallel MSU and ISEP application processes. As ISEP will conduct its own program placement, a student's MSU 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](#).

#### *Fee-Based ISEP Direct, CCIS, Direct Enroll*

Accepted status indicates that the student may proceed with parallel MSU and program-provider's application processes.

#### *Special Notes:*

For all summer, semester, and academic year programs, students must pay special attention to the MSU policy documents and agreements found within their My Global Connections portal. All students must work to complete a [Course Approval Form](#) to understand how their credits from abroad will transfer back to MSU. All students must also enter all travel dates and locations in the Itinerary Records section of their My Global Connections portal as soon as they are known to ensure compliance with MSU's [International Travel Policy](#).

Students on Direct Exchange (DEX) and Direct Enroll must enroll in, and provide documentation of, GeoBlue travel insurance to ensure [compliance with MSU's International Travel Policy](#). Students on ISEP or CCIS programs are covered by adequate insurance through those two study abroad providers.

All requirements (in addition to these which are of note) are found in the My Global Connections portal.

#### *Faculty-Led Program*

Following acceptance to the program, the student will pay the non-refundable program deposit. Post-decision materials in the MSU [My Global Connections](#) portal will need to be completed in a timely manner. Billing for spring break program fees (beyond the non-refundable program deposit) will be charged to Student Accounts by December 31. Billing for summer programs will be charged to Student

accounts by February 28. Fees will be paid in full by students prior to the payment deadline unless the student has set up a payment plan with MSU Student Accounts prior to the deadline.

After being accepted to a program, students will have access to the post-decision phase requirements within the My Global Connections portal. Students are encouraged to review documents and – being mindful of deadlines – formulate a timeline for completing the requirements of the process. Students are encouraged to contact MSU Study Abroad with questions and/or schedule an advising session if they have questions.

Communication is vital in the post-decision phase. Students should frequently check for e-mail messages from their MSU Study Abroad Advisor and Faculty Leaders regarding program-specific details.

### 3.4 Post-Decision Application Phase

After the student's status is changed to Accepted by MSU in the My Global Connections portal, the student will be instructed to work on the post-decision materials within the My Global Connections portal as well as in the third-party organization's portal (ISEP, CCIS, other providers), if applicable.

#### 3.4.1 Specifics for Faculty-Led Programs

In addition to the application process as outlined in Section 3.1, students must also be accepted by the faculty leader teaching the course. Some faculty-led programs may require an interview. If this is the case, a requirement will appear within the [My Global Connections](#) application for students applying to that program. Other post-acceptance paperwork requiring a student signature includes, but is not limited to, Confirmation of Faculty-Led Program Acceptance, Faculty-Led Participation Agreement, Faculty-Led Terms of Dismissal, Financial Aid Study Abroad Agreement, Photo Release Form, and Study Abroad Participation Agreement. Students are also required to attend a Pre-Departure Orientation and a Travel Health and Safety class. Once requirements are completed, these are checked off in the application portal by OIP staff.

#### 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 Faculty-Led program.

#### 3.4.2 Specifics for Summer, Semester, and Academic Year Programs:

As part of the post-acceptance requirements, all summer, semester, and academic year students will complete the materials in the My Global Connections portal. One of these requirements is to complete a [Course Approval Form](#).

#### COURSE APPROVAL FORM STEPS FOR STUDENTS

- ✓ Research the regularly taught courses at the host institution and collect course descriptions and/or syllabi.
- ✓ Meet with the relevant academic department representative to discuss how the courses at the host institution will be categorized if transferred to MSU (direct equivalents or electives).
- ✓ Read and sign the "Transcript Agreement" portion of the form.
- ✓ Make a copy of the form for your personal records.
- ✓ Prior to submitting the form, obtain all necessary signatures from relevant departments and offices.

- ✓ Submit the completed form, with course syllabi, to the Registrar's Office if requesting CORE attributes.
- ✓ Submit the completed paper form to OIP by the predetermined deadline.
- ✓ OIP will review the course selection to indicate the expected number of transfer credits. Please note that final credit conversions are not possible until the final transcript is received from the host institution.

