

Study Abroad Manual



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I. Introduction

Congratulations on being accepted to study abroad! You are among a special group that has had the courage, initiative and persistence to apply to and qualify for your program. Your overseas study program will be an experience that cannot be duplicated on campus. No other academic experience has the potential for such a profound intellectual and personal impact.

A great deal of what you derive from your stay in another country will result from what you bring to it. Consider this an adventure. Do not expect it to be like what you have experienced at home. A willingness to accept change and tolerate differences is crucial to a successful study abroad experience. Your housing, your classes, your food and the currency will all be different. For some of you the climate and the language will differ as well. Perhaps the best advice you can be given is "**Expect the unexpected.**"

II. Registering for Your Program Abroad

All students must register for study abroad

SUNY Cortland students must register for the appropriate SAB 4XX, 5XX or 6XX course at Cortland. If you are a SUNY student from another campus, you will register at your home campus and pay your tuition there. All non-SUNY students will be registered by Cortland's James M. Clark Center for International Education as visiting students at Cortland. You will then be billed by the Cortland Bursar's Office for tuition and program fee.

III. Registering for Classes Abroad

You will be provided with a list of classes available at your overseas location, either on the university's web site or through the James M. Clark Center for International Education. Select both primary choices and alternates and send those selections to our office on the appropriate form, so we may forward them to the institution abroad.

Attention Students from the Cortland campus: you must complete an *Overseas Study Course Approval Form* with your advisor and have it approved by your department's International Coordinator and Associate Dean. You will need the signed form in order to be able to register for the program abroad.

When you register for study abroad at the Cortland Registrar's Office, there will be a set number of credit hours designated for each program.

This number of credits may change upon your return to the U.S. when the actual number of credits earned overseas is posted to your academic transcript.

IV. Passports and Visas

Be sure your **passport is signed and valid**. **DO NOT pack your passport**. It should be accessible at all times. Make note of your passport number and keep it in a safe place. Leave a copy of the page with your photo on it with your parents, a family member or friend.

It is the responsibility of each student to be sure s/he is up-to-date on the current immigration documentation requirements prior to departure as well as throughout the overseas stay. Students who are not U.S. citizens need to pay particular attention to requirements for re-entry to the United States. Students should apply well in advance for their visas. Non-U.S. citizens should inquire about visas at the *consulate* of the country where they will be studying.

Parents may want to consider getting a passport as well in case there is an emergency that requires their attendance.

V. Health and Release Forms (“green forms”)

The State University of New York requires that all overseas program participants complete the four “green” forms sent to you with your acceptance letter. Each of the forms is discussed in some detail below. **SUNY Cortland reserves the right to cancel a student's participation in an overseas program if these forms indicate a substantial reason to do so upon their return or if all three forms are not on file in the Office of International Programs at least one month prior to the beginning of the program.**

A. AGREEMENT AND RELEASE

Sign and return to Cortland’s Office of International Programs. Only participants under 18 need their parent or guardian’s signature.

B. STUDENT HEALTH INFORMATION FORM

Please be honest in completing this form. Complete and accurate information will help us provide relevant background to parties concerned with ensuring your health and well-being.

C. PERMISSION FOR EMERGENCY TREATMENT FORM

While it is not absolutely necessary to have the student's blood type entered on this form, we recommend that students include their blood type on the form. All other items on this form (both top and bottom halves) must be completed.

***Return the top half only to the Cortland James M. Clark Center for International Education.
Carry the bottom portion with your passport and other travel documents.***

D. PHYSICIAN’S STATEMENT

This form may be completed by the home campus health office provided the student has a basic health record on file. There is no need to have a major physical examination at the time of completion of the form unless you wish to do so or if the physician does not have a current file on the student. This form is an assurance from your physician that you are in good

health. Keep in mind that a physical handicap does not mean "ill health." Students with disabilities are encouraged to participate in overseas programs; they should, however, thoroughly discuss their participation with the Director of International Education and their personal physician. Not all sites abroad are equipped to deal with disabilities.

