## STUDY ABROAD

**Eligibility (p. 1) | Reasons for Rescinded Decisions (p. 2) | Who to Talk To (p. 3) | Transfer Credits (p. 2) | Fee Information (p. 2) | Important Dates (p. 2) | Contact (p. 3)**

Study abroad programs provide a wonderful opportunity to enhance a Columbia education, especially given the numerous programs either sponsored or approved by Columbia in foreign countries around the world. All study abroad programs, including Columbia-led (http://bulletin.columbia.edu/general-studies/additional-academic-opportunities/study-abroad/sponsored-programs) study abroad programs, must be approved by the appropriate GS Study Abroad Advisor (http://bulletin.columbia.edu/general-studies/undergraduates/additional-academic-opportunities/study-abroad/see-u) for more information.

### Eligibility

- You must be an enrolled student in good academic and disciplinary standing with a minimum cumulative GPA of 3.0. You must maintain a 3.0 GPA during the semester before you go abroad.
- You must meet the prerequisites of your chosen program. Please be aware of any disciplinary and language requirements.
- If you are on leave or withdraw from the term in which you are applying to study abroad your application will not be eligible to study abroad and any prior approval will be rescinded.
- All incomplete or AR grades must be resolved before departure for program.
- Students can study abroad for a maximum of three semesters.
- Studying abroad in your final semester requires special permission and is typically only possible for Columbia-Led programs. This will result in a delayed graduation date as your degree cannot be conferred until we have received your transcripts.
- Exceptions to some of these requirements may be granted for students applying to Columbia-led programs.

In addition to the eligibility requirements listed above, the following conditions apply to students studying abroad in the fall, spring, or academic year.

- Students are required to have a minimum of 56 points earned toward the degree and have declared a major.
- Students must have demonstrated an academic interest in the region where they plan to go abroad. Students can show this interest through relevant language study, taking a course that focuses on the region of the host country, or taking a course in a discipline directly related to the focus of the study abroad program.
- Students must take at least one course while abroad towards their major or towards their core requirement. Students may petition this requirement if they have completed their core and their major requirements.

- Prior to going abroad, students are expected to have begun language study and completed university writing.

### Additional Summer requirements:

- Students must be registered for two semester at General Studies before departing on a study abroad program.

### Reasons for Rescinded Decisions:

- Study abroad approval may be automatically rescinded if a student’s grade point average falls below 3.0, if a student fails to meet good academic and/or disciplinary standing, or if a student has an incomplete in coursework the term immediately prior to departure.
- Other conditions as imposed by the GS Study Abroad advisor and/or Dean of Students may apply.

### Who to Talk to:

As you are thinking about studying abroad there are a number of important questions to ask yourself: Where can I study abroad? When can I study abroad? What courses should I take to maintain satisfactory progress towards my major and core requirements? How will my tuition and financial aid be determined? Which program, a Columbia-approved or a Columbia-led program, would serve as my best option? The offices listed here can help you make informed program decisions: Who to Talk to (http://bulletin.columbia.edu/general-studies/additional-academic-opportunities/study-abroad/see-u)

### Steps to Study Abroad: Program Selection

Below are some helpful steps we recommend that you take while planning and applying for a Study Abroad program. This is a recommended sequence, but not all the steps listed below have to be done in the order as listed. The Center for Undergraduate Global Engagement (https://global.undergrad.columbia.edu) also has detailed information on the steps to study abroad and available programs.

- Visit the Center for Undergraduate Global Engagement (https://global.undergrad.columbia.edu) or SEE-U (http://eices.columbia.edu/see-u) website, attend various study abroad information sessions, and/or do your own research.
- Determine the region in which you wish to study abroad and select up to two programs of study.
- General Studies Advising Dean:
  - Confirm transfer credit eligibility, if applying to a Columbia-approved program.
  - Receive an updated core checklist to understand if you can take any core classes abroad. If a course is not listed on the Global Core approved list, you will need to submit a petition by the appropriate deadline.
  - Discuss long-term academic plans and how studying abroad will fit into these goals.
- The Undergraduate Global Engagement or SEE-U Program Office can help with any programmatic questions:
  - Where can you go abroad?
  - What program is the right fit for your academic goals?
  - Any application questions.
- Major and/or Concentration: If applicable, discuss plans with your major to confirm if you can take courses abroad and have it count towards your major and/or concentration requirements.
Steps to Study Abroad: Application Process

