

Semester-Long Study Abroad – Academic Policies

PLEASE READ THE INFORMATION BELOW CAREFULLY AND SHARE IT WITH YOUR PARENTS/GUARDIANS BEFORE COMMITTING TO THIS PROGRAM. FEEL FREE TO CONTACT THE OFFICE OF INTERNATIONAL AND OFF-CAMPUS EDUCATION IF YOU HAVE ANY QUESTIONS ABOUT THE CONTENT OF THIS DOCUMENT. You should be sure that you understand the academic implications of your program participation before finalizing and submitting your program application.

1. Course Equivalency Process for courses you will take while abroad:

Once accepted to a semester-long or an academic-year program, you will choose the courses you will take and have them pre-approved by the appropriate department through the [online Course Equivalency Process](#). The course equivalency process typically takes place after program acceptance and **prior to departure**, (i.e. **suggested deadlines: mid-October for a spring semester abroad, and mid-March for a fall semester or academic year abroad**). In general, it is recommended that you request equivalency evaluations for more courses than you plan to take while abroad in order to account for schedule changes and conflicts, and the possible unavailability of courses. Additional information regarding the course approval process is available on the [study abroad website](#) and in your [Lafayette study abroad portal](#) once your Lafayette application has been moved to the “Post-Decision” phase.

Common Course of Study Attributes are reviewed in an additional step where applicable. Visit the [study abroad website](#) for details.

2. Counting a course taken abroad towards specific requirement:

You may **petition to have a course taken abroad count towards your major/minor** by submitting a [Course Substitution petition](#) (an option on the General Petition form).

A Course Substitution Petition (recorded on the [General Petition](#)) would need to be completed with your advisor and major department head in which you can petition to have the elective course(s) fulfill major/minor requirement(s). More information about having courses approved from off-campus can be found on the [study abroad website](#).

3. Changes in courses once abroad:

If the study abroad program finalizes registration on-site, or if a course submitted during the original Course Evaluation Process is no longer available (due to a scheduling conflict, over-enrollment, under-enrollment, or any other reasons that might have led to cancellation of the course), you will need to **contact your academic adviser at Lafayette** as soon as you are

aware of the discrepancy and **submit an additional Course Equivalency [online](#)** for any additional courses.

4. Transfer of credits:

All **credits and all grades** earned on affiliated semester and academic-year programs abroad **will transfer and be calculated into the cumulative GPA. *There are no exceptions to this policy.*** In cases where no specific department has “signed off on” or “approved” a course, the course will be counted as a general credit towards graduation (although it will not fulfill any specific requirements such as those for a major, minor, or the Common Course of Study), and both the credit and the grade will appear on the Lafayette College transcript.

You are responsible for ensuring that your host institution provides the Registrar’s Office with an official transcript for your term abroad. Transcripts should be requested **prior to** completion of the abroad semester **by carefully following the guidelines established by the host institution.** It is your responsibility to understand your host institution’s process for requesting transcripts. Transcripts should be sent directly to:

Office of the Registrar, Lafayette College, 001 Markle Hall, 730 High St., Easton, PA 18042
registrar@lafayette.edu

You should not expect to receive your grades within the same timeframe that you would for courses taken at Lafayette College. A delay in receiving grades from the host institution may affect the ability to be considered for financial aid, for Dean’s list at Lafayette College for the following semester, for registration, class standing, and/or for athletic eligibility. For concerns about transcript timing, students should work with the Office of International & Off-Campus Education and with their program/host institution as early as possible.

5. Course load, required courses, and conversion of credit:

The number of transfer credits received at Lafayette is calculated based on the system used by the affiliated U.S. institution that manages the study abroad program. If it is a course-based system, then one course abroad will be transferred as one full credit (one course) at Lafayette. If it is a semester credit-hour system, a 4-credit course is equivalent to 1 full Lafayette credit, and a 3-credit course would count as 0.8 Lafayette credits. Lafayette students are expected to carry at least a four course credit load which equals a 15-16 semester credit-hour load while abroad. If all or most of the courses a student plans to take abroad are 3-credit (semester-hour) courses, the student will have to take five courses to carry a full load. Any course reductions below the recommendation must be approved by the Director of International & Off-Campus Education, the Lafayette Registrar, and the host institution.