### 3.4.3 Specifics for Exchange programs

#### SELECTION OF PARTICIPANTS

Selection of exchange program participants (ISEP Exchange and DEX) may be based on varying factors including – but not limited to – program requirements, GPA, academic suitability, quality of application, interview, and/or letter(s) of recommendation. Approval by MSU is not a guarantee of approval by ISEP or the exchange partner host institution abroad. Should an eligible student not be selected for program participation, OIP will make every effort to redirect that student to a chosen alternative program for the term or defer the application to a future term.

#### PARTICIPATION

If placed into an ISEP Exchange program, the student may then accept program placement with ISEP, complete an acceptance package, get OIP Study Abroad Advisor approval, pay the ISEP Exchange placement fee, and purchase ISEP insurance directly within the ISEP application portal.

If placed into a DEX program, the student may then work on the host institution application, complete any acceptance paperwork, and purchase GeoBlue travel insurance through the My Global Connections portal.

For either exchange program, students must complete any requirements from the home and host institutions, which may include a separate host application and/or housing application process. Students must also meet all eligibility requirements as outlined in Section 2, including attending any mandatory orientations and paying any program-related bills on time (see Section 5).

### 3.4.4 Specifics for Fee-Based Programs including ISEP Direct, CCIS, and other Direct Enroll Programs

#### SELECTION OF PARTICIPANTS

Students interested in studying abroad through an external program are responsible for determining if the program is accredited and whether the credits can be transferred to MSU. Keeping in mind that external application deadlines vary, OIP only reviews applications at the application deadlines specified by OIP. The student may request an extension of the deadline for good cause by contacting the OIP Study Abroad Advisor. Acceptance from MSU through the My Global Connections application to these fee-based programs 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, OIP will make every effort to redirect that student to a chosen alternative program but cannot guarantee placement.

#### 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 Study Abroad Advisor will certify the sponsoring organization's application if the student has submitted all appropriate documentation and requirements

necessary to make the certification. During the application process, some program providers might also require students to submit a form indicating where final transcripts should be sent. If the application so requires, students must take all steps necessary to ensure that the host institution or study abroad provider sends transcripts at the end of the program to the Study Abroad Team in OIP.

### NOTE ON TRANSCRIPTS

For certain fee-based programs, there might be a choice between an “official grade report” or a “school of record transcript”. Students must choose the school of record transcript for credits to be fully transferrable.

Although the list below is not exhaustive, the third-party provider application *may* consist of the following:

- ✓ Program Provider or Host Institution Application
- ✓ Application Fee
- ✓ Housing Application
- ✓ Housing Deposit
- ✓ Official Transcript from MSU
- ✓ 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 complete any requirements from the home and host institutions. Students must meet all eligibility requirements as outlined in Section 2, including attending any mandatory home / host institution orientations 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 OIP and by submitting all necessary documents via the My Global Connections portal. In certain circumstances, OIP may not sign off on any program provider or host institution’s application forms until certain documents have been submitted and reviewed. Any such situations would be communicated to the student by email or in-person conversation. Participants must submit all required study abroad documentation following the procedures and meeting the deadlines as outlined in Section 2.1. This includes submitting a copy of the program acceptance letter to the Study Abroad Advisor via email ([studyabroad@montana.edu](mailto:studyabroad@montana.edu)).

### 3.5 Participation Requirements for All Programs

- All students studying abroad must attend advising conducted over email, phone, online meeting platform, or in-person. In addition, attendance at the Pre-Departure Orientation and the Travel Health and Safety course is required.
- Students must submit all documentation required by OIP as outlined in this Handbook.
- Students are strongly encouraged to discuss study abroad participation with parents, guardians, and family.
- Students are strongly encouraged to discuss study abroad participation with a physician. Students are responsible for obtaining required and/or recommended immunizations as outlined by the physician as well as The Center for Disease Control.



- Students are responsible for obtaining a passport, visa, and other travel documentation as required by the host country.
- Except for special circumstances for select Faculty-Led programs, students are responsible for purchasing and planning travel arrangements to and from the host location. Students are also responsible for costs related to travel insurance.