VI. Health and Vaccinations

Travelers should be in good health before going on an overseas trip. If you need any prescription medication, take it with you in a clearly marked container. Carry prescriptions with you to avoid possible problems going through customs. Get your doctor to write the prescription for the generic drug as the brand name may be different in other countries. If you wear glasses, it is usually beneficial to carry a spare pair. An alternative is to carry a prescription for eye glasses with you so it is possible to have a pair of glasses made if the need arises.

Vaccinations or inoculations may be required for study in the country in which you will be living. Details are given in your Participant Memo.

A Health Certificate is internationally accepted proof of immunization against smallpox, cholera, and other diseases. It is not required in Europe or China or the United States. Immigration authorities no longer require it for reentry into the United States. The traveler is advised, however, to obtain this document if he or she intends to travel in the Middle-East, Africa or Asia. This document can be obtained in Europe as well.

For up-to-date information on health conditions where you will be studying, we recommend accessing the Centers for Disease Control web site at: www.cdc.gov/travel. Other useful sites for health and travel tips include the following: www.tripprep.com and www.hthstudents.com.

VII. Travel Considerations

A. Security and Safety

The James M. Clark Center for International Education makes every effort to assure the safety of our students abroad. To this end we register each student with the American embassy in each country.

In case of an emergency, call 607-543-0774 to reach either the Director or Assistant Director of International Programs at SUNY Cortland. **If you are unable to reach anyone at that number, call the Cortland University Police at 607-753-2111.** During office hours (8 am to 4:30 pm, M-F), call 607- 753-2209. All students are provided with a wallet-sized card with the emergency numbers on it.

In general avoid conspicuous behavior that might identify you as an American. Also avoid spending any more time than necessary at American institutions such as embassies and cultural centers. Refer to the additional handouts in the Safety and Security section of this packet for more detailed information.

B. Air Transportation

SUNY Cortland's Office of International Programs works directly with STA Travel to arrange student flight. Student flight information will be posted on-line at www.statravel.com/cortland. If you prefer, you may call the STA toll free number 877-777-8717 to make reservations. Be sure to identify yourself as a Cortland Student. STA Travel can also offer assistance in purchasing rail passes, making hotel and hostel reservations, and booking independent vacation.

If you prefer to make air transportation arrangements through a different agency, it is a good idea to make reservations well in advance. This may enable you to benefit from some advance purchase options.

Be sure to return the Flight Information form to our office.

C. Jet Lag

Jet lag is the name for the physical fatigue and sometimes mild sense of disorientation that results from rapid transit across several time zones. To minimize the effects, no matter what your destination, walk around as much as possible before boarding the plane and drink lots of non-carbonated, non-alcoholic liquids before and during the flight. It is estimated that it takes 1 day for every time zone crossed for the body to adjust to the new time zone. For those flying to Europe, most flights leave the U.S. at night and arrive in the early morning, so you frequently get little or no sleep. It is recommended that you do not go to sleep immediately upon your arrival, but that you wait until bedtime there. This helps your body to adjust to the new time cycle more quickly.

D. Independent Travel while Abroad

All students wishing to travel independently on weekends or holidays during their academic program must notify their Residence Hall Director or their host family, as well as their Field Director, with regard to their travel plans.

Students traveling independently while abroad must also leave addresses where they can be contacted during their absence. This system of notification is not designed for the purpose of control but for the purpose of facilitating communication with the student in case of emergency. Please be sure that our office of International Programs has your correct email address; any changes in email address should be reported to our office.

VIII. Insurance

A. Health and Accident Insurance

The State University of New York's Board of Trustees has MANDATED that all students be covered by comprehensive health insurance. A SUNY comprehensive health insurance policy is available for all participants in any overseas program sponsored by a SUNY campus.

All students, however, must purchase at a minimum, SUNY Emergency Medical Evacuation and Repatriation policy. You will be billed for this insurance by the Cortland Bursar's Office.

Both forms of SUNY insurance cover the student only for the duration of the overseas program unless you request to extend it through the Cortland's Bursar's Office. You will be billed by the Bursar's Office at Cortland for the length of coverage you have selected.

