

## Study Abroad Guide for 2023-2024

### Important Dates & Deadlines

#### Gathering Information

<b>By appointment</b>	<b>General Study Abroad Information Advising</b> Lisa Johnson or Angelo Pisano can be booked here
<b>Tuesday, September 20, 2022</b>	<b>Study Abroad Fair</b> 11:00 am - 2:00 pm, Chapin Lawn

#### Applying for Smith Approval

<b>October 4, 2022</b>	Select Spring 2023 programs: ACC, AKP, PRESHCO and Smith in Hamburg
<b>February 6, 2023</b>	2023-2024 Smith Programs Abroad applications for: <i>Smith in Florence, Geneva, Hamburg &amp; Paris</i>
<b>February 20, 2023</b>	Fall 2023, Academic Year 2023-2024 & Spring 2024: Study Abroad Credit Applications for Approved Programs

#### Petition Deadlines

<b>October 4, 2022</b>	<b>GPA Petition</b> for Spring 2023(ACC, AKP, PRESHCO and Smith in Hamburg only)
<b>November 7, 2022</b>	<b>Non-Approved Program Petition:</b> Fall '23 & Academic Year '23-24
<b>February 6, 2023</b>	<b>GPA Petition</b> for 2023-'24 Smith Programs Abroad
<b>February 20, 2023</b>	<b>GPA Petition</b> for Fall 2023, Academic Year 2023-2024 & Spring 2024 Study Abroad Credit Application <b>Two Location Petition</b> for Academic Year 2023-2024 Study Abroad Credit Application <b>Non-Approved Program Petition</b> for Spring 2023 Study Abroad Credit Application <b>Academic Year in Australia, Ireland, New Zealand or the United Kingdom Petition</b> for Academic Year 2023-2024

#### Confirmation Deadlines

<b>October 21, 2022</b>	Confirm plans for Spring 2023 Programs
<b>April 6, 2023</b>	Confirm plans for Fall 2023 and Academic Year 2023-2024

**Smith College Office for International Study**  
 125 Wright Hall, Northampton, MA  
[studyabroad@smith.edu](mailto:studyabroad@smith.edu)  
[www.smith.edu/studyabroad](http://www.smith.edu/studyabroad)

## Study Abroad Checklist

1. Are you eligible?
  - ☐ See page 2 for eligibility requirements: a 3.0 GPA, declared your major, no more than 48 transfer credits for a semester program or 32 for a year-long program, and are studying abroad for the 1<sup>st</sup> time as a Smith student
  - ☐ See pages 3 & 4 for language proficiency and study abroad in Africa requirements.
2. Assess your own goals and needs
  - ☐ What do you want to learn?
  - ☐ What kind of classroom and teaching environment are you looking for?
  - ☐ What kind of living situation best suits you?
  - ☐ How long can you be away from Smith?
  - ☐ Use the Study Abroad Worksheet to help you with these questions (Appendix A)
3. Learn about Smith study abroad policy
  - ☐ Book an **advising appointment** with Dean Lisa Johnson or Angelo Pisano. Their schedules are found on the About Us page of the OIS website.
  - ☐ Read this *Study Abroad Guide*
4. Explore program options
  - ☐ Attend the **Study Abroad Fair** on Tuesday, Sep 20, 11:00-2:00, Davis Ballroom
  - ☐ Review the list of *Study Abroad Programs Approved for Smith Credit*
  - ☐ Visit the Resource Room & Library, read student evaluations, browse program materials, talk with peer advisors
  - ☐ Talk to faculty, returned students and program representatives
5. Select a program (or two)
  - ☐ Determine program or university application deadlines, and obtain application materials
  - ☐ Submit applications to study abroad programs (two maximum) in advance of program application deadlines
6. Seek Smith approval for your study abroad plans
  - ☐ Submit the Smith College online *Study Abroad Credit Application* or *Smith Program Abroad Application* (one for each program, two programs maximum), by the deadlines listed on the cover of this Study Abroad Guide
7. Apply for a passport; check expiration date if you already have a passport. Allow at least 4-6 weeks for processing if you must apply or renew your passport
8. Confirm your study abroad plans
  - ☐ Accept offer of admission from a study abroad program
  - ☐ Submit confirmation paperwork
9. Attend required Pre-Departure Orientation session
10. Go abroad!

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## ***Introduction***

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Smith College has been a pioneer in the field of study abroad since it sent students to Paris on one of the first “Junior Year Abroad” programs in 1925. We continue to be a leading liberal arts college in the support of study abroad. Study Abroad programming is overseen by faculty on the Committee on Study Abroad, which is a sub-committee of the Committee on Academic Priorities as part of faculty governance for the Smith curriculum. The Committee on Study Abroad is responsible for the selection, review and approval of programs on the Study Abroad Approved Program List (see Appendix B.) The Office for International Study is charged with the support and oversight of student participation on these programs.

Our goals for the study abroad experience are:

- To promote study abroad opportunities that are in keeping with the educational aims of the college.
- To provide program options that offer outstanding academic content, instruction, language learning and cultural immersion opportunities in the host countries.
- To ensure other first-rate study abroad opportunities that accommodate a range of disciplines and include diverse regions of the world.
- To integrate study abroad into the student's four-year plan of study to the fullest extent possible.

Students are expected to select a study abroad program from the Approved Program List. In this Guide you will learn more about how to select a program appropriate for your academic and personal interests.

Nearly 40 percent of Smith students study abroad for a semester or a year, in a variety of programs in Africa, Asia, Europe, Latin America, and English-speaking countries around the world. Study abroad provides a new perspective on your own country; it also provides you with a new view of yourself – of your capacity to adapt, to grow, to be open to new experiences – and perhaps also of your own limitations, which you may want to learn to transcend. Inevitably, it changes your life.

## ***Study Abroad Eligibility Requirements and Pre-requisites***

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The first step in applying for study abroad approval is to make sure that you meet the eligibility requirements set for Smith College study abroad and that you receive advance approval from the Office for International Study. In addition, you will need to meet the admission eligibility requirements for your chosen study abroad program or host university.

For Smith study abroad approval, you are expected to meet these eligibility requirements:

- Demonstrate evidence of maturity, responsibility and preparation for study abroad;
- Have a 3.0 overall grade point average and be in good academic standing at the time of application: students placed on probation after receiving approval to study abroad will have their approval rescinded;
- Be in good standing in student conduct matters at the time of application and up until departure for the approved program;
- You must declare a major by the end of the registration period for the second semester of your sophomore year; however, you may declare earlier. If you plan to study abroad, you must declare a major before you submit your study abroad application in early February of your sophomore year. You must apply and be accepted into a concentration before you can declare it. If you are declaring a Five College Certificate, there are additional steps with the Five College Consortium, and more information can be found on the Five College website. (Note: if you are planning on a self-designed major, you must meet first with Dean Danielle Ramdath in the Class Deans Office.)
- Demonstrate language proficiency for languages taught at Smith and/or adequate preparation for study in Africa (see Language Proficiency Requirements and Study in Africa, next page);

- Have no credit shortage when the program starts;
- Not exceed transfer credit limit requirements: no more than 38 transfer credits when starting a year-long program, or 54 transfer credits when starting a semester-long program. Academic residency requirements may apply, see Appendix E for details;
- Not have previously studied abroad as a Smith student; students are eligible to study abroad once, for a maximum of two semesters.

Approval for study abroad is also dependent on the following Smith rules:

- *"Candidates for a degree must complete at least 4 semesters of academic work, a minimum of 64 credits, in academic residence in Northampton; two of these must be completed during the junior or senior year."* (Smith College Bulletin)
- Students may not be away from the college on leave for more than one year. *"A student who wishes to be away from the college for more than one year must withdraw."* (Smith College Bulletin)
- Students on medical leave are not eligible to study abroad the following semester.
- Student accounts must be in good standing at the time of application and prior to the start of the term abroad.

In all instances, Smith College reserves the right to approve, retract or deny a student's participation in study abroad.

## ***Study Abroad Language Proficiency Policy***

Students must demonstrate proficiency in host country languages when that language is taught at Smith.

### **French, German, Italian, Spanish, and Russian:**

For programs where courses are taught in the host country language: Two or more years of college study or equivalent proficiency demonstrated by two semester courses at the 200 level, **or** one semester course at an advanced 200 level or 300 level.

*For study on the Smith Program Abroad in Paris:* Students normally take 4 four credit courses, including FRN250 (or higher) in the spring prior to study in Paris. Those who enter Smith at the FRN 230 level or above are required to take three semesters of French prior to study in Paris, including FRN250 (or higher) in the semester prior to study in Paris. Students beginning with FRN 101 and 103 (Accelerated Beginning French I and II) must take three 4-credit French courses in their sophomore year, including the 250 level course (or higher). Applicants to the *Les Sciences à Paris* track may apply with only one year of college-level French or equivalent.

*Exceptions for the Smith Program Abroad in Hamburg:* For the spring semester, students must have at least three semesters of college-level German or the equivalent prior to the start of the program. For the fall semester, students must have at least two semesters.