## Section 4: Study Abroad Process

### 4.1 Study Abroad Informational Events

Students are invited to attend advising sessions through online meeting platforms, drop-in advising, email, or calling with any questions about studying abroad. In addition to this, students should research program options by attending the study abroad fair, reviewing program descriptions online through the [Go Somewhere Search](#), speaking with a Study Abroad Advisor and/or a Student Engagement Global Ambassador (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 Study Abroad Advisor as soon as they have narrowed down their program choice and term, have created a profile, and are ready to start an application. Topics covered include academic suitability, timeline, courses available, type of program, accommodation, general related costs, and important site-specific matters such as number of participants or additional participation requirements. This advising appointment is an opportunity to discuss culture-related questions.

Students may contact OIP by phone (406-994-4031) or email at [studyabroad@montana.edu](mailto:studyabroad@montana.edu) to schedule an individual meeting with a Study Abroad Advisor. Students may meet with an advisor during drop-in hours as they are available (please check [website](#) for information).

### 4.3 Application for Study Abroad Approval

All students must complete an Application for Study Abroad via the [My Global Connections](#) portal, accessible online (outlined in Section 3). After the student's complete and submitted application has been reviewed, the student will be notified regarding the status of the application through an email indicating a status change in the My Global Connections portal, per Section 3.1.

### 4.4 Application Deadlines

Students must submit a first phase study abroad application by the deadline indicated within the My Global Connections portal.

Program type / Semester	Deadline dates
Spring Semester	August 28 – ISEP Exchange September 15 – all other programs
Summer	March 15
Fall Semester	February 10 – ISEP Exchange March 15 – all other programs

Academic Year	February 10 – ISEP Exchange March 15 – all other programs
Faculty-Led	Depends on program – see <a href="#">webpage</a>

#### 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. A student 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 Study Abroad Advisor, program provider, or host institution abroad.

If a student does not know what courses are needed to fulfill the major/minor requirements, a meeting with an academic advisor to complete a degree audit is recommended.

If a student has been accepted to a study abroad program, the student must complete the form by obtaining signatures from the appropriate academic department representative, and – in some cases – department Chairs. During the scheduled meeting with the academic department representative, the student will present a list of possible courses that may fulfill major/minor requirements. During these meetings, the student will learn if specific courses abroad will fulfill major/minor or other requirements. The Registrar’s Office will review and determine whether courses may fulfill CORE requirements.

Students should submit the completed *Course Approval Form* to OIP. The courses listed on the *Course Approval Form* do not constitute a guarantee of MSU 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 and credit conversion reflects the common anticipated outcome 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 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 same parties of the most relevant department. If a new course is not approved, and the student still completes the course, the student will need to submit an additional *Course Approval Form* to include this course and its agreed transfer protocol. 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 submit any necessary changes while abroad for approval.

#### **NOTE ON FACULTY-LED PROGRAMS AND COURSE APPROVAL**

Faculty-Led Program participants are not required to complete the *Course Approval Form* but are encouraged to discuss their course plans with their academic advisor.

#### 4.6 Mandatory Pre-Departure Orientation and Travel Health and Safety Course

All study abroad students are required to attend a Pre-Departure Orientation and Travel Health and Safety course, along with any other program-specific orientations or meetings organized by OIP or another MSU entity. Study abroad final approval is contingent upon participation in the Pre-Departure Orientations conducted by OIP along with documentation of other International Travel Policy compliance, primarily including evidence of appropriate insurance (ISEP and CCIS have external

insurance, Direct Exchange, Direct Enroll, and Faculty-Led students must have GeoBlue Travel insurance secured) and travel itinerary record completion within the My Global Connections portal.

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 an MSU sponsored athletic event (with written note from coach). Excused absences must be pre-arranged between students and OIP. If a student is absent due to illness or emergency, students must notify OIP immediately regarding the circumstances.

#### 4.7 Final Study Abroad Approval

A student whose study abroad application status is *accepted* is not automatically granted final approval for study abroad (see Section 3.1). 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 MSU. If a student becomes ineligible after the student is accepted, OIP may deny final approval.

#### NOTE ON WITHDRAWALS

MSU 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 **MSU students on Direct Exchange, ISEP Exchange, and fee-based programs** (ISEP Direct, CCIS, other Direct Enroll) for summer, semester, and academic years.

Students approved for study abroad will be registered by OIP and the Registrar's Office for a section of REG100 *placeholder course* during each term abroad. The 12-credit course appearing on a student's MyInfo and DegreeWorks accounts is used to maintain full-time student status and is not necessarily reflective of the course load taken during the semester abroad.