Students covered under the SUNY insurance policies are expected to pay their medical expenses and submit claims to the insurance company for reimbursement. This is also the case with most insurance companies in the U.S. Claim forms for SUNY insurance are available from the Cortland James M. Clark Center for International Education and are available at the overseas locations as well. Claim forms may be downloaded from <http://www.hthworldwide.com>.

For students covered under either the full SUNY insurance or the Medical Evacuation/Repatriation coverage, MEDEX provides emergency information when assistance is needed. Some of the services provided include: multilingual telephone access to one or more of the fully staffed emergency centers 24-hours a day, consultation concerning second opinions and coordination of evacuation or repatriation arrangements. Complete information is in Appendix A.

If you feel you already have sufficient health insurance coverage you must complete the SUNY Insurance Waiver Form, which will be sent to you by the Cortland James M. Clark Center for International Education.

B. Travel Insurance

STA Travel offers optional travel insurance. Information about this may be found on their Web site at www.statravel.com/cortland. A travel insurance policy would provide reimbursement of many travel expenses and is a good investment in consideration of the financial investment you've made in this study abroad program.

IX. International Student Identity Card

In most countries an International Student Identification Card (ISIC) is very useful. This card entitles the holder to discounts and student reductions at some theaters, concert halls, shops, and museums. Holders of the ISIC are also eligible for money-saving services offered by the European national student travel bureaus. Of particular interest are intra-European

student charter flights, student train and bus transportation, low cost tours and holiday centers, accommodation in student hostels, and restaurants.

The ISIC card also automatically provides limited accident and sickness insurance anywhere outside the United States for the duration of the card. Students who get the ISIC for the fall semester should note that it expires at the end of the calendar year. If your semester abroad does not end until sometime in January, you will need to renew your ID card. For specific benefits questions, check with World Student Insurance Service, P.O. Box 820, Brattleboro, VT 05302 (tel.: 802-254-6016).

An application form can be found at www.isic.com. With your application you must include a passport size photo and proof that you are a full time student.

X. Money Matters

A. Financial Advisement

This is one of the major concerns for all students studying abroad. Read very carefully the information noted below as it applies to your particular situation.

1. SUNY Cortland Students Enrolled in Overseas Programs:

If you have been awarded a grant or loan, you must pre-sign for these awards to assure timely receipt of funds. To secure a pre-sign form, you should visit the Financial Advisement Office before leaving for overseas. A Financial Advisement Counselor will review your financial aid application and advise you of any missing information. At that time, you will be instructed to pick up a Deferred Payment Agreement in the James M. Clark Center for International Education for a financial advisement counselor to complete. This form will be returned to the James M. Clark Center for International Education by the Financial Advisement Office. Proper ID will be required.

If part of your financial aid package is a Stafford Loan, remember that the process may take a few weeks. Early application will provide adequate processing time before you have to leave.

All students should be sure that they have applied for TAP and Pell grants and that any late award notices are forwarded to the Financial Advisement Office in the absence of the student. This is especially important for EOP students, because the release of EOP funds is contingent upon the receipt of TAP and Pell award notices.

2. Students from Other SUNY Units:

If you regularly attend another SUNY campus, you should register and file for any financial aid at your SUNY home campus. That office will complete a consortium agreement and send it to Cortland International Programs. The Office of International Programs will send you a Financial Status Information and Deferred Payment Agreement form to be completed by your Financial Aid Office. Upon completion, your Financial Aid should send it to the CLARK CENTER FOR INTERNATIONAL EDUCATION at Cortland.

3. Visiting Student Status (non-SUNY student):

If you will be a visiting student at SUNY Cortland, you should apply for all campus-based aid through your home campus, including Stafford loans (subsidized or unsubsidized) and Parent loans for undergraduates.

If you should wish consideration of deferment of tuition based on aid being received from your home institution, you need to present proof (a Consortium Agreement) to the Cortland James M. Clark Center for International Education from that institution of the aid being received.