C, at least one semester of college-level French or equivalent is required prior to the start of the program; ability to communicate in elementary French is expected. Students with one year or the equivalent of college-level French are eligible to Track B (spring). Students applying for the full year in Track B are required to have two years of college-level French or the equivalent.

For programs with English-language curriculum: One year of college study of the host country language (or equivalent proficiency demonstrated by one semester course at an advanced 100 (intermediate) level or higher). Exception: 1 year or intensive summer equivalent of Italian is strongly recommended, but not required, for ICCS in Rome.

### **Arabic, Chinese, Hebrew, Japanese, Korean, and Portuguese:**

One year of college study or equivalent proficiency demonstrated by one semester course at an advanced 100 (intermediate) level or higher.

**Exceptions to the Language Requirements for Selected Science Programs:** Exceptions to the Smith Study Abroad Language Proficiency Policy are made for the following programs:

- Arava Institute for Environmental Studies. While a full year of either Hebrew or Arabic is recommended, students may attend without language prerequisites.
- Hong Kong University of Science and Technology (HKUST). Students may attend without language prerequisites but must study Chinese during the entire time at HKUST.
- SIT Madagascar: Biodiversity and Natural Resource Management. Students may attend with three semesters of French; students study *French for Natural Sciences* and *Elementary Malagasy*.

These exceptions are allowed with the goal of encouraging increased access to non-English speaking destinations for the study of STEM-related fields.

### **Language Preparation in Other World Languages**

Students are encouraged, but not required, to learn host country languages available at other colleges prior to studying abroad. Languages taught through Five College Center for Study of World Languages (<https://www.fivecolleges.edu/fclang>) include Czech, Danish, Hindi, Hungarian, Modern Greek, Mongolian, Nepali, Swahili, Thai, Tibetan, Twi, Vietnamese, and Wolof. Swahili and Hindi have mentored programs.

### **Studying in Africa**

Students planning to study in Africa must take one course related to Africa or themes of racial identity prior to their term abroad.

**Study in Australia, Ireland, New Zealand and the United Kingdom** is limited to one semester, with a few exceptions. Check the Approved Programs List to see the approved terms for each program.

### **Ada Comstock Scholars & Transfer Students**

Ada Comstock Scholars and transfer students interested in study abroad should meet with the Dean of Ada Comstock Scholars or their Class Dean and review *Study Abroad for Ada Comstock Scholars and Transfer Students* (Appendix E).

### **International Students**

Non-U.S. citizens must keep in mind several important visa considerations when planning to study abroad, including U.S. visa renewal requirements, applying for a 3<sup>rd</sup> country visa for study abroad, and visa requirements for each country travelled through, before, during, and after their study abroad program, including transit visas.

Most consulates and embassies will require a non-U.S. citizen applicant to have a valid U.S. entry visa in order to apply for a travel or international study visa. If you have a current U.S. visa, it is highly recommended to apply for the 3<sup>rd</sup> country study abroad visa from the United States. However, if you need to renew your U.S. visa, you may only do so outside the U.S. and will need to plan accordingly. Applying for a 3<sup>rd</sup> country study abroad visa from outside the U.S. may take longer, with a higher risk of your study abroad visa application being delayed or denied.

As you look at possible study abroad destinations, please note that in most cases, international students are not eligible for study abroad in their own country of origin as student visas and international student enrollment are aimed for those who are not currently citizens of the country.

An additional important consideration is eligibility for Optional Practical Training (OPT) on your return from study abroad. An OPT application must be sent from within the U.S. and can take several months for approval. Please consult with the International Students & Scholars Office if you are planning to utilize OPT after your return from study abroad.

## ***Choosing the Right Program***

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The key to a successful study abroad experience is to plan ahead! Most students start planning early in the fall of the academic year prior to the year in which they will study abroad. Attend one or more of the Information Sessions held at the Lewis Global Studies Center, visit the Study Abroad Fair in September, and carefully review the programs on the Study Abroad Approved Programs List to make sure that you have not overlooked options you might not have initially considered.

You will want to consider local cultural, political or infrastructural factors which may influence your experience abroad (i.e., nationality, religion, racial or ethnic heritage, gender, sexual orientation, accessibility, or any special medical needs). For example, if you are concerned about expressions of identity, you will want to investigate local cultural norms and laws regarding gender identity: some cultural environments can be hostile and/or discriminatory toward expressions of identity that are considered comfortable in Northampton. If you have mobility or health-related limitations, you will want to make sure that adequate access and support facilities are available.

We encourage you to discuss any concerns with the program/host university and/or staff at the Lewis Global Studies Center.

### **Adapting to a Foreign Culture**

The mental, physical and emotional energy of adapting to an unfamiliar environment or culture can be challenging. Anyone studying abroad should anticipate some form of “culture shock,” a loss of emotional equilibrium when confronted with a set of unspoken rules for social interaction different from those of your home country. Food and housing arrangements may be very different, and you’ll find that comforts and choices you took for granted at home won’t be found where you expect them. The duration and intensity of study abroad may make a loss of emotional equilibrium more common in study abroad than in ordinary travel. This loss of equilibrium is likely to exacerbate existing problems such as anxiety, depression, or eating disorders. Although your local program administrators have experience in helping students through difficult patches, the local health services for supporting complex problems may be limited in many countries. Furthermore, problems that become exacerbated by the challenges of your new location can distract from your academic success and cultural integration abroad.

Talk about your study abroad plans with your parents, counselors, and therapists, especially if you think that you may be susceptible to such stress. As you make plans to manage your health while abroad, we encourage you to set up a “continuity of care” plan if you have any chronic health conditions. Our office can assist you in communicating your health needs with your chosen program. If you will need any special accommodations, we recommend you let us know at least three months prior to your departure. It is also important to keep our office or the local program staff updated on any changes to your medical status or condition.

### **Consider Your Academic Needs**

It is important to honestly examine your personal and academic motives for pursuing study abroad. Consult with your mentors, including your academic advisers, before you expend a lot of energy on an idea that may not be suited to your academic goals. While *living* in a foreign culture will have lifelong benefits, they are not the same as those of *studying* in that same culture, especially if you are enrolled at local host universities. At the same time, although you are away from Smith it is important to be thinking about how the experiences and courses can be integrated into your studies at Smith.

In the right program, it is possible to combine academic work of the highest quality with a deepened understanding of everyday life and culture in the host country. The programs on the Study Abroad Approved Program List have been selected and reviewed by Smith faculty and staff in order to ensure that they are academically challenging study abroad programs. The student peer advisers and staff in our office are committed to helping you identify a program that meets both your personal and academic interests.

We also encourage you to ask returned students about their experiences with the academic culture, teaching methods and course options, as well as daily life, housing, and travel opportunities.

## Teaching Methods

Carefully consider how the teaching and learning environment at the programs or universities you are considering may differ from that at Smith, and whether they are suited to your own strengths. There is much variation in teaching methods, types of assignments, amount of supervision and direction from instructors, and forms of assessment.

Many students have noted that they were not fully prepared for the differences in academic expectations and structure abroad, especially when they enrolled in host-country classes taught at a university. A common academic difference between U.S. liberal arts colleges and higher education in most of the world is the degree to which you are expected to organize your time as an independent scholar. While there are variations from country to country and university to university, many students observe that at universities abroad there are fewer assigned readings than at Smith, and few if any written assignments given before the final exam or paper. You may find academic systems where you have far less class time than at Smith, where you are expected to create your own reading lists and work entirely on your own until a final exam. You may find that local libraries have far more restrictions on access to books and journals; or that professors — like everywhere, some brilliant lecturers and some not — aren't concerned with you as an individual. It is key to realize that educational structure and pedagogy are part of the cultural differences of your host country that shape the life experiences of your new friends and acquaintances. Some students, but by no means all, find themselves newly empowered by the experience of taking charge of their own learning, and having the time to pursue interests deeply.

Many of the field-based and Study Center programs offer classes expressly for the study abroad group and may be less culturally integrated, but taught in a way that is more similar to Smith. Such programs are often more structured than university based programs, also offering group excursions and events. Some programs offer a mix of both models, including tutorial or field study models which offer new approaches to learning that you may not have experienced. We encourage you to explore these opportunities as a way of gaining new perspectives in your field and your own learning styles.

## Calendar Differences

Academic calendars vary widely around the world. On the list of approved programs, you will find the Smith academic period for which study is approved. Differences that you may find in specific regions are outlined below.

- In some European countries university examinations for the fall semester are required in late January; in these cases attendance in the fall semester only will not be approved because the exams prevent return to Smith in time for the start of the spring semester.
- Until recently, the academic year in the U.K. and Ireland was broken into three terms (autumn, spring, and summer) running from late September through late June, with two long breaks at Christmas and Easter. Some institutions, including Oxford and Cambridge, still use this system. In most cases, Smith students may attend for the combined two terms of the “spring” and “summer” only but not for just the fall term. Smith policy does not allow study abroad in English-speaking countries for the full academic year, with a few exceptions (such as the London School of Economics and Political Science) where the academic program does not include a semester-only option.
- At universities in the southern hemisphere, the academic year is aligned with a calendar year. Semester I begins in February and Semester II in July. While students may choose either semester or both, some find it easier to integrate into the host university if they begin their study abroad experience in Semester I.