- Begin study abroad application on the Center for Undergraduate Global Engagement (https://global.undergrad.columbia.edu) or SEE-U (http://eices.columbia.edu/education-training/see-u) webpage and, if applicable, the Columbia-approved program application website.

- Complete all relevant questionnaires found in your application (found in the online Center for Undergraduate Global Engagement application portal or on the GS SEE-U website).

- If applying for a summer Columbia Approved program OR any Fall, Spring, or Academic year program, meet with General Studies Study Abroad Advisor (Dean Kate Strzalkowski) after filling out the clearance form.
  - In this meeting, discuss your academic plan with Dean Strzalkowski so you can review anticipated credit transfer to Columbia.

- If you are applying for a Columbia-Led summer program, you do not meet with the General Studies Study Abroad Advisor for clearance. You only need to submit the questionnaires. Any program or application questions should be directed to UGE.

- Make sure all application materials are submitted by relevant deadlines. Students who encounter any difficulty in finding their program or logging into the system should email uge@columbia.edu for assistance.

- If you have not done so already, confirm with Financial Aid if current awards and scholarships will count towards your program.

Steps to Study Abroad: Post-Decision

- Complete Course Approval Questionnaire found in the Center for Undergraduate Global Engagement online portal
  - This is the only way to confirm that the courses selected will transfer back to Columbia
  - Students on Summer Columbia – Led or SEE-U Programs do not complete this step

- Confirm final course selection with your major and/or concentration department. Save syllabi and necessary work to confirm courses (if approved to transfer) will count towards major and/or concentration requirements.

- If accepted, UGE or SEE-U will confirm the next steps that are required by your study abroad program.

Course Approval and Limit of Transfer Credits

- Credits from non-Columbia programs may be counted toward the GS degree, however, a student’s total number of transfer credits may not exceed 60.

- To be eligible to transfer to Columbia, courses must be pre-approved by the General Studies Study Abroad advisor. Approved courses will count towards the 124 credits required for graduation. Students must complete the General Studies course approval questionnaire, located on the UGE website’s online application.

- If a student wishes to have courses from a particular study abroad program count toward major requirements in a department, the student must consult the relevant academic department separately for approval. Courses that are not approved by GS for transfer credit cannot be counted by a department toward major or concentration requirements.

- Credit is not granted for courses in business, education, journalism, or other subjects at Columbia’s professional schools.

- Credit is not granted for courses taken on a Pass/Fail basis.

- Only courses in which a grade of C or higher is earned are eligible for transfer credit.

- Please review the UGE website for more information on Academic Credit.

Important Dates:

Study Abroad Clearance Deadlines

Spring Semester: October 1
Fall Semester: March 1
Academic Year: March 1
Summer Semester: Please check the program’s website. Most range between February 1 and May 1.

Global Core Petition Deadlines:

- October 1
- March 1
- July 1

Program application deadlines vary by program. Some program application deadlines are quite early and can be up to a year in advance of the term you will be studying abroad. You must meet both campus and program deadlines, so be sure to apply early.

Studying Abroad in Your Last Semester at GS

Seniors who elect to study abroad while completing their last semester of coursework for the degree must meet with their respective GS advisors to apply for graduation prior to going abroad. This option is typically only open for students attending Columbia-led study abroad programs. Students should note that their degree conferral date may depend on the actual completion date of the study abroad program, especially for those programs wherein the academic calendar ends later than the Columbia University Arts & Sciences Calendar.

Study Abroad Fee

Students studying abroad on Columbia approved programs are charged an administrative fee of $750 per semester (summer study counts as one semester).
Contact

For study abroad-related questions, please email gsstudyabroad@columbia.edu.