CHECKLIST FOR OVERSEAS FINANCIAL AID RECIPIENTS

- * File FAFSA and Cortland application early (January) to assure consideration for financial aid.
- * See a Financial Advisement Counselor concerning maximum consideration for aid.
- * Provide Financial Advisement Office with a budget prepared by the Office of International Programs for your program (“Estimated Expenses for Individual Student”).
- * Apply for TAP on a separate application available in the Financial Advisement Office.
- * Contact Financial Advisement Office to secure Stafford Loan.
- * Hand in TAP award notice to Financial Aid as soon as you receive it.
(Leave some self-addressed, stamped envelopes for any exchanges)
- * It may be to your advantage to leave a Power of Attorney with your parents so that they may conduct business for you in your absence.
(Provide a copy to Cortland’s James M. Clark Center for International Education so we know who is conducting your business for you)
- * Remember that any financial aid, including loan checks, received by the Bursar will be used for payment of your student account first. It would be beneficial for you to review your student account in the Bursar’s Office before leaving campus to be sure you understand any outstanding charges that may be present.
Cortland students with questions concerning your aid should contact to the Financial Advisement Office, 2nd floor, Miller Administration Building, or telephone: (607) 753-4717.

B. Handling Money Overseas

There are a number of ways to get money to your site abroad.

1) Cash: We recommend taking a small amount of cash (\$50-\$100) in the local currency so you will have some when you arrive. However the exchange rate you get in the U.S. is likely to be worse than what you’d get abroad. You can usually change money at the arrival airport too, depending upon your arrival time.

2) ATM or debit cards: These are probably the most convenient way to get money while you’re abroad. You will receive your withdrawal in the local currency, so it’s particularly

convenient when you're traveling in several countries. The exchange rate is generally good too.

In order to use an ATM card you must have a checking account at a bank in the U.S. Ask your bank which bank network their card uses. The more common ones are NYCE, PLUS and CIRRUS.

3) Traveler's Checks: American Express, VISA, Thomas Cook and several other companies issue travelers checks. These are good to have when the ATM machines are not working or not available. They can also be replaced if lost or stolen. We recommend purchasing them in U.S. dollars rather than in the local currency.

You will need to exchange your checks at a change office, bank or hotel and you will need to present your passport for I.D. ***Pay attention to both the exchange rate and the commission the agency charges.*** Generally you will get the best deal at banks and change office.

4) Credit Cards: Major credit cards such as VISA, Master Card and American Express are useful in shops, restaurants, and hotels in many locations. Some credit cards such as VISA and Master Card have an option for cash advances at affiliate banks in foreign countries up to the credit balance.

American Express (AE) card holders can obtain cash advances at any AE office around the world by writing a personal check and using the credit card as identification. A maximum of \$1,000 every seven days can be cashed this way. American Express will give you part of the amount in local currency and the rest in traveler's checks in either U.S. dollars or the local currency. With an American Express card you can maintain your checking account in the United States, and your parents can deposit money into it periodically. Note that this service is not available where there is no American Express office.

5) Banking: Some students prefer to open a checking account at a major bank in the country where they will reside. Prior to your departure you may wish to check to see whether banks in your home area have an affiliation with banks at the study site and if so, what services are available. **Should you open a bank account, be sure you understand that checks and money orders sent from the United States may take up to six weeks to clear.** In some cases an International Bank check payable to the bank where your account is located can eliminate such delays. Otherwise, it may be necessary to have money wired to your account as mentioned below.

6) Wiring Funds: This can be done from a U.S. bank to an overseas bank account. The fee is generally \$25-35. Western Union can also wire funds to a Western Union office in major cities in many countries.

C. Cost of Living Abroad

For those studying in Europe, the cost of living may be higher, depending on where you are studying. Estimates of incidental expenses for each program site are given in the literature about each program. However, students often experience "sticker shock" when they realize what the costs of items actually are. **One piece of advice for handling your money is to**

spend as little as possible the first week or so of your stay. Foreign currency often seems at first like "play money" and it is only after too much of it has slipped through your fingers that you realize how much you have spent.

XI. Packing

Don't carry items for other people, especially if you don't know them. Carry essential items (contacts, medication etc.) on the plane with you.