Calendar differences can affect your ability to work during the summer both before and after your time abroad. Students are responsible for their own costs during vacation breaks and university holidays, which may be longer than comparable breaks at Smith. “Fall start” programs can begin as early as July or as late as October, and the same variation can be found for spring start and end times. Some countries allow full-time students to work during vacation breaks, and others forbid it.



Some students plan ahead to do internships during vacation breaks, and apply for PRAXIS internship funding to assist with their living expenses. It is important that all these factors be taken into account as you are choosing a study abroad program, and to think about the extra costs that school breaks abroad will present.

### **Disability Accommodations**

If you have a disability that could affect your participation on study abroad, the Office for International Study may help you identify viable study abroad program locations and resources. While the environment, facilities, and legal requirements vary greatly around the world, study abroad programs and universities are generally eager to help a determined student meet their goals for international travel and study. Smith has successfully supported students with a variety of accessibility limitations in meeting their international study goals.

### **Learning Differences**

Many foreign universities and programs approved by Smith are willing to make accommodations for students with documented learning differences. Early disclosure of your specific needs and conditions is crucial for success in the study abroad environment. Many foreign university courses remain heavily weighted towards final examinations as the sole academic assessment for the course. Preparing for this academic structure and study will be an important consideration in your choice of program and/or identification of support needs.

### **Seek Advice**

Read evaluations from past Smith students in the Office for International Study, talk to returned students, and consult with your major adviser, the study abroad adviser in your department, and the Office for International Study staff. Ask many questions.

**Suspension of Program Approval - State Department Travel Advisories:** The U.S. Department of State issues periodic public announcements, travel advisories, and consular information sheets about countries around the world. When a Level 3 or 4 Travel Advisory is issued for a country or region, Smith's approval for any program in that country or region may be suspended until the Travel Advisory level is downgraded.

### **Remaining at Smith**

Remember that for very good reasons more than half of all Smith students choose not to study abroad. Many Smith students decide that the course offerings at Smith make better sense in the context of their academic career, or they want to be involved in student government, athletics, journalism, the performing arts, or outdoor activities. You may have to make some hard choices, but remember there are many opportunities for an international experience, including summer and graduate study.

## ***Study Abroad Exceptions and Petitions***

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Students are expected to meet all eligibility requirements previously listed in this Study Abroad Guide, and to select study abroad options from among the broad offerings on the list of Study Abroad Approved Programs List. Exceptions to these rules are made only for extraordinary reasons. Exceptions will be considered only in response to a written petition submitted with a Study Abroad Credit Application or Smith Program Abroad Application by the petition deadline. See below for additional information and the procedures for petitioning for an exception. All petitions will be evaluated by the Petitions Sub-committee of the faculty Committee on Study Abroad (CSA), which is the Smith College academic governance body responsible for overseeing study abroad integrity and curricular integration.

### **1. Not meeting the 3.0 GPA requirement**

The College does not normally approve Study Abroad Credit Applications or Smith Program Abroad Applications from students who do not have a 3.0 GPA at the time of application. If your GPA is

slightly below the 3.0 GPA requirement at the time of application you may petition for consideration of your application. To begin this process, schedule a meeting with the Dean or Assistant Dean for International Study **at least one month in advance of the application deadline** to discuss your plans for study abroad and to obtain petition instructions. Petitions should be submitted with your completed Study Abroad Credit Application by the regular application deadline.

## **2. Programs Not on the Approved List**

Students who have a compelling academic reason to pursue study on a program not on the Approved Programs List must schedule a meeting with the Dean or Assistant Dean for International Study **at least one month in advance of the petition deadline** to discuss whether a petition for that program might be considered. Students should also discuss their plans with faculty members in the appropriate department.

Petitions for programs beginning in Fall 2023 are due on the first Monday in November (11/07/2022), and petitions for programs beginning Spring 2024 are due on the third Monday in February (2/20/2023), with completed Study Abroad Credit Applications. For spring petitions, if you are planning to study abroad anyway, you must also submit a Study Abroad Credit Application for at least one other program on the approved list, in the event that the petition is not approved.

Programs will be evaluated on the strength of the academic offerings and their match with your goals, consistency with Smith academic standards, and arrangements for housing, health, and support services, and other factors as relevant. Petitions are generally not approved for programs in countries where a Smith Program Abroad is located (France, Germany, Italy and Switzerland) unless a compelling reason indicates that you are not able to pursue your plan of study at that site.

## **3. Study Abroad in Two Locations**

Students are expected to study abroad in one location for one or two semesters, (with the exception of Australia, Ireland, New Zealand, and the U.K.). The rationale for this policy is based on the commitment to support study abroad as an intensive learning experience within a specific cultural environment. Research shows that a significant part of study abroad learning takes place after departure from the host country, as students reflect on and react to the impact of their experience. The immediate shift to a second program in a new destination can sometimes interfere with the reflection on the learning outcomes of the initial program.

Only in exceptional circumstances will the CSA Petitions sub-committee give permission for study in two separate program locations over the course of an academic or calendar year. Students with compelling academic reasons may request permission to study in two different locations by submitting a petition statement and a letter of support from a faculty member with a Study Abroad Credit Application for each program by the third Monday in February (2/20/2023). Your statement should be based on an academic purpose and address some of the following factors:

- How do the academic learning objectives for each program/location reinforce or complement each other?
- Are there linguistic, cultural and/or historical links between the two locations that offer a fuller understanding of your area of study?
- Are the courses offered at the different institutions building on each other in ways not possible with coursework at Smith or through the Five College Consortium?
- Please note that personal or family reasons will not be considered for a Two Location Petition. If you think you can make a strong case for the viability and academic value of two separate programs, be sure that your advisers understand and approve of your plans for both semesters. You also must discuss your plans in detail with the Dean or Assistant Dean in the Office for International Study **at least one month in advance of the application deadline**.

#### 4. Study Abroad for the Academic Year in Australia, Ireland, New Zealand or the United Kingdom

Students are encouraged to study a foreign language while at Smith. College policies support the value of foreign language proficiency as contributing to the qualities of being a global citizen. For this reason, study abroad in Australia, Ireland, New Zealand and the United Kingdom is limited to just one semester (with a few exceptions – LSE, SOAS, Trinity Laban).

Only in exceptional circumstances does the Committee on Study Abroad give permission for study abroad in Australia, Ireland, New Zealand or the United Kingdom over the course of an academic or calendar year. Students with compelling academic reasons may request permission to study for the year in these locations by submitting a petition statement and a letter of support from a faculty member with a Study Abroad Credit Application by the third Monday in February (2/20/2023). Your statement should be based on an academic purpose and address some of the following factors:

- How do the academic learning objectives for the program/host university reinforce or complement your studies at Smith?
- Are there cultural and/or historical links that the program/host university offers that would provide a fuller understanding of your area of study?
- How would the courses offered at the program/host university contribute to your learning in ways not possible with coursework at Smith or through the Five College Consortium?
- Please note that personal or family reasons will not be considered for this petition.

If you think you can make a strong case for the viability and academic value of spending the academic year in Australia, Ireland, New Zealand or the United Kingdom, be sure that your advisers understand and approve of your plan. You also must discuss your plan in detail with the Dean or Assistant Dean in the Office for International Study **at least one month in advance of the application deadline.**

#### ***Applying for Smith Study Abroad Approval***

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You will apply for approval to study abroad by submitting a *Study Abroad Credit Application* or a *Smith Program Abroad Application* for a first and second choice program you wish to attend. It is critical to remember that you will also apply directly to the program or university admission, with the exception of the Smith Programs Abroad.

Admission to many study abroad programs and universities can be competitive. Program application deadlines vary; thus you need to check the deadlines in case you need to apply first to the program or university before obtaining Smith's approval to study abroad.

*Study Abroad Credit Applications* are due on the third Monday in February (2/20/2023), for study on a program approved for Smith credit during either or both semesters of 2023-2024. Credit applications for Spring 2024 study on the ACC, AKP and PRESCHO programs have a special deadline, the first Monday in October (10/2/2023). Late applications are not accepted.

*Smith Program Abroad Applications* are due on the first Monday in February (2/6/2023) for study on Smith Program Abroad in Florence, Hamburg, Geneva or Paris for fall, spring or academic year. Students applying to a Smith Program Abroad should complete only the *Smith Program Abroad Application*. Applications for the Spring term for the Smith Program Abroad in Hamburg are accepted until October 2, 2023. Applications submitted after the February deadline will be considered on a rolling basis until the program fills. Submitting an application in February for the spring semester is highly encouraged.

Both the *Study Abroad Credit Application* and *Smith Program Abroad Application* are available online through the ***Smith International Travel Experiences System (SITES)***. Prior to completing your online application you are expected to discuss your study abroad plans with your academic adviser(s). In order to complete the online application ask your major adviser(s) and the department study abroad adviser(s) to review your Plan of Study and sign the Major and Departmental Approval form (one for

each major). Both the Plan of Study and Major and Departmental Approval form will need to be uploaded into your online application. Samples are found in Appendix C and Appendix D, respectively.

