GUIDELINES FOR NON-AFFILIATED EDUCATION ABROAD PROGRAM INFORMATION

Non-affiliated programs are education abroad programs (study, intern, service-learning, research) that have not been vetted and approved by Maryville College. These are any international programs that are either 1) offered during the summer or other short term, but not led by Maryville College faculty, OR 2) offered during the summer or semester, but not through one of our approved providers below:

ISEP | CEA | CISabroad | ISA

APPLICATION PROCESS

In order to participate in a non-affiliated program, you must complete all steps in the order below.

You must obtain pre-approval to participate in these programs. Please pay attention to the deadlines which are strictly enforced. COMPLETED FORMS MUST BE SUBMITTED BY THE DEADLINES BELOW.

April 1 for Fall programs
October 1 for Spring programs
February 15 for Summer programs

STEP ONE: Program Approval Request

- Make an appointment with the CIE to make sure you understand how these policies apply to your circumstances.
- Complete form below:
  - The Request for Approval to Attend a Non-MC Affiliated Education Abroad Program
- Meet with a Study Abroad Advisor to go over forms.

STEP TWO: Program Review

- The Center for International Education will review the requested program.
- The student will be notified of the decision within two weeks.

STEP THREE: Apply for the Program

You must contact the foreign institution or sponsoring education abroad program directly for complete information and an application. For questions about housing, arrivals, visas, course registration, etc., contact your non-approved study abroad program directly. The CIE cannot sign any program specific forms. If your non-affiliated program requires you get approval from Maryville College, contact the CIE for details.

STEP FOUR: Program Paperwork

- If the program is approved, the student will be sent education abroad forms to complete to finalize program approval.
  - Pre-departure Package (including transfer credit approval form)
  - Copy of Acceptance letter from Program Sponsor (submit as soon as available)
  - Copy of identity page of passport
The Student must then submit all non-affiliated forms directly to the Center for International Education by the deadlines listed above. The Center for International Education will hold the forms until receiving an official transcript or documentation of program completion from the foreign university or education abroad program.

The Student must enroll in Maryville College medical travel insurance through the Center for International Education. The payment form is linked here.

Note: If the program is not approved, the student cannot use this program to complete Maryville College degree requirements. If the student participates without pre-approval of the program or the courses, credits will not be transferred to MC.

These materials will remain on file in the Center for International Education. Students are required to send their own application materials directly to the program sponsor.

STEP FIVE: Pre-departure Workshop

Students must attend a pre-departure workshop hosted by the CIE.

STUDENT GUIDELINES

Students interested in pursuing a non-affiliated study, internships, field research or service-learning abroad are expected to act independently in the research of an appropriate program and must adhere to all application requirements and deadlines as set by the program sponsor. This process applies for students who

- wish to use their overseas experience towards their Maryville College degree (credit, SPE, or any other degree requirement)
- are using the experience to fulfill a scholarship requirement, and/or
- are using funding from Maryville College (scholarship, grant, aid, etc)

PLEASE READ THE FOLLOWING COMPLETELY AND CAREFULLY:

1. Credit

   Study Abroad credit counts as transfer credit. Students should be sure that they are meeting degree requirements as per the Maryville College catalog “As a minimum, each degree candidate must complete at Maryville College 45 credit hours, including 20 in the senior year and nine in the major field.” (p. 93)

   Internships or service-learning overseas can be done for 337 credit. The amount of credit expected can be determined in consultation with your advisor in advance, and will depend on the number of hours completed, and any other criteria used by your division for the awarding of 337 credit. Note: in order to use an internship or service experience for SPE, enrollment in a 337 course is required (min. zero credits).

   Some intern/service providers will offer credit through their own school of record. It is possible to transfer this credit to Maryville College with pre-approval.

   Research overseas may be completed within enrollment of 351/352, or through registration in an independent study course, if credit is sought.

   You must obtain written verification from your advisor, what credits, if any, will be transferable if you successfully complete the program to which you are applying. This is done by completing the appropriate Education Abroad Transfer Credit Approval Form.
You will need to meet with your advisor, division chair or core curriculum coordinator as specified on the approval form to obtain written permission for each course that you wish to transfer in from abroad. Remember that, as a minimum, each degree candidate must complete at Maryville College 45 credit hours, including 20 in the senior year and nine in the major field.

2. IDENTIFYING A PROGRAM & OBTAINING APPROVAL FROM THE CIE

CIE approval indicates that you may proceed with your application; it does not imply official endorsement of a program, nor does it guarantee the transfer of credit. Please contact the Center for International Education to discuss your plans prior to beginning the application process.

**Study Abroad**

The Center for International Education will verify

- that programs are in good standing,
- that any credit issued is given through an accredited body, and
- will check to make sure programs are not in countries where there is a current US State Department Travel Advisory levels 3 or 4.

In order to be considered for approval, a non-affiliated program must be affiliated either with a reputable overseas university and/or an accredited U.S. university. Generally speaking, programs that are not taught by regular university faculty will not be approved. Likewise, programs run by third-party providers with no in-country university affiliation will not be approved for the transfer of credit. An official transcript from an accredited university must be issued in order for credit to be granted. This transcript should be sent to the Center for International Education, Maryville College, 502 E. Lamar Alexander Pkwy, Maryville, TN 37804. Additional vetting of study abroad programs can be done upon request.