A general rule is to pack less than you think you will need. It is a good idea to pack all your belongings several days before departure. Try carrying everything for several blocks. This way you will know if you can manage it all. Porters and sherpas are not part of the program! We recommend you take two pieces of luggage of similar size and weight. It is easier to carry two suitcases than one. Remember that you will probably bring items back from your trip and will need both the room and the strength to carry them as well.

Airlines generally permit you to take only two pieces of luggage of specified maximum weight and dimensions, plus one piece of carry-on luggage. Please check with your air carrier for the luggage limits.

It is recommended that you take a back pack of some sort for traveling on short trips. Layers of clothing, rather than heavy coats and jackets, are more adaptable to the changing seasons.

Electric current in most other countries (except Belize and Venezuela) operates at 220 volts rather than 110. If you have any plug-in items, such as a radio, you will need a transformer and probably an adaptor for the different shaped outlets as well. Hair dryers and other items that use a lot of current are better left at home. The transformers do not seem to work well with them, so you might better buy one there.

Take along any prescription medications you will need, contact lens solution if you have contacts, an extra pair of glasses if you wear them, and film (which is more expensive overseas). If you take a prescription to be filled abroad, make sure it is typed (i.e. legible) and written for a generic drug rather than a brand name. Most toiletry items are available in Europe and Australia.

To avoid unnecessary customs delay upon re-entry into the United States, participants are advised to register all foreign-made valuables (e.g. cameras, watches, cassette players) with the Customs Office before leaving the United States.

XII. Telephones and E-mail

Phone calls from overseas can be expensive, but there are ways of minimizing the costs. Remember that it is usually cheaper to call in the evening (time at the place where the call originates) or on the weekend. If you have an AT&T card, MCI, Sprint or other phone company card, most countries in Europe, Latin America and Asia have a special number you can dial to get an English-speaking operator.

Pay phones in Europe increasingly use phone cards that have varying units of phone calls encoded on a magnetic stripe. They are generally available in newsstands, tobacco shops, post offices, airports and railway stations. Shop around to get the best deal as the prices can vary considerably.

E-mail is not as readily available abroad as it is in the U.S. Students in some programs, such as London and Australia, will have ready access to it. In many others access may be limited or unavailable at the institution you'll be attending. In many locations you may use "cyber cafes", or commercially run internet access sites, usually at a reasonable cost.

XIII. Living Accommodations Overseas

The arrangements for living accommodations at your overseas site vary from program to program. Specifics will be given at your country-specific Orientation or included in the literature about the program.

A general piece of advice is not to expect the physical facilities, the size of the rooms, the toilets, the furnishings or the appliances to be the same as you are accustomed to in U. S. Apartments in London, residence hall rooms in Germany, rooms with families in Salamanca or Belize or a dorm in Beijing will all be different from what you are used to.

Accommodations in other countries tend to be smaller than ours. You are going there to experience the other culture in all its aspects; the living arrangements are part of that.

XIV. Sexual Harassment

Sexual harassment, although clearly prohibited by law in the U.S., is subject to cultural interpretation in some other countries. In cultures where males have traditionally held most of the power and women have been relatively powerless, verbal suggestion and even touching of women by men, which we would consider inappropriate in the U.S., may be tolerated. This does not mean it is acceptable. If you experience what you consider to be inappropriate behavior of a sexual nature in the workplace or university, you should report it immediately to the appropriate supervisor or academic officer. Report it also to Cortland James M. Clark Center for International Education. We will advise you on how to proceed.

XV. Students as Ambassadors

It may seem trite to say so, but you will inevitably be seen as a representative of the United States.. We think of ourselves as a nation of individualists and frequently resent being categorized. Yet, until people at your overseas study site get to know you as an individual, you will be seen as "an American". Therefore it behooves you to think of your behavior as reflecting upon both the United States and Cortland International Programs. Whatever you do or say that is viewed positively by host country nationals will carry over to "Americans" and "Cortland students" in general. The same will be true of acts or words that are deemed offensive. Consequently your actions can have greater repercussions, for good or for ill, than you might have guessed. Please keep this in mind while you are overseas. You are, like it or not, an ambassador.