### **Selection of Courses for Credit Approval:**

Smith's *Study Abroad Credit Application* asks how many credits you expect to earn in the system of your host institution and to list courses you wish to take abroad. It is a good idea to list alternate courses and course descriptions when having your faculty adviser approve your *Study Abroad Credit Application* (mark them clearly as such, so we know you understand the full load of the host country system), in case any are ultimately not offered or do not fit your schedule. If you are confused by the credit system at your host institution, consult the Office for International Study.

In order to receive approval for courses taken abroad, you must submit course descriptions with your *Study Abroad Credit Application*. Locating course descriptions can sometimes be a challenge. Be prepared to correspond with the program representative or university staff. If a course description is completely unavailable, provide any information you do have in writing.

Use care in selecting your courses. Since the nature of the curriculum can be very different in foreign universities, it is possible to end up taking a course that is too easy or too difficult for you, either of which will endanger transfer of the credit. Pitfalls include enrolling in a course that covers a substantial amount of ground already covered at Smith; taking a course that requires experience in areas of the field with which you are unfamiliar; and assuming that a "third-year course" is at the same level as a course you would typically take as a junior at Smith. In the UK and Europe, for example, most undergraduates take three-year degrees and complete their undergraduate degree with a more specialized grounding than most U.S. college students.

### **Double Check for Complete Application and Eligibility Requirements**

Your application for study abroad credit approval may be denied or subsequently rescinded in any of the following situations:

1. an incomplete Smith *Study Abroad Credit Application* or *Smith Program Abroad Application*;
2. failure to submit all study abroad confirmation materials required by the College after a student receives initial approval;
3. any unresolved credit shortage;
4. unpaid College bills: the College will not make payments to a study abroad program on behalf of a student when outstanding balances are owed to the College;
5. your GPA is below 3.0 and you have not submitted a GPA Petition;
6. any current or pending Judicial Board or Academic Honor Board sanctions, including academic probation, at the time of application or up until the program start date.

## ***Application to a Program or University***

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Program or university application instructions and deadlines are generally available online; many can be accessed through the OIS website. We recommend you contact the program or university staff and check the websites for any updates. It is not necessary to receive Smith's approval before applying to a program or university. In some instances students must assemble and mail program applications; the Office for International Study does not mail applications on behalf of students.

Typical study abroad program applications include the following:

- a personal statement
- a Smith transcript
- one or more letters of recommendation from faculty, addressed to the program or university
- a physical examination (which Smith's Health Services can perform)
- an "institutional approval" or "study abroad adviser approval" form in which the Office for International Study approves your plans and certifies that you are in good standing at Smith.

This form should **not** be completed by a faculty member; bring it to the Office for International Study.

Due to the competitive nature of study abroad programs and host universities, meeting admission requirements does not guarantee acceptance into a program. For this reason, students are encouraged to choose a back-up program. Mark clearly in your online *Study Abroad Credit Applications* in SITES which study abroad program or host university is your first choice and which is your second choice.

### **GPA Requirements**

Most programs and universities set a minimum GPA for admission. A typical requirement is a 3.0 GPA (B average), but some universities and departments require a 3.3 or even as high as 3.7. Some programs are flexible if a GPA is only slightly below the requirement, especially if it is higher in courses related to the field of study, or you have strong letters of recommendation from your advisers.

### **Language Requirements**

Programs where students study and complete academic work in the host country language usually require two years of college-level instruction or the equivalent. There are also many strong programs in diverse locations that do not have language requirements, such as DIS in Denmark, the University College Roosevelt in the Netherlands, the various SIT programs in South Africa, or CET Development Studies in Vietnam. The approved list annotates with an "E" programs whose courses are offered in English. All students, regardless of field of study, are strongly encouraged to look into programs in Africa, Asia, and Central and Northern Europe, where there are many English language program options.

### **Application Deadlines & Fees**

Check program application deadlines carefully and apply early. Most programs accept students on a rolling basis, which means they may fill well in advance of the application deadline. Students are responsible for application fees.

### **Housing**

Many programs offer more than one housing option. Options may include home stay (living and eating with a local family), dormitory housing with a meal plan, or self-catered apartments. A separate housing application may have to be submitted after the program application. Smith recommends that students choose the option that provides the greatest immersion with the host culture as a way of fully benefitting from your cultural experience.

Although the home stay option may seem intimidating at first, many Smith students return saying that the home stay was one of the most valuable aspects of their entire experience. It is important to remember that most host families reflect local family structures and living standards. This may include families with young children, single parents or retiree couples, or large extended families with people who come and go frequently. Many may expect you to be home for dinner most nights, or to accompany them on family excursions. Most programs will offer guidelines and expectations to help you engage with the families in meaningful and respectful ways.

You are required to choose a housing option offered and billed via the program or university. Smith does not allow students to elect housing independent of the choices offered by the study abroad program or host university. This rules out apartment options students pay for independently, whether facilitated by the program or not, unless this is the only housing possible on that particular study abroad program.

## ***Earning Academic Credit***

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Credit earned on a study abroad program approved for Smith credit will be transferred according to the following rules:

**Pre-approval of Program:** Credit toward the Smith degree will be accepted for satisfactory academic work done at a foreign university or on a study abroad program only if you have been pre-approved to participate and paid the Smith Comprehensive Fee while enrolled on a program abroad. Approval will not be given retroactively.

**Course Changes:** You may find that some or all of the courses for which you were pre-approved change once you begin the semester. The Office for International Study will work with you to help ensure that the new courses you choose may be approved for Smith credit. To seek approval for new courses, use the course change form (<https://www.smith.edu/about-smith/study-abroad/while-abroad>). Contact the Office for International Study with any questions.

**Full Course Load:** Students must take a full course load, as defined by Smith College, to receive credit equivalent to a semester or a year at Smith. A full load is a combination of courses that will advance a student at the host institution one semester or year toward the degree with no shortage. Students who complete a full semester or year worth of courses at their host institutions will earn a full semester (16 credits) or year (32 credits) worth of credit towards their Smith degree. The minimum number of courses required by a program or university may not be sufficient to earn 16 credits per semester from Smith. Any questions about the number of credits or courses that constitute a full load should be directed to the Office for International Study.

**Credit Awarded for Trimester/Quarter Academic Calendar Programs:** Many international universities run on the trimester or quarter system, in which case a single quarter or trimester is not of equivalent duration to a semester at Smith. Smith does not approve enrollment for the fall term in such situations, and treats the two terms that run from January to June as equivalent to a single semester at Smith. Only in exceptional cases will Smith allow for direct enrollment for a full academic year over three trimesters. Since most of these universities are in the UK or the Republic of Ireland, where we only permit a single semester of study, a request to study abroad for a full year requires a special petition to the Committee on Study Abroad. The Approved Program List notes which terms study is approved.

**Total Credit Transfer Limit:** Students studying abroad on a program approved for Smith credit normally earn 16 Smith credits for one semester, or 32 Smith credits for a full year, for successful completion of a full load of courses abroad. (A Smith Program Abroad may have a different total credit amount.) In exceptional cases, with written permission of the program director abroad and approval of the Class Dean and the Office for International Study, students taking courses in excess of a normal load may earn a maximum of 20 credits per a semester.

**Courses Ineligible for Smith Credit:** A course taken abroad that duplicates the content of one for which you have already received credit at Smith may not count for degree credit unless explicitly approved by the appropriate Smith department chair.

- Pre-professional courses such as most communications, speech, business, management, marketing, media, nutrition, library science, law, some journalism courses, and some computer science courses normally will not receive credit at Smith. Distance learning and courses taught online are ineligible for transfer credit.
- Performance courses will be awarded credit equivalent to their value at Smith (two credits for DAN and one credit for ESS). A maximum of 24 music performance, 12 dance performance, and 4 ESS credits may be counted toward the Smith degree; courses taken abroad that bring the student's total performance credits above these limits will not receive credit. Group performance courses (choir, orchestra, etc.) will not receive credit.

**Language Requirement Abroad:** Smith requires that students either study the local language of the host country or take courses taught in the local language of the host country each semester abroad, where offered by the program.

**Credit for Independent Study / Directed Research:** An independent study course may be undertaken abroad only when it is part of a set curriculum of the program (such as SIT Study Abroad, School for Field Studies, etc). Students who wish to receive credit towards their major for an independent study course must receive pre-approval through completion of the Independent Study for Major Credit Application, submitted with the Confirmation Materials in SITES once the student has been approved to study abroad.

**Credit for Internships:** Smith does not grant credit for internships, but will consider granting credit for course work associated with an internship. Students who wish to earn credit for internship course work on a program approved for Smith credit must attach a course description and syllabus to the Study Abroad Credit Application.

**Grades and Academic Standing:** Grades for work completed on a Smith Program Abroad in Florence, Geneva, Hamburg, and Paris are factored into the Smith GPA and calculations for Latin Honors. Grades for work completed on study abroad programs approved for Smith credit are recorded on the Smith transcript, but are not factored into the GPA or Latin honors calculations.