Participants in a Lafayette semester faculty-led program (e.g. the Lafayette Engineering in Madrid and Bonn Programs and the liberal arts Lafayette in London and Costa Rica Programs)

may be required to take a specific course taught by the Lafayette resident director, in addition to 3-4 courses at the host institution with local professors.

In addition to satisfying Lafayette College's course-load requirements, your affiliate program may have course and credit requirements that you will need to follow. It is your responsibility to understand these requirements. Similarly, your affiliate program may deliver courses sequentially rather than simultaneously (e.g. one course is offered the first four weeks, the second the next four, etc.). Sequential scheduling generally involves a reduction in the overall calendar length of a course, without any reduction in contact hours. This type of schedule could involve, but is not limited to, a scenario where one course is taken per month, with one course finishing at the end of one month, and another course starting at the beginning of the next month. If your affiliate program is delivered through a sequential schedule, you are required to complete each component of the sequence as delivered.

6. Grades:

All courses taken and grades earned abroad will appear on the Lafayette College transcript and will be factored into the cumulative GPA. **Classes abroad may not be taken as Pass/Fail**, and may not be converted retroactively to Pass/Fail grades by the Academic Progress Committee.

Grades from non-Lafayette courses will not appear on the Lafayette College transcript until official transcripts have been received from the host institution and processed by the registrar's office, which may take as many as **two or more months after the end of the program**, depending on the timing of the host institution transcript release (see above).

7. Academic Culture:

The way that courses are administered varies greatly from country to country. For example, some countries have much more independent systems than the U.S., where classes meet as few as one time per week, and the onus is largely on the student to learn independently outside of the classroom. It is important that students understand the nature of their coursework and academic culture before committing to a program.

Assessment **of academic performance in other countries can be different** from the grading system used in the U.S. Moreover, in some countries professors are not expected to offer the same extensive support to students that Lafayette does (e.g., office hours are less regular, no review sessions are offered, etc.) and universities do not offer the same level of academic support services that you can find at Lafayette.

It is the responsibility of the student to understand the method of assessment and the level of support that will be available at the host institution/program and to make plans accordingly (e.g. making sure that the HUB provides you a copy of the support services you are entitled to, etc.). You may contact their affiliated program coordinator or the faculty director of the Lafayette-led

programs to gather more information. This will help ensure that academic performance abroad remains consistent with performance at Lafayette.

Grade disputes are discouraged as they are much less the norm in other cultures. If a student decides to pursue a grade dispute, it must be addressed through the host institution, **not with Lafayette**. Students should first consult their affiliate program provider to determine whether a grade dispute is appropriate and whether there are official procedures in place to process them. The Lafayette Registrar cannot change the grades received from the host institution/program, nor can the Registrar omit courses or grades from the Lafayette transcript. International and Off-Campus Education can not get involved with grade disputes nor advocate on a student's behalf in these matters.

7. Add/Drop and Withdrawal:

Courses abroad follow the add/drop and withdrawal policies and schedule of the affiliate program partner and/or host institution, not of Lafayette College. You should ensure that you are aware of the deadlines and procedures for adding, dropping, and withdrawing from classes while abroad, and of any potential implication drops/withdrawals on your academic progress at Lafayette.

8. Program Disruption and Course Continuity

In the event of war (whether declared or not), armed conflict or the serious threat of the same (including but not limited to hostile attack, blockade, military embargo), hostilities, invasion, act of a foreign enemy, extensive military mobilization; civil war, riot, rebellion, revolution, military or usurped power, insurrection, civil commotion or disorder, mob violence, act of civil disobedience; act of terrorism, sabotage or piracy; plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions; act of authority whether lawful or unlawful, compliance with any law or governmental order, rule, regulation or direction, curfew restriction, expropriation, compulsory acquisition, seizure of works, requisition, nationalization; act of God or natural disaster such as but not limited to violent storm, cyclone, typhoon, hurricane, tornado, blizzard, earthquake, volcanic activity, landslide, tidal wave, tsunami, flood, damage or destruction by lightning, drought; explosion, fire, destruction of machines, equipment, factories and of any kind of installation, prolonged break-down of transport, telecommunication or electric current; general labor disturbance such as but not limited to boycott, strike and lock-out, go-slow, occupation of factories and premises; shortage or inability to obtain critical material or supplies to the extent not subject to the reasonable control of the subject Party ("Force Majeure Event"), students are expected to complete their courses through the delivery methods offered by the program, which might include but not be limited to, more independent work, online or distance course delivery, and other methods.

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