XVI. Culture Shock

Culture shock is the disorientation that may result from a myriad of new and ambiguous stimuli in the overseas environment. In our own culture we know what to expect when we go

shopping, apply for a driver's license or attend a college class. We understand both the words and the nonverbal signals of the people with whom we come in contact without consciously paying attention to their meaning. In another culture, even an English-speaking one, words, intonation and "body language" may not have the exact same meaning that we would normally assign to them. Everyday acts such as shopping, banking and driving require much greater attention and energy and involve a much higher degree of uncertainty. Is this the right line to be in? Am I on the right side of the road? What did he mean by that peculiar intonation of voice? Obviously when the language is different, much greater ambiguity arises. Frequently you may not understand all that was said, or if you do, you may not know what the appropriate response is.

One result of this uncertainty is fatigue. The constant need to pay attention to things that we take for granted in our own culture is very tiring. Frequently sojourners in another country react by temporarily withdrawing from contact with the people or by becoming hostile. In extreme cases there can be physical symptoms.

Culture shock varies with each individual. Some may feel it very mildly or not at all while others may feel quite tired, irritable and withdrawn. There is, however, a somewhat predictable cycle that people living in a foreign culture experience. For the first few weeks there may be a sense of euphoria because everything is so new and exciting. This is usually followed by a period of decline where the effort of trying to understand everything seems overwhelming and you may feel fatigued, perhaps depressed or hostile toward the host country culture. As the stay progresses and you begin to understand the language, customs and behavior better, spirits rise and you will begin to feel more at home. Often, shortly before leaving for home, there is once again a euphoric feeling and even a reluctance to leave.

What can you do to minimize culture shock? First of all, simply recognizing your feelings for what they are can help. If you realize that your reluctance to go out and meet people is a predictable phase of cultural adjustment, it is somehow easier to cope with. Secondly, when you pack for your trip, take along one or two things that remind you of home: a favorite tape, a stuffed toy, peanut butter or some other favorite food, photographs or anything else that can give you comfort. Thirdly, plan to rest more. Taking naps or going to bed earlier can help combat the fatigue. Talk about your feelings with other students who may be experiencing the same thing. Lastly, make an effort to learn at least one thing useful about the language or culture each day. The more you know, the more you will feel at home.

XVII. Alcohol and/or Drugs

The possession, use, or sale of controlled substances (including marijuana) are all criminal offenses in foreign countries. Laws and punishments for drug-related offenses are generally more severe abroad.

The U. S. consulate or embassy in the country cannot intercede with local officials on your behalf. As a resident in another country, you are subject to local laws. Please read the separate memo: "The Drug Problem: Americans Arrested Abroad."

If you have a serious drug problem, you should withdraw from the program rather than risk violating drug laws overseas.

Problems with alcohol can be as devastating as those with illegal drugs. Drinking alcohol abroad carries with it implicit risks of injury, impairment and vulnerability. Remember you are in a foreign country. In some cases, health insurance may have a clause excluding payment if the insured is under the influence of alcohol and/or drugs.

**ANY STUDENT FOUND USING, POSSESSING OR SELLING DRUGS
MAY BE DISMISSED FROM THE PROGRAM.**

XVIII. Program Policies and Regulations

A. All students accepted to study abroad must be in "good academic standing". If you are placed on probation by your school prior to your departure, you will be withdrawn from the program.

B. You must also be in good standing in terms of your record of student conduct at your home campus.

Participants in Cortland International Programs are given a large degree of social and academic freedom. As members of a foreign community, however, you must be sensitive to and strive to conform to local mores and customs. You are, of course, subject to all laws of the country where you will be staying and the regulations of the institution where you will be studying or interning.

You were accepted to the program as a serious student who wishes to take advantage of the educational opportunities abroad. Cortland International Programs has vouched for this seriousness to the host universities. You are therefore expected to attend classes regularly and do the course work required in your classes.

Evening activities should never interfere with your primary activity as a student.

Hitchhiking is strongly discouraged in all locations.

Cortland International Programs reserves the right to dismiss from the group any individual who, in the judgment of the Director, Field Director and/or the faculty delegate of the host university, fails to meet his or her academic obligations and/or whose conduct is detrimental to the group or the program.