Low grades, failing courses or taking courses abroad without approval can result in academic probation and/or failure to make satisfactory progress toward the degree upon return to Smith. Any credit shortage due to unsuccessful completion of courses abroad must be made up through summer school or by arrangement with the appropriate Class Dean.

**Latin Honors Distribution Requirement:** Courses taken abroad may be counted toward the distribution requirement for Latin Honors. The first semester of an introductory language will only count toward the foreign language distribution requirement if the student continues on to take the second semester of that language.

**Academic Rules Abroad:** Smith students are bound by the rules and procedures of the study abroad program or host university, including those for registration, course load, dropping and adding courses, and exercising any satisfactory/unsatisfactory grading option.

**Rescinding Off-Campus Study Status:** Students on two-semester programs considering returning after one semester should see “Rescinding a Leave” on the Class Deans website (<https://www.smith.edu/about-smith/class-deans/leaves-of-absence>). Students wishing to rescind their Study Abroad Leave should notify the Office for International Study and their Class Dean in writing. If a student rescinds their study abroad leave in order to register for classes in Northampton, that decision will be binding and cannot be reversed.

Leave may be rescinded until the first day of classes each semester, however, the student is responsible for any non-refundable fees and deposits already paid to the study abroad program or host university on their behalf. The student is also responsible for contacting Housing to request a room.

A student who withdraws from a study abroad program or host university after the program has started is responsible for any non-refundable fees and withdrawal fees charged by the study abroad program, and may not return to Smith that semester, if classes have already begun at Smith.

**Transcripts & Grades:** Students participating on a Smith-Approved Program are responsible for ensuring that the study abroad program or host university sends an official transcript to the Office for International Study. The transferred credits will appear on your Smith transcript with the name of the issuing institution, course titles, grades, and credit equivalencies. The courses can be counted toward the distribution requirements for Latin Honors. Grades earned on a Smith-

Approved Program will not be calculated into the GPA or calculations for GPA-based honors. Grades earned on a Smith Program Abroad will be calculated into the GPA.

**Student Evaluations of Study Abroad Programs:** All students are required to submit an evaluation of their study abroad program or host university to the Office for International Study at the conclusion of the program. Transcripts will not be forwarded to the registrar's office for posting until the evaluation is received by the Office for International Study.

### **Summary of Key Rules for Planning Your Courses Abroad**

- In non-English speaking countries, students are required to either study the local language or take courses taught in the local language of the host country *each* semester abroad when offered by the program or university. This requirement applies to countries where another local language is spoken in most households and everyday places despite the use of English in government and formal education. For example, students must study French in Quebec, Twi in Ghana, Hebrew in Israel, Hindi in Delhi, and Zulu or Afrikaans in South Africa.
- Students who take one semester of a course abroad that is part of a year-long course at Smith will only receive credit for the course abroad once the second semester of study had been completed. Examples are Introductory Greek, Latin and Arabic.
- Credit is only transferable for liberal arts courses similar to those in Smith's curriculum. Courses with a professional focus such as accounting, business, marketing, communications, or journalism will not transfer unless you receive, in advance, the written approval of a Smith department chair. Otherwise, students may enroll in such courses only if you begin the semester abroad with a credit surplus; the course name and grade will be shown on the Smith transcript, but no credit will be earned. Contact the Assistant Dean for International Study if you wish to have permission for this option.
- Credit is not transferred for distance-learning or courses taught online.
- Credit will not be awarded for a course taken abroad that duplicates the content of a course for which Smith credit has already been earned.
- Students are expected to take courses abroad that correspond to their academic level (generally 300 level or third year courses). If you are interested in taking an introductory level course, or have no other option in available courses, you must consult first with the Assistant Dean for International Study.
- Students may not take a reduced load. The number of courses in which you enroll each term must constitute the normal (not minimum) full-time load at that institution, and all the courses should be in areas for which Smith credit is transferable. (Students with an excess of Smith credits before studying abroad who wish to take a course that will not transfer must consult with and gain approval of the Assistant Dean for International Study.)
- Students are expected to abide by all program/host university academic rules and regulations including but not limited to S/U grading options, adding/dropping courses, etc.
- All examinations must be taken if they are required of host-country students and open to visiting students; alternative forms of assessment are not acceptable when the form of assessment used for host-country students is available.
- Students **SHOULD NOT MAKE ARRANGEMENTS TO LEAVE THEIR PROGRAMS/HOST INSTITUTION BEFORE THEY KNOW THE DATES OF THEIR FINAL EXAMS**. Failure to take the final exam means risking failing the course. Given the differences in academic schedules, this means you will need to be very conscious of the dates on which summer internships, jobs or other commitments begin.
- On Smith-approved programs, no extra credit is awarded for a full load carried over a longer period than a regular Smith semester (for example, 2 terms of study at Oxford, or a pre-



session followed by a semester of study in Latin America). A maximum of 16 credits per semester or 32 credits per year is awarded for a full load of courses abroad.

- Major or minor credit is dependent upon department approval and it is your responsibility to check with your academic advisor or the department chair to determine whether the course will satisfy departmental requirements.

### **Assessment**

Most foreign English-speaking universities expect students to work more independently than is customary in U.S. colleges, and base a high proportion of the grade on a final exam. British and Australian students, for example, routinely underplay the amount of studying they do, and are also experienced at writing polished examination answers in the allocated time. U.S. students who misunderstand this system risk performing disastrously in the exam and may fail the entire course as a result.

Past students have warned against being lulled into a false sense of confidence that the coursework is light, and that you are fulfilling expectations by understanding the material covered in class. While most students pass all of their courses abroad, and many do very well, Smith students have also sometimes been shocked to discover that the final exams are the first and only graded assessment for a class. Frequently, the final assessment standard assumes that you have been independently reading, analyzing, and making connections in material according to your own academic interests in the topic, beyond what is covered in lectures. Be sure to ask good questions of your lecturers and fellow students about the expectations of final exams and papers. And, remember that local students may take their own system for granted, and may not know the U.S. system and what you might be expecting.

## ***Money Matters: Who Pays What?***

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### **Home School Fees: What Students Pay and What Smith Pays**

All students studying abroad on a program approved for Smith credit (including Ada Comstock Scholars) are billed the Smith Comprehensive Fee (tuition, room and board); Smith pays the tuition, room, and board directly as charged by the study abroad program or host university. Students are responsible for some deposits and program fees as outlined in this section.

Students studying on a Smith Program Abroad in Florence, Geneva, Hamburg and Paris are also charged the Smith Comprehensive Fee:

<https://www.smith.edu/about-smith/study-abroad/applying#costs>.

### **Study Abroad Expenses Covered by Smith College under the Home School Fees Policy:**

**Program Deposits:** Smith College will pay, or reimburse, non-refundable program deposits required to confirm a student's enrollment in a study abroad program. Program deposits are paid only after the Office for International Study has received the *Participation Agreement for Smith Study Abroad* and *Release and Hold Harmless Agreement* signed by the student (and the student's parent/guardian if required), a copy of the program acceptance letter, Program Deposit Form and proof of payment, and a completed *Request for Approved Off-Campus Study Leave*. Information on how to access these forms is included with study abroad approval letter sent directly to the student.

In instances when you have not yet submitted these forms and timing is critical to hold your place on a program, we recommend you pay the program deposits, and then submit documentation of payment to the Office for International Study for reimbursement.

The following programs directly bill Smith College for program deposits. Do not pay program deposits for the following study abroad programs: AIT Budapest, Bard College, Budapest Semesters in Math, CET, CIEE, College Year in Athens, DIS, Hamilton College, Hebrew University, IES, IFSA, Middlebury, School for Field Studies, and SIT Study Abroad.

**Housing Deposits:** Smith College will pay, or reimburse, non-refundable housing deposits that are an advance payment of housing fees. Housing deposits that convert to damage or security deposits once the student arrives to take up residence are the responsibility of the student (see Damage Deposits under Student Expenses).

The time required for Smith College to issue a check is often longer than the time available for students to accept their housing offers. In these instances, we recommend that students pay their own housing deposits and then submit documentation of payment to the Office for International Study for reimbursement. When timing is not critical, forward a copy of your housing deposit bill to the Office for International Study for payment.

**Tuition Payments:** Smith College pays all tuition costs required for a full course load of credits (equivalent to one semester or one year of study at Smith College) for study abroad programs. Most study abroad applications request the billing address for payment. If a signature is required for the billing section, visit the Office for International Study. The address to enter in the billing section is as follows:

Smith College  
Office for International Study  
5 Chapin Drive, Wright Hall 127  
Northampton, MA 01063

In most cases, study abroad programs will send tuition bills directly to the Office for International Study. However, programs may send tuition bills directly to students from time to time for a variety of reasons. Invoices for program fees that are the responsibility of the student (e.g. refundable deposits, group airfare) may also itemize tuition on the bill. Some institutions will send a copy of the tuition bill to students regardless of who is responsible for paying the bill. If you receive a tuition bill, please forward via email, fax, mail or deliver a copy to the Office for International Study and be sure you understand the portion for which you are responsible.