Courses taken while studying abroad will transfer back to MSU as transfer pass/fail. These grades will not be factored into a student's MSU GPA, but the pass/fail will show on the MSU transcript. Grade conversion can be estimated prior to a student's departure through OIP Study Abroad staff. However, final grade conversion will be determined upon receipt of the final, official transcript from the host institution.

When grades are assigned by faculty members 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 MSU is likely to occur with professors abroad, and MSU does not make adjustments to the grading scale on this count.

Some European institutions report credits on the transcript in both credit hours and in European Credit Transfer System (ECTS) credits. In cases where both are listed, the ECTS credits will be used to calculate number of transfer credits for maximum consistency.

Students will complete all coursework and final exams before departing the study abroad institution unless the student is excused from doing so because of an emergency situation. In these cases, OIP – with the assistance of the MSU Testing Center– is able to proctor exams.

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 academic department or Registrar’s Office at MSU. Students should plan on safely storing and returning with such materials to the U.S. following their study abroad term so that they are available in the event that the student is asked to produce them by an academic department or the Registrar’s Office.

Students must arrange for the host institution to send an official study abroad transcript to OIP’s Study Abroad Team upon completion of the term(s) abroad. If a fee-based program gives the option between an “official grade report” and a “school of record transcript,” the school of record transcript needs to be requested to ensure full transferability for credits. Credit for the term(s) abroad will not be granted unless an official transcript from the institution(s) attended is received directly by MSU. Students will receive a system-generated notification from My Global Connections when the International Transcript Evaluator in the Study Abroad Team has evaluated the international transcript and it has been uploaded to the student’s My Global Connections account. This also indicates that the international transcript has been sent with the *Course Approval Form* to the Registrar’s Office.

The Registrar’s Office uses the evaluated transcript and the agreements documented in the *Course Approval Form* to reflect the courses taken abroad and to replace the placeholder credits. It might be necessary for the student to work with an academic advisor to have the credits slotted into the correct requirements within DegreeWorks. The advisor may need to enter qualified exceptions during this process.

To dispute a grade from a study abroad program, students should contact the international office of the host institution or non-MSU program sponsor directly. MSU or OIP 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 ***Faculty-Led Programs***.

Courses taken through participation in a Faculty-Led Program will factor into a student’s MSU GPA. Coursework will appear on the student’s MSU transcript upon completion of the term. Because these are MSU 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 the equivalent of between 12 and 18 credits during their term abroad. Many institutions abroad have a minimum credit load that is equivalent to 15 MSU credits. In all other instances, students must maintain a minimum enrollment of the equivalent of 12 MSU credits or

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 request permission from the host international office and OIP 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, financial aid, certain scholarships, and immigration status 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.

#### 4.10 Distance (Online) Courses

OIP strongly discourages students from taking distance (online) courses from MSU during their time abroad. However, if a student's major requires that the student take a distance (online) course while abroad, it is the responsibility of the student to make the necessary arrangements for the course prior to departure to the host institution. Students will be responsible for any fees associated with distance (online) courses (test proctor, computer usage, etc.). Any distance course will not factor into the program's or host institution's credit requirements needed to maintain full-time status while abroad.

#### 4.11 Other reasons for denial of placement

On occasion, students may not be approved for placement in a study abroad program after consultation with pertinent MSU offices (per Sections 2.1 and 4.7). In addition, any prior approval may be rescinded if OIP becomes aware of a situation that it determines may endanger others and/or may put participants at risk in a foreign country.

#### 4.12 Withdrawing from a Summer, Semester, or Academic Year Study Abroad Program

If a student withdraws from a study abroad program prior to arriving at the host program site, students must contact an OIP Study Abroad Advisor immediately to notify the host institution, program provider, and any relevant MSU offices.