**Internships / Service-Learning**

The Center for International Education will verify

- that programs are in good standing,
- what services are included as part of the program
- will check to make sure programs are not in countries where there is a current US State Department Travel Advisory levels 3 or 4.

Note: Pursuing a non-approved study abroad program requires significant independence. Maryville College has not reviewed the quality of these programs. You have the responsibility to ensure the quality of these programs and should keep in mind that not all programs or courses are eligible for transfer credit.

**Choosing a Program**

When considering an education abroad program, things to consider include location, curriculum, level of support, language, housing, cultural programming, academic calendar and costs. Ask yourself what you hope to gain by a period of time abroad and how you would like this experience to complement your Maryville College education as well as enable you to meet your personal goals.
It is important to note that literally thousands of study abroad programs exist all over the world. While the majority of these are of good quality, there are others which make promises that they can’t keep. If a program looks too good to be true, it probably is. A good resource for study abroad information is the Institute of International Education (IIE). IIE maintains databases of both study abroad programs and international scholarships. Visit www.IIEpassport.org for more information. You may also try another search engine like www.studyabroad.com. If you have any questions about the validity of a program, please feel free to speak with the staff in the Center for International Education.

Ten Questions to Consider:

1. How long has the organization been around?
2. How many students/interns have been hosted over the years?
3. Are they known in the International Education world (member of NAFSA, The Forum on Education Abroad, a Generation Study Abroad Partner)?
4. Are they partnered with a university? Have a school of record? How is credit given?
5. Do they have a web and/or social media presence?
6. Can they connect you with a past participant of their program?
7. What is their process and support structure like? Do they assist with visa processes?
8. Do they have staff in country? In the USA?
9. What are their health and safety protocols?
10. Is housing included? Where is it, who do you live with, what is it like?

3. U.S. STATE DEPARTMENT TRAVEL ADVISORIES

Maryville College does not support travel to countries in which there is an active State Department Travel Warning. Current Travel Warnings are available at U.S. Department of State website.

4. PROGRAM FEES, FINANCIAL AID AND SCHOLARSHIPS

All program fees will be paid directly to the host organization on their timeline. Maryville College cannot assist with these processes or negotiate a different timeline for payment.

Maryville College merit scholarships and study abroad scholarships are not available for non-affiliated education abroad programs.

Semester Abroad

A non-affiliated study abroad program is one with which Maryville College has no formal agreement and you are not charged tuition at Maryville College. You will not be eligible to use Maryville College aid for these programs. Choosing a non-affiliated semester-long program means you will withdraw from Maryville College for the semester and reenroll upon return. The CIE will assist you with this process. You will need to make sure that your host school/program is on the approved list of FAFSA schools to be eligible to use your FAFSA Aid. You will also need to make sure that either your host school or the program provider can process your aid. Maryville College will not process FAFSA funds for you for your semester that you are on leave of absence.

Summer Programs:
It is easier to participate on a non-affiliated summer program. You will not need to take a leave of absence for these programs, but you do need pre-approval. If you wish to use your federal financial aid funds for non-affiliated study abroad, a **Consortium Agreement** must be developed for you by the Financial Aid Office. A minimum of 6 credits at an accredited institution are required to be eligible for any FAFSA aid. The CIE will assist you with this process.

5. **MARYVILLE COLLEGE REGISTRATION**

   If you are participating in a non-affiliated program for a semester or year, you will need to take a leave of absence from Maryville College. The Center for International Education will help you with the withdrawal and re-admission process before you leave.

   If you are participating in a non-affiliated program during the summer, you do not need to take a leave of absence.

   The Center for International Education plays no role in registration at the host institution. You should follow the registration guidelines as set by the program sponsor. Remember that you must be registered for a fulltime course load (equivalent to 12 credits or more during a regular semester) at the host institution in order to be eligible for financial aid and to defer any existing student loans.

6. **GRADES**

   **Students should make arrangements with the host institution to have an official transcript sent to the Maryville College Center for International Education.** Credits earned on a non-affiliated study abroad program will be posted on the MC transcript as transfer credit. Grades will not be calculated into the GPA, but grade of C- or above must be achieved in order for credit to be granted. Individual course titles will not appear on the transcript; rather, the number of credits earned will be posted.

7. **TRAVEL MEDICAL INSURANCE**

   Students who choose to participate in non-affiliated study abroad programs who wish to transfer back credit are responsible for purchasing MC travel health coverage for the period of their term(s) abroad.

8. **VOLUNTARY PARTICIPATION**

   Participation in an independent (NON-MC) education abroad program is VOLUNTARY. Maryville College does not endorse study, intern or service abroad programs not affiliated with the college. Students are encouraged to use prudent judgment before enrolling in any kind of independent program abroad. It is the students’ responsibility to do thorough research on their education abroad program, to verify whether the credits will transfer, and to confirm that they will be maintaining their continuing student status at MC.