

Study Abroad (Center for Global Education)

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Area of Responsibility: Advises Global Studies majors; chairs the International Programs Advisory Committee (IPAC); oversees faculty-led abroad program development; coordinates collaborative online international learning (COIL) and other virtual global learning modalities; CGE strategic planning and assessment

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Area of Responsibility: Advises majors in the School of Business on semester and year-long study abroad options; designated advisor for the Gilman scholarship; administers Santander Scholarships

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Area of Responsibility: Advises majors in the School of Arts & Sciences, Maymester, summer, and other short term study abroad options

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Areas of Responsibility: Course articulations, academic transcriptions, home school tuition payments.

The Center for Global Education is responsible for the following activities at the College:

- Study Abroad (both semester and short term, e.g., Maymester, summer)

Study Abroad Basics

- All students who wish to study abroad for a semester must apply for Providence College approval through the Center for Global Education by December 1st of the year prior to the program. For instance, students wishing to study abroad anytime during 2022-2023 must apply by December 1st of 2021.
- Semester Student Eligibility Requirements:
 - Junior class standing (exceptions: Civ in London is available to sophomores; Seniors may study abroad fall of senior year)
 - A minimum CGPA of 2.75
 - A declared major
 - No serious disciplinary action or probationary period up to the time of departure
 - No outstanding financial obligation to Providence College (any student who is indebted to the College will need to arrange payment with the Bursar's Office in order to be approved for participation in a study abroad program).
 - More information is available here: <https://global-education.providence.edu/study-abroad/eligibility-requirements/>.

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Tips for Advising Freshmen

All freshmen should be asked whether or not they are considering spending a semester or year studying abroad. Students who express an interest in the possibility of studying abroad should be advised of the following:

- All majors can obtain major credit abroad (with the exception of Accounting)
- Students in the PC in Rome program may fulfill both Theology core courses concurrently during one semester. This is the only program for which the Theology core has been approved.
- Students should take their Natural Science core during the freshmen or sophomore year, as this is more difficult to do abroad
- It is preferable for students to take ethics requirement on campus and their philosophy requirement abroad
- Some majors have a major-specific approved programs list. Students should be encouraged to visit <https://global-education.providence.edu/> for the most up-to-date information
- Students may participate in summer study abroad any time after the freshman year

Applying for Semester Study Abroad (Sophomore Year)

Phase I: Providence College students apply to the Center for Global Education in the fall semester of their sophomore year for approval to participate in a semester or year-long study abroad program during their junior year. (Note: Juniors may also apply to study abroad for the fall semester of the senior year only).

Undeclared students must formally declare a major before the December 1st application deadline.

This is earlier than the declaration deadline for most Undeclared students, but this is done so that students applying to study abroad can discuss their study plans with and obtain approval from their major advisor and the department. Participation in a summer or short-term program is possible after the freshmen, sophomore, or junior years. Exceptions can be made for prospective business students who cannot declare their major until February of their sophomore year.

Phase II: Once approved by the Center to participate on study abroad, students must then apply directly to the program for admission. There are two exceptions to this: the *PC in Rome* program and all *DIS Study Abroad in Scandinavia* programs are "direct admit." Students are admitted directly by the Center, so no application to the program provider (CEA and DIS, respectively) itself is required. All applicants will require recommendations at some point during this phase. Faculty advisors may find it helpful to provide students with a deadline for such requests, given their own teaching and office responsibilities.

During the program application phase is when the **course articulation, approval and transfer credit process** occurs (whether for the semester or for summer study abroad). Students must submit to the Center for Global Education a Course Pre-Approval form on which they list their proposed courses of study. Course syllabi must be included (in the event that a syllabus is unavailable, a comprehensive course description may be included, but may be insufficient for final course approval).

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Course Articulation, Approval, and Transfer Process:

- Each semester, the Office of the Registrar will circulate to the Chairs/Directors (and/or to the CCC, when necessary) the list of courses that need to be articulated and approved, along with the syllabi or, when not available, the course descriptions.

- Once complete, the Office of the Registrar then enters the list of course articulations in the study abroad course database, found at <http://departments.providence.edu/study-abroad-course-articulations/>
- The articulated list of courses, by institution or program abroad, is available to future students intending to study abroad, as well as to the faculty in their advising work with students.
- The Center will notify the students as to what courses have been articulated, how they will count (e.g., core requirement or elective, free elective, etc.) and the number of credits approved for each course for assigning course credit at Providence College.
- Each semester, the Office of the Registrar and the Center for Global Education will provide departments and programs with a list of the Key Dates and Deadlines for the course articulation and review process.