If a student withdraws from a study abroad program or is removed from the program for any reason (including conduct violation) after arriving at the program site, the student is responsible for any withdrawal fees. Again, the students must immediately notify an OIP Study Abroad Advisor of the withdrawal from the program. If the MSU semester has already begun, the student may not be able to enroll in courses on the MSU 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* within My Global Connections.
- Submit an updated version of the *Course Approval Form* should any course changes take place after arriving abroad.
- Contact their Academic Advisor to discuss course registration or graduation application at MSU for the term following the experience abroad.
- Apply for graduation (if applicable).
- Keep record of and be able to easily access course descriptions, syllabi, textbook 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 OIP.
- Notify an OIP Study Abroad Advisor of any changes to the travel itinerary, this includes extending time in the host country for travel or continued study.
  - New Itinerary Records can be entered by the student in My Global Connections. However, edits and deletions must be done by a Study Abroad Advisor.
  - Submit travel itinerary records (dates and location) while abroad to [My Global Connections](#).

#### 4.14 Upon Return

When returning to the United States, students must:

- Complete the OIP program evaluation form found in My Global Connections.
- Verify that their transcript has been received by OIP within a reasonable timeframe (usually 1-4 months following the conclusion of the term abroad)

## Section 5: Charges and Payment

Each study abroad program for outbound MSU study abroad students has certain fees associated with it. The table below illustrates the fees which the student pays to MSU (other fees associated with the program might be required outside of payments to MSU).

Program type	Fee type	Amount	Payment method	Refundable?	Transferrable?
Faculty-led	Deposit	\$300	Cash, check, or credit card online	No	No
	Program fee	Depends on program	MSU student account	See refund schedule and cancellation policy	No
Direct Exchange	Application fee	\$50	Cash in-person or credit card online	No	No
	Term abroad fee	\$150 per term abroad	MSU student account	No*	No
ISEP Exchange	Term abroad fee	\$150 per term abroad	MSU student account	No*	No
ISEP Direct**	Term abroad fee	\$150 per term abroad	MSU student account	No*	No

Program type	Fee type	Amount	Payment method	Refundable?	Transferrable?
CCIS**	Application fee	\$50	Cash or credit card online	No	No
	Term abroad fee	\$150 per term abroad	MSU student account	No*	No
Direct Enroll**	Application fee	\$50	Cash or credit card online	No	No
	Term abroad fee	\$300 per term abroad	MSU student account	No*	No

\*This fee is not refundable unless program is cancelled by student, home university, or host university before the term abroad begins and before the student departs.

\*\*Please note that for ISEP Direct and Direct Enroll programs, students will pay the program fee directly to the provider. For MSU-sponsored CCIS programs, students will pay the program fee through their MSU Student Account. Program fees are beyond the application and term fees outlined in the table above.

### 5.1 Charges and Payments for Faculty-Led Programs

#### Charges to Student’s MSU Student Account

The program fee, which includes GeoBlue travel insurance, will be applied to the student’s MSU Student Account according to the timeline outlined above in Section 3.3 and must be paid in full prior to trip departure by the designated payment deadline for the specific program. Course tuition costs will be applied when departments register students for the course.

By the student confirming participation in a program via the My Global Connections portal, MSU is authorized to make payments to a third party program provider, if applicable, to reserve in-country travel, accommodations, excursions, entrance fees, and other services related to the program on the student’s behalf.

#### Non-MSU Charges

Depending on program structure, students might be responsible for airfare, visa costs, etc. Some third-party providers have specific refund and withdrawal policies. For more information students should contact the OIP Faculty Led Coordinator.

### 5.2 Charges and Payments for ISEP Exchange

#### Charges to Student’s MSU Student Account

MSU tuition, fees, room and board; study abroad semester fee

\*Room and board are based on MSU’s double-occupancy, silver meal plan rates for the term the student is abroad, plus ID and ResNet fees

#### Non-MSU Charges

An ISEP Application Fee, ISEP Placement Fee, and any required ISEP insurance will be billed to the student directly by ISEP. Any other costs assessed by the host institution. Student is responsible for costs associated with travel, immigration, local health insurance, etc.

### 5.3 Charges and Payments for Direct Exchange

#### **Charges to Student's MSU Student Account**

MSU tuition and fees; study abroad semester fee

#### **Non-MSU Charges**

MSU students MUST enroll in GeoBlue travel insurance.

Residential accommodations at the host institution are administered outside of MSU's jurisdiction.

Other costs may be assessed by the host institution and are outside of MSU's purview. Student is responsible for costs associated with travel, immigration, local health insurance or costs for accommodations or services administered by the host institution etc.