Email: [studyabroad@smith.edu](mailto:studyabroad@smith.edu)

Fax: 413-585-4982

**Orientation Sessions:** Most study abroad programs and host universities provide an on-site orientation. In rare instances when there is an additional fee for a required orientation, Smith College will pay the cost. Check with the Office for International Study before assuming that the additional expense will be covered.

**Pre-Sessions:** Students are expected to take a full course load of credits while studying abroad. When pre-sessions are required to complete a full course load for a semester, or when they are a required component of the study abroad program, Smith College will pay the pre-session cost. In all other instances, students who elect to attend pre-sessions do so at their own expense.

**Stipends Provided by Smith Directly to Students:** Stipends are issued to students to cover the cost of food, housing and transportation when these items are not otherwise provided by the study abroad program or meet other financial support agreements.

Stipends are generally issued by direct deposit twice per year, at the beginning of each Smith College semester. Students who are studying abroad for a full year will receive stipends at the beginning of each semester. Students must set up direct deposit to a U.S. bank account with the Controller's Office before leaving campus. While stipends are issued as promptly as possible, they may not be received by students until after their study abroad programs begin. Students are expected to be able cover their living expenses for the first two weeks of their study abroad program, and must plan accordingly.

Stipends are issued in dollars using the currency exchange rate at the time of issue. Food and transit stipends are not adjusted for any currency fluctuations during the semester. Housing stipends may be adjusted for currency fluctuations. In instances when the value of the U.S. dollar is declining

against foreign currencies, we recommend that students convert their stipends into local currency as soon as possible.

**Food Stipends:** Food stipends are issued for students in “self-catered” housing who cook for themselves, or for students with partial meal plans, based on program recommendations. When fewer than three meals per day are provided by the study abroad program, students are issued a food stipend for the remaining meals.

Food stipends are intended to cover reasonable food costs for purchasing groceries and preparing meals; they are not intended for the purchase of meals in restaurants other than local student cafeteria or lunch options. Food stipends are based on program recommendations and research about the actual cost of purchasing groceries in the study abroad location.

Food stipends are intended to cover food expenses only during the time when classes are in session; they do not cover food costs during vacation periods or semester breaks. Just as when students are in Northampton, meeting food expenses during school breaks abroad is the responsibility of the student. Students must budget their food stipend to last the entire semester.

**Housing Stipends:** Invoices for housing fees are normally sent directly to the Office for International Study, and Smith College will pay the study abroad program/host university directly. In instances where housing invoices are sent to the student, the invoice should promptly be forwarded to the Office for International Study to process the payment.

Students who pay for housing fees themselves and need to be reimbursed must submit documentation that the payment has been made (e.g., a copy of the credit card statement, or confirmation of payment received by program/host institution) to the Office for International Study for reimbursement.

In instances when students are given a choice of housing options, Smith College will cover only the cost of a standard room in the standard residence options, not upgraded options. Students may elect higher cost options (e.g., an *en-suite* or single room when that represents an upgrade, or housing closer to campus that is available at a higher charge than the university residence halls), but they will be fully responsible for paying any additional cost. When students study through a provider, any supplemental housing charges assessed by the provider for optional upgrades will be billed to the student.

Housing stipends are based on the currency exchange rate at the time of issuance. If the actual cost of paying the housing bill is greater than the amount of the stipend, then the student should submit documentation of the payment and actual cost to the Office for International Study. Smith College will then issue a housing stipend adjustment for the difference.

Students who receive housing stipends are expected to pay their housing bill as soon as it is presented to them. When the option is available, students are expected to make one payment for the total housing bill for the semester abroad, and not to pay in installments.

As a reminder, students are required to use only program-sponsored housing. Smith will not approve independent housing where program-provided housing is available.

**Transportation Stipends:** Students who are housed beyond walking distance from campus may request a transit stipend for commuting by public transportation to and from classes.

Transit stipend requests must be received within a month after the study abroad term begins, and must document the actual cost of public transportation to and from classes, the number of trips made per week, and the number of weeks that classes are in session. Students may submit a Transit Stipend Request located on the *For Students Abroad* webpage: (<https://www.smith.edu/about-smith/study-abroad/while-abroad>).

**Stipend Distribution:** All stipends will be issued by direct deposit to your U.S. bank account. Direct deposit can easily be set up by visiting the Controller's Office and completing the corresponding paper work.

**Student Expenses:** Students are responsible for the following expenses associated with their study abroad travel, residence in-country and personal fees.

**Passports, Visa, Immunizations and Program Application Fees:** Students are responsible for costs associated with obtaining their passports, any necessary visas, immunizations, and program application fees.

**International Travel:** Students are responsible for the cost of travel to and from the study abroad program site. Students receiving financial aid may include travel costs in their financial aid application. Exceptions to this include the following programs: PRESCHO in Spain and AKP (Associated Kyoto Program) in Japan where international airfare is included as part of the overall program fee at no additional cost to the student. The Office for International Study awards partial funding for airfare expenses to students with high financial need. Students need not apply; all students who are eligible will receive an airfare stipend.

**Damage and Security Deposits:** Students are responsible for paying all damage deposits, security deposits, and other refundable deposits.

**Personal Expenses:** Students are responsible for the costs of books and personal expenses associated with study abroad, which can include damage deposits, cookware and linens, camping supplies, and gym fees.

**Course Expenses:** Students are responsible for covering the costs of additional expenses incurred by enrolling in a particular course (i.e. art and photography supplies, musical instruments, optional field trips, etc.)

**Amenities:** Smith College will not issue stipends for incidental items or amenities, including but not limited to phone connections, computer facilities, gym facilities and household items such as pots and pans, cleaning supplies, and toilet paper.

**Fees for Upgraded Accommodations or Single Rooms:** Any fees for accommodation upgrades from standard housing abroad will be charged to students.

**School Breaks Abroad:** As at Smith, room and food expenses during vacations and breaks abroad are the responsibility of the student. Breaks abroad may be longer than at Smith, and travel back home will cost more as well, so students must plan ahead for the cost of vacation housing or travel. Students studying in the Southern Hemisphere for a U.S. academic year (Semester II followed by Semester I) will need to support themselves for up to three months between terms.

**Health Insurance:** All students are required to carry U.S.-based primary health insurance, and will be automatically enrolled in the Smith College student health insurance plan through Arthur J. Gallagher & Co at the beginning of the term abroad. This insurance plan may be waived online at <https://www.gallagherstudent.com/> if the student has another primary health insurance policy that provides comparable coverage, except in the case of international students, who must purchase the Smith College student health insurance plan through Gallagher. If you are an international student and plan to visit your home country during break, you may need additional insurance coverage in your home country during this period.

Students on a Smith Program Abroad (Florence, Geneva, Hamburg or Paris) are also covered by a supplemental international medical insurance policy through Gallagher Student Health & Special Risk. Students participating on an approved program may be eligible to purchase this supplemental study abroad insurance at an additional cost if the program or host university does not provide supplemental insurance. All students and their families should review the coverage information about this plan here: [www.gallagherstudent.com/studyabroad](http://www.gallagherstudent.com/studyabroad)

**Local services and facilities:** Smith College cannot guarantee that students studying abroad will have access to services or amenities equivalent to those provided at the Northampton campus. Different universities and programs provide differing levels of service and convenience, and offer

unique benefits not available to students in Northampton. These differences are what make an experience in another country distinctive.

### **Planning & Budgeting**

Planning and budgeting are critical. You will need to anticipate paying up front expenses such as application fees, refundable program deposits (which can range from \$300 to \$500), any passport or visa expenses, required vaccinations, and airfare. In most instances these expenses need to be paid well in advance and you should plan on having funds available to cover these expenses in the months prior to your term abroad.

If you are scheduled to receive a food stipend, be sure you understand what that stipend covers. Is there a meal plan? When is the meal plan billed? How many of your daily meals are covered in your meal plan? Some meal plans are billed at the end of the term, and students must use their stipends to cover these expenses. Calculate how much of your stipend will remain after that cost, and then budget accordingly. Or, will you be in a self-catered residence in which you need to shop and cook for yourself (or with roommates)? In this case, find out whether cooking supplies are available and explore the area for economical grocery stores.

Read program information closely to find out whether meals during orientation, lunch breaks, organized excursions and housing during vacation breaks are included or are at your own expense. Many students, especially those studying in Europe, find that a higher cost of living greatly increases their personal expenses. Personal travel, gifts and souvenirs will also add to costs.

### **Work Opportunities Abroad?**

Few countries allow visiting students to work, so carefully research visa regulations to find out whether you can work a part time job while abroad. While local employment may provide a unique perspective on the local culture while providing some additional spending money, it is not worth the risk if this activity violates local labor laws.

## ***Financial Aid***

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Smith College strives toward equity in education across campus. In recognition of this policy, students studying abroad for Smith credit are generally billed and aided as if they were on campus. The student is billed the Smith comprehensive fee (tuition plus room and board), and Smith will directly pay the tuition and room and board charges assessed by the study abroad program. This is true regardless of whether the study abroad program charges are more or less than the Smith comprehensive fee. If your financial aid package includes a campus work award (i.e. work study), it will be removed for the semester(s) that you are studying abroad. Additional loan funding may be available through Student Financial Services to replace your cancelled campus work award. Please contact [loanhelp@smith.edu](mailto:loanhelp@smith.edu) for more details.