C. Academic Policies Abroad

1. Policy Regarding Early Departure, Early Exams, Pass/Fail and Incomplete Grades Abroad

Students on SUNY Cortland programs abroad are prohibited from requesting early departure, early exams, Pass/Fail or Incomplete grades. In extraordinary circumstances, a request for special arrangements such as early exams or INC grades must be submitted in writing first to the Study Abroad Office at the host institution. The reason for the request must be documented. If the host institution approves the request, it will then be forwarded to the Office of International Programs at SUNY Cortland for final approval. The CLARK CENTER FOR

INTERNATIONAL EDUCATION in Cortland will advise the Study Abroad Office overseas and the student of its decision. If the request is approved, the Study Abroad Office overseas will advise the student whether it will make the arrangements on behalf of the student or whether the student is expected to make the arrangements.

Any special arrangements agreed upon (including remaining work and deadlines) should be documented in writing by instructors and by the Study Abroad Office overseas. Copies should be sent to the Office of International Programs in Cortland.

Note: Failure to follow these procedures may result in the student receiving no credit or a failing grade.

2. Changes to Courses Made After Student's Arrival at Site Abroad

SUNY Cortland students must request changes to course selections and equivalencies after their arrival at the site abroad directly through the Associate Deans at Cortland by the end of the first full week of classes. The Associate Dean will secure the consent of both the advisor and the international coordinator. Copies of all changes will be sent by the Associate Dean's office to the Office of International Programs in Cortland to ensure that the course equivalencies are posted correctly upon the student's return.

Students from other colleges should be sure to follow the approved procedure at their home institution in order to change classes.

Failure to comply with this procedure may jeopardize the fulfillment of the student's degree requirements.

3. Grades Earned Abroad

SUNY Cortland students should be aware that grades earned overseas will be treated as grades earned on campus and will be factored into their cumulative grade point average. Students from other colleges should check with their Registrar concerning the treatment of grades from abroad at their home institution.

XIX. Considerations for Returning Home

A. Grades and Credits for Overseas Study

The number of credits that you receive from your program of overseas study program will depend, of course, upon how many courses you registered for at the foreign institution and for which you complete all the requirements. In the case of internships credits depend upon the length of time worked, generally one 40-hour week for each credit.

Grades are reported to Cortland International Programs by the faculty at the university where you study or by your home-campus advisor for internships. These are then converted, where necessary, into letter grades and recorded on a Transcript Supplement form. One copy of the Supplement is sent to the Office of International Programs at your home campus (if you are a SUNY student). That office will be responsible for processing grades through the Registrar's Office. If you are not a SUNY student one copy will be sent directly to the Registrar of your home campus. A second copy will be sent directly to your home address. Cortland International Programs also retains a copy for several years.

Please note that many foreign universities take a considerable time in reporting grades, even a couple of months. This can cause a delay in the receipt of financial aid the semester after your study abroad. We make every effort to get them as soon as they are available, but that is often late by American standards.

B. Registering for Classes the Semester Following Program

Cortland students will be expected to access the Cortland web site to select their courses and register for the semester after your program abroad.

C. Making Housing Arrangements for After the Program

Please have a friend, roommate or family member make your housing arrangements for the semester following your study abroad program. Especially for on-campus housing, delays can cause you to miss out on the arrangement you desire.

Cortland students may wish to consider the option of living in Whitaker, the international residence on campus. It houses both international students and Americans with an interest in foreign languages and cultures.

D. Graduating Seniors

Students planning to graduate at the end of the semester they are studying overseas must apply for graduation prior to departure.

E. Internships in International Education

Cortland International Programs offers interested returned students the opportunity to do an internship in our office, generally for 2 - 3 credits. Other campuses may offer the same opportunity. It is a good way to explore international education as a career or use your experience gained abroad to benefit other students.

F. Shipping Belongings Home

It is possible to ship excess luggage ahead of time, but when you inquire about this service, be sure to ask about fees when you pick up your luggage. They can be quite hefty.