### 5.4 Charges and Payments for Fee-Based Programs (ISEP Direct, CCIS, other Direct Enroll)

#### **Charges to Student's MSU Student Account**

Study abroad semester fee

Program fees, plus a 6% administrative processing fee for CCIS students only

#### **Non-MSU Charges**

MSU students MUST enroll in GeoBlue travel insurance (except if on an ISEP Direct or CCIS program; these programs have equivalent insurance which will be part of the program cost).

Program fees for ISEP Direct and any other Direct Enroll program students will be charged directly to the student by the third-party provider.

Any application or program related costs will be billed by the program provider or host institution abroad. Accommodations at the host institution may or may not be included as part of the student's overall program fee. It is the student's responsibility to know whether this is included in the overall cost, and, if not, how this portion of the fee will be assessed and paid.

Other costs may be assessed by the host institution and are outside of MSU's purview. The student is responsible for costs associated with travel, immigration, local health insurance, and so forth.

***For information regarding the Cancellation and Refund policies for study abroad programs, please visit: [INSERT LINK WHEN AVAILABLE](#).***

### 5.5 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 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 loans. Students seeking federal student loans for study abroad programs in the summer must use the Summer Supplemental financial aid documents available on the [Financial Aid website](#).

Students who have student loans or grants through federal financial aid are responsible for communicating with the Financial Aid Office to determine the requirements to maintain eligibility, as well as to supply any and all documents the Financial Aid Office may need.

Students wishing to use GI Bill benefits while studying abroad should contact the Study Abroad, [Veteran Support Center](#), and Financial Aid Offices early on in the process to ensure the process runs smoothly.

Students are advised to contact the [Financial Aid Office](#) early in the process to understand the implications of study abroad on their student loans and grants.

### 6.2 Tuition Waivers, Western Undergraduate Exchange (WUE), and Remission

In order for tuition waivers, WUE benefits, and remission to apply, students may only participate in Direct Exchange or ISEP Exchange semester or year study abroad programs. Short travel courses, including Faculty-Led programs, may not be covered under tuition waiver and remission programs. Please see a Financial Aid advisor to understand the implications of study abroad and these particular forms of financial assistance.

### 6.3 Portability of MSU Merit Scholarships and Grants

Eligible students selected to participate in ISEP Exchange and Direct Exchange semester or academic year programs may continue to receive merit scholarships and grants awarded by MSU while studying abroad under these program types. Students must consult with the Financial Aid Office to determine their eligibility for this and all other programs.

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

### 7.1 MSU University Policies

While participating in an approved study abroad program, participants retain their status as MSU students and are subject to the university academic policies and the MSU Student Conduct Code. Students will be held accountable for any violation of the MSU Student Conduct Code while abroad. MSU 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 Dean of Students Office. Depending on the severity of the infraction, it may be addressed immediately or upon a student's return to campus. Serious infractions may result in discontinuance of the student's participation in the program.

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

## 7.2 Responsibilities of OIP

OIP 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, OIP 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 MSU International Travel Policy, each student traveler must individually enroll in and purchase travel insurance with international coverage adequate for the policy. Direct Exchange and Direct Enroll students must enroll in GeoBlue travel insurance independently. Faculty-Led students will be enrolled in GeoBlue by the Faculty-Led Program Coordinator. ISEP and CCIS students enroll with their respective program providers.

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

In particular, OIP generally:

- Cannot guarantee or ensure the safety of participants or eliminate all risks from the study abroad environment. Additionally, if a student travels independently prior to or after the conclusion of the MSU-sponsored program, they do so at their own risk. MSU will not be held liable for the student during this time.
- 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 MSU Bozeman campus support services and expectations of such at overseas locations.
- Cannot assume responsibility for the actions of persons not employed or otherwise engaged by OIP or MSU or for situations that may arise due to the failure of a participant to disclose pertinent information.
- Cannot guarantee that a program runs to completion in-country.
- Cannot guarantee availability of particular courses at another university.
- Cannot control trip negotiations made by third-party providers/vendors which might alter the design or cost of the program from initial announcement of the program through completion.
- Cannot guarantee complete or partial refunds when a third-party provider/vendor is involved.
- Cannot make decisions pertaining to course approvals and credits for study abroad courses.

## 7.3 Responsibilities of Student

The following are the responsibilities of the student.