Exceptions: The Trustees Grant for Northampton Residents cannot be used for study abroad. Tuition Exchange may be used only on a Smith Program Abroad, and not for study on an approved program. Students who are dependents of Smith faculty or staff may receive a 60% tuition waiver to study on a Smith Program Abroad or consortium program. For Smith-Approved programs, the tuition waiver is 40%.

### **Funding for Study Abroad**

Every year Smith students successfully apply for study abroad scholarships and fellowships. Smith students have successfully won the following undergraduate study abroad fellowships and scholarships:

- David L. Boren Undergraduate Scholarship for language study abroad
- Killam Fellowship for study at a Canadian University
- DAAD Undergraduate Fellowship for study in Germany



- Gilman International Scholarship
- Bridging Scholarships for Study in Japan

Please consult Student Financial Services to discuss how an award will affect your Smith financial aid package and your bill. See the Student Financial Services outside aid page for additional information (<http://www.smith.edu/finaid/outaid.php>). It is the student's responsibility to notify Student Financial Services and the Office for International Study of any outside awards that she receives.

Study abroad program providers including IFSA-Butler, SIT Study Abroad, IES, and CIEE have scholarships and funding for students attending their programs; please check with your study abroad program or host university for scholarship opportunities. There are also many foundations that provide funding to students for study abroad. For details and additional possibilities see the Fellowships and Scholarships section of this webpage:

<https://www.smith.edu/about-smith/study-abroad/applying#costs>.

## ***Preparing To Leave Smith***

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The Office for International Study will notify you by email with the decision regarding approval of your *Study Abroad Credit Application(s)* and/or *Smith Program Abroad Application(s)*. Once you are approved by Smith to study abroad, you will need to complete the steps listed below. Paperwork varies by program for students attending a Smith Program Abroad.

### **Office for International Study**

Complete and submit the following online forms via SITES:

- Participation Agreement for Smith Study Abroad (requires parent/guardian signature)
- Release and Hold Harmless Agreement
- Health and Disability Management Form
- Request for Approved Off-Campus Study Leave Form
- *Program Deposit Form* and proof of payment of any non-refundable deposit you have made
- A copy of your program acceptance letter or email

### **Study Abroad Program**

- Confirm enrollment in study abroad program or host university; complete study abroad program or host university required paperwork.
- Notify the program or university that Smith College will be paying your tuition and related expenses. Bills should be sent to the Office for International Study, not your home.
- Designate the Office for International Study as the place your transcript should be sent.
- Notify any program you do NOT intend to attend that you are withdrawing your application.

### **Other Smith business**

- Complete any financial aid paperwork: If you will be away from Smith during a semester in which financial aid forms must be completed and signed, find out from Student Financial Services what will need to be done while you are abroad, such as giving power of attorney to a parent.
- Submit a *Direct Deposit Authorization Form* to the Controller's Office.
- Resolve any problems with your student account: Study abroad approval (and ability earn Smith credit for study abroad) will be rescinded if your student account is not in good standing.

### **Enrollment Status at Smith and Housing**

Once you submit the Approved Off-Campus Study form, your enrollment status at Smith will formally change to "study abroad leave," and your course registration for any term you will be away will be inactivated. You do not need to register for classes at Smith. Any housing assignments will also be cancelled at that point. While you are away, you will receive notification of the on-line housing lottery process for your return to campus. If you are unable to participate in the lottery, be sure to find someone who can serve as your Housing Proxy: [http://www.smith.edu/reslife/lottery\\_roomdraw.php](http://www.smith.edu/reslife/lottery_roomdraw.php).

## **Pre-departure Orientation**

All students must attend the required Pre-Departure Orientation. Important information about study abroad will be presented, and will be followed by country meetings where returned students are available for questions. Each Smith Program Abroad will also have a mandatory Orientation session.

## **Changing Plans**

If you wish to switch semesters within the same academic year, a new or revised Plan of Study must be submitted for approval. If you have already been accepted into a study abroad program or university, you must also contact the program, which may or may not allow you to defer enrollment.

If you decide not to study abroad in the upcoming academic year, you must notify the Office for International Study in writing. An email message stating your decision to remain at Smith and the term you had intended to be abroad sent to [studyabroad@smith.edu](mailto:studyabroad@smith.edu) is sufficient. If your decision not to study abroad comes after being accepted to your study abroad program or host institution you must also notify them of your change in plans. Depending on the timing of this decision there may be some financial penalties involved. You will also need to work with the Housing office as well as with the Registrar's office to make sure everything is in order for you to return to campus. Once you have decided to stay at Smith your decision is final; you will not be able to reactivate your approval to study abroad. You may apply again to study abroad the following academic year.

## **Senior Honors Work, Graduate School, Scholarships & Fellowships**

Study abroad can open up new avenues of research that lead to an independent study or honors project in the senior year. It may also strengthen applications for graduate schools, scholarships and fellowships. You are strongly recommended to investigate all these possibilities *before* departure; without planning ahead you will find it very hard to make all the necessary arrangements and meet deadlines at the beginning of your senior year.

The Fellowships office (<http://www.smith.edu/fellowships>) has detailed information on postgraduate scholarships and grants on their website. Watch for announcements of informational meetings about fellowships in the year before you study abroad.

Students interested in the health professions should consult the Program Director for Health Professions and Mentoring Program (<https://www.smith.edu/about-smith/health-professions-advising/preparation>). Students considering graduate school in other fields should consult the staff at the Career Development Office.

## ***Preparing To Go Abroad***

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### **Passport**

If you do not already have a passport, apply for one as soon as possible. (For U.S. citizens, passport application information is available on the [www.state.gov](http://www.state.gov) website.) If you have a passport, make sure that it is valid for at least six months beyond your intended return to the US. Allow at least 4-6 weeks for processing if you must apply or renew your passport.

### **Visas**

A visa is a sticker or stamp in a passport given by a foreign government allowing the passport holder to remain in the country for a specified period of time for a specific reason. In most cases, student visas are required for study abroad. Obtaining a student visa is the student's responsibility. Your study abroad program or host university should provide information on when to apply for your visa as well as advice and documentation needed for the visa application itself. In most cases, the responsibility for obtaining the visa remains with the student. As soon as you know in which country you will study, begin researching visa requirements. Obtaining a visa can be very complicated and take up to six months, so research visa requirements early. Usually, you must apply at the embassy or consulate of that country nearest to your home.

## **Airfare Bargains**

Student travel agencies such as Student Universe (<http://www.studentuniverse.com/>) provide discounted airfare to students. In some cases, students may be required to use a group flight organized by your program or host institution. You should confirm whether or not you are subject to such a requirement prior to booking your flights.

## **International Student Identity Card**

The ISIC (<http://www.isic.org/>) is an internationally recognized card for students that provides student discounts on airfare and entry fees to cultural attractions such as museums, and supplementary health and accident insurance. All Smith students are covered by a Five College supplemental insurance policy for emergency medical evacuation and repatriation of remains, but you may be interested in the supplemental health insurance available from ISIC. Cards can be purchased online. Some programs provide ISIC cards to their students; check before you buy one.

## **Health and Safety**

Your pre-departure medical needs will depend largely on the countries you intend to visit. To find out what is currently recommended or required, look into the information provided by your program, and that is available from the Centers for Disease Control (<http://www.cdc.gov/>), and the World Health Organization (<http://www.who.int/ith/>). You may also find Travel Health Online (<http://www.tripprep.com/>) useful. Some countries require vaccination or negative-HIV certificates. Most programs will require you to provide a medical report, consisting of a doctor's physical exam and additional information from you on your medical history and any disabilities for which you are requesting reasonable accommodations.

Smith College Health Services can assist you in completing health forms, give physical exams, and administer vaccinations. They can help you decide about preventive medications for malaria, altitude sickness, allergies, diarrhea, etc. Make an appointment with Health Services early to be sure you have adequate time to complete any immunizations and provide results of any required tests to visa authorities. Some vaccinations may be available only from a travel clinic. There is one at UMass, and Pioneer Valley Travel Clinic is located in Northampton.

We also recommend you prepare for how you will obtain prescription medications while abroad well in advance of your departure. In some cases there may be limitations on the amount of medications that may be prescribed you go or on their availability abroad. Ask your physician to prescribe a supply of medication that will last the length of your stay, or make arrangements to purchase your medications abroad or have them sent to you. Carry a copy of your prescription and keep medications in the labeled containers in which they were dispensed.

Inform yourself about conditions in the country where you are planning to study. The U.S. State Department issues consular information sheets summarizing entry requirements and health and safety issues for every country. If you have concerns, your study abroad program can explain their safety policies and procedures. Very occasionally, safety concerns will cause a program to suspend operations. In most cases, however, the decision to go or not go is yours.

