

# Academic Policies and Procedures: General

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## Study Abroad

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The Office of Career & Professional Development will provide assistance to students who wish to spend time studying abroad in any one of a number of approved American-college-sponsored programs. Credits received in these programs are transferable to Albertus. All students are encouraged to take advantage of opportunities for foreign study and travel. Language majors find residence in the country of the major particularly rewarding.

Students must receive approval from the Office of the Registrar before registering for courses as part of their study abroad experience. Students must be enrolled in 12-credits and maintain full time status. All courses taken abroad must transfer into Albertus Magnus College and fulfill remaining degree requirements.

Students are required to send a copy of their official schedule from the host institution to the Office of the Registrar after the host institution's add/drop deadline has passed. A copy of the schedule will be reviewed by the Registrar to ensure that the student is in the approved classes as well as given to the Financial Aid office for purposes of financial aid disbursement.

Students will required to submit official transcripts to the Office of the Registrar upon returning from abroad so credits may officially be updated.

Planning for the program should begin at least one semester in advance of the student's departure for foreign study.

Visit <https://www.albertus.edu/student-resources/career-services/study-abroad.php> for additional information.