### *General Participation*

- Students will obtain a passport and any other required travel documents (visa or residency permit), regardless of country of citizenship. MSU Bozeman is not responsible for students who 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 OIP by deadlines required. Failure to submit any required documentation by a specified deadline may result in ineligibility to study abroad.

### *Integrity and Conduct*

- Students will comply with the terms of participation, codes of conduct, and emergency procedures of MSU, OIP, the program sponsor, and the host institution.
- Students will obey the laws of the host country. If the student has trouble understanding rules or laws due to language barriers, the student will be responsible for seeking the assistance necessary to understand and comply with local rules and laws.
- Students will be responsible for monitoring local conditions and customs that may present health or safety risks and avoiding them when making daily choices and decisions.
- Students will be courteous and respectful in their interactions with others, including OIP staff, MSU staff and employees, program staff, and host institution staff and students.

### *Academics*

- Students will be responsible for evaluating their personal circumstances and their 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 for personal travel during the academic term or program duration is not acceptable under any circumstances.
- Students will determine the procedures for requesting a transcript from the host institution and make arrangements for the official transcript to be sent directly to OIP upon completion of the term abroad.
- Students must complete all coursework and exams before the end of the study abroad term. Special permission to have an exam proctored at MSU will only be granted under unique circumstances and with prior approval of the institution abroad and OIP.
- Students will update the *Course Approval Form* as necessary as any changes to course selection transpire while abroad.

### *Health and Safety*

- Students will read and carefully consider all information provided by OIP that relates to safety and health conditions while abroad.
- Study abroad students will be responsible for the use of the international travel insurance coverage through GeoBlue or provider insurance and will purchase any additional insurance as required by a specific program or visa-issuing authority.
- Students will obtain and maintain any insurance as required by specific programs.
- All study abroad students will comply with program and [university rules](#) and the laws of the host country related to alcohol and drugs.

- Students will promptly report any health or safety concerns to the host institution or provider program staff or other appropriate individuals.
- Students will be responsible for obtaining health and law enforcement services in the host country.
- Students will submit and maintain current contact information while abroad (address and a local, active phone number overseas) through the My Global Connections portal.
- Students will provide and maintain accurate information in their itinerary records through the My Global Connections portal for the duration of their university-affiliated international travel.
- Students will download and utilize any MSU or program-specific travel safety apps on their mobile devices as required.
- Students will check their email regularly for MSU e-mail correspondence and respond to inquiries from OIP, host institution, and program provider in a timely manner.

#### 7.4 ADA and Study Abroad

Any student may apply to participate in the programs operated by OIP. A student with a disability who will need an accommodation to participate in the program must make the request for accommodation to OIP and OIP will coordinate with the Office of Disability Services to determine reasonable accommodations.

It is important to note that although MSU is committed to providing full and equal access to all its programs, educational institutions and other organizations abroad may not be required by local laws to provide accommodations. MSU will make every effort to assist students in obtaining reasonable accommodations while they participate in a program abroad.

Students should make requests for accommodations as soon as possible and before departure. If a student fails to request accommodation prior to departure, the student's ability to fully participate in planned program may be jeopardized.

#### 7.5 Travel Advisories

Any University international travel proposed by a University Traveler to or through any country for which a U.S. Department of State Travel Advisory (Level 3 or 4) or a Center for Disease Control and Prevention Warning Level 3 is in effect must be reviewed and approved in advance of travel by the Campus International Travel Safety Review Committee.

MSU 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 MSU issues a new travel advisory for the country or region in which the program is going to be held.

Students are responsible to check for travel warnings and travel warning changes concerning the host country and any locations where the student will be traveling while abroad. Below are a few pertinent and important links:

<https://wwwnc.cdc.gov/travel/notices/>

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

If a new travel advisory 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 OIP, Risk Management Office, Provost Office personnel, and other applicable university management.

MSU is not responsible for providing refunds for program modifications or cancellations necessitated by Travel Advisories or any other program modification or cancellation made necessary by the Board of Regents, state or federal authorities.

## Section 8: Acknowledgements

Hearty thanks are extended to the Study Abroad team at Creighton University who kindly provided permission for us to base this Handbook on their thorough and well-organized policy and procedures handbook. Thank you, colleagues at Creighton!