## **Health Insurance**

*See page 18 for details about health insurance.*

## **Adjusting to a New Culture**

Whether you will be away for a semester or a year, in a culture similar to or very different from your own, you are likely to experience some adjustment difficulties. The excitement of your first few days can be followed by frustration as you realize that the assumptions and rules by which the host culture operates are quite different from those that you are used to in such matters as conformity and individualism, privacy, social structure, formality, gender roles, and punctuality, as well as in more obvious areas such as food and dress. A simple business or social contact can leave you feeling helpless or awkward. Such feelings show that you are coming to grips with a new culture.



Explore and analyze the unfamiliar with an open mind, and avoid the temptation to retreat into the company of other U.S. students. And just as you would resent being regarded as the sole representative of your own culture, don't generalize too quickly about your host culture based on your early experiences in the country. As you adjust to this new culture, you will find that you see yourself and your own culture differently. Also be prepared for another difficult phase: returning to Smith and your own home community.

The following books provide insight into coping with the challenges of adjusting to another culture. If you are looking for reading material during your break before you study abroad, you may wish to access these on-line if available or through the Five College library system.

- S. T. Duke, *Preparing to Study Abroad: Learning to Cross Cultures* (2014)
- N. Hadjicostis, *Destination Earth: A New Philosophy of Travel by a World-Traveler* (2014)
- J. Lantis and J. Duplaga, *The Global Classroom: An Essential Guide to Study Abroad* (2010)
- R. Slimbach, *Becoming Worldwise: A Guide to Global Learning* (2010)
- S. Story, *Prepare for Departure: A Guide to Making the Most of Your Study Abroad Experience* (2016)
- W. Williamson, *Study Abroad 101, 3<sup>rd</sup> Edition* (2016)

Your program or Smith professors may also suggest additional resources, both fiction and non-fiction, that will help you understand the culture in which you will be living and studying. Many foreign newspapers and magazines are available on the Web, at Neilson Library, and in the Lewis Global Studies Center. Additional resources are available in the Lewis Global Studies Center Resource Room.

## ***Arriving Abroad and Finalizing Registration***

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### **Address Abroad**

Please inform the Office for International Study of your residential address and local phone number, using the online form at <https://www.smith.edu/about-smith/study-abroad/while-abroad>.

### **Changing Courses**

You may find that some or all of the courses you had pre-approved change once you begin the semester. The Smith Office for International Study will work with you to ensure that the new courses you choose are approved for Smith credit. Use the Course Change form (<https://www.smith.edu/about-smith/study-abroad/while-abroad>) to seek approval for new courses. Contact the Office for International Study with any questions.

## ***Appendix A: Study Abroad Worksheet***

There are many different types of study abroad programs. Your answers to the questions on this worksheet will help you determine which type of study abroad program might best match your goals, interests and academic needs.

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### **Main Goals**

Why do I want to study abroad?

What do I hope to gain from this experience?

### **Academics**

Do I need to complete major requirements while abroad?    Yes    No

If yes, which requirements: \_\_\_\_\_

Am I interested in pursuing a specific academic focus?                      Yes    No

If yes, which focus: \_\_\_\_\_

What type of learning environment would I prefer? (Check all that apply)

- ☐ Traditional classroom setting
- ☐ Field station
- ☐ Large lecture-style classes
- ☐ Small seminar-style classes

With whom do I want to take classes? (Check all that apply)

- ☐ Other study abroad students
- ☐ International students
- ☐ Host-country students
- ☐ Combination

Am I comfortable directing my own learning experience?    Yes    No

In the U.S., students are often told exactly what they should read and research. Many foreign universities expect students to take a more independent approach to their learning. For example, students are given a starting point and suggestions for further reading, but there is usually a strong emphasis on private study. Additionally, in some instances 100% of the course grade depends on the final exam at the end of the semester or year.

### **Location**

Is there a country or region in which I am academically and culturally interested?

\_\_\_\_\_

What type of location do I want?

- ☐ Urban
- ☐ Rural

### **Language**

Is it important for me to improve my language skills?                      Yes    No

Do I want to take all my courses in the host-country language?    Yes    No

## When to Go

How much time would I like to spend abroad? (Check all the apply)

- ☐ Semester
  - ☐ Second-semester of Sophomore year
  - ☐ First-semester of Junior year
  - ☐ Second-semester Junior year
  - ☐ First-semester of Senior year
  - ☐ Second-semester of Senior year
- ☐ Academic Year
  - ☐ Junior year
  - ☐ Senior year

## Program Structure

Do I want to re-create a Smith-type experience abroad or try something completely new?

Would I prefer a high level of support from a study abroad program?      Yes      No  
Support could include extra in-country staff, arranged housing and excursions, assistance with visa and application process, etc.

How comfortable am I with true independence? \_\_\_\_\_  
For example, some programs would require that you be responsible for seeking out help if you need it; arranging your own activities and excursions.

Would I prefer a large university or small program setting?

## Living Arrangements

Which living arrangements appeal to me the most? (Check all the apply)

- ☐ With a host family
- ☐ With other study abroad students
- ☐ With students from host country

**Other aspects of the experience that could affect where I study abroad:**

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## Appendix B: Study Abroad Approved Program List

### Study Abroad Approved Programs List Approved for Smith College Credit 2023-2024

*Students should carefully research their study abroad program options in order to determine which program will be the best match for their academic, personal and professional goals.*

#### AFRICA, Sub-Saharan

Cameroon	SIT Development and Social Change (f, s)
Madagascar	SIT Biodiversity and Nat. Resource Mgmt (f, s, E**)
South Africa	SIT Comm. Health and Social Policy (f, s, E) SIT Multiculturalism & Human Rights (f, s, E) SIT Social and Political Transformation (f, s, E)
Tanzania	SFS Wildlife Management Studies (f, s, E)
Uganda	SIT Global Development Studies (f, s, E)

#### MIDDLE EAST and NORTH AFRICA

Israel	Arava Inst. for Environmental Studies (f, s, ay, E**) Rothberg Int'l School (Hebrew University of Jerusalem) (f, s, ay, E*) Tel Aviv University (f, s, ay, E*)
Jordan	CET Intensive Language (f, s, ay, E*) SIT Geopolitics, IR, and the Future of the ME (f, s, E*)
Morocco	SIT Multiculturalism & Human Rights (f, s, E*)

#### AMERICAS and the CARIBBEAN

Argentina	IFSA Argentine Universities Program (f, s, cy, ay) SIT Social Movements & Human Rights (f, s)
Brazil	Brown in Brazil at P. Univ Católica, Rio (f, s, ay) CET Brazil: Social Justice (f, s, ay) Middlebury Schools Abroad—Florianópolis (f, s, ay)
Chile	CIEE Chilean Univs, Santiago (f, s, cy, ay) SIT Cultural Identity, Social Justice & Comm. Dev. (f, s)
Costa Rica	SFS Sustainable Development Studies (f, s, E*)
Cuba	Hampshire in Cuba (s) Sarah Lawrence in Cuba (f, s)
Ecuador	SIT Comparative Ecology (f, s) SIT Development, Politics, and Languages (f, s)
Mexico	IFSA Mérida Universities Program (f, s, ay)
Peru	IFSA Lima (f, s, cy, ay)
Turks & Caicos	SFS Marine Resource Studies (f, s, E)

#### ASIA

Cambodia	SFS Climate Change, Ethics and Conservation (f, s, E)
China	<b>SMITH CONSORTIUM: ACC, Beijing</b> (f, s, ay) Hong Kong University of Science and Technology (HKUST) (f, s, ay, E**) IFSA Int'l Bus in Shanghai (f, s, ay, E*) IFSA Social Sciences in Shanghai (f, s, ay, E*) Middlebury Schools Abroad – Beijing (f, s, ay) Middlebury Schools Abroad - Kunming (f, s, ay) IFSA Study in India, Pune (f, s, E) Carleton-Antioch Buddhist Studies (f, E)
India	
Japan	<b>SMITH CONSORTIUM: Associated Kyoto Program (AKP)</b> (f, s, ay, E*) IES Nanzan University (f, s, ay, E*) Japan Study Program at Waseda University (s, ay, E*)
Korea	CIEE at Yonsei University (f, s, ay, E*)
Singapore	Yale-NUS College (f, s, ay, E)
Taiwan	CET Taiwan (f, s, ay, E*)

#### OCEANIA

Australia	SFS Rainforest Studies (f, s) SIT Rainforest, Reef & Cult. Ecology (f, s) SIT Sustainability & Environmental Action (f, s) University of Melbourne (f, s) University of Wollongong (f, s)
New Zealand	Frontiers Abroad: New Zealand Earth Systems & Geology of New Zealand (f, s) University of Auckland (f, s) University of Canterbury (f, s) University of Otago (f, s)
Samoa	SIT Social & Env. Change in Oceania (f, s)

#### KEY

f- fall  
s - spring  
ay - northern hemisphere academic year  
cy - calendar year & southern hemisphere academic year  
E - taught in English without language pre-requisites for Smith approval  
E\* - taught in English *with* language pre-requisites for Smith approval  
E\*\* - exception to the language pre-requisite; see Study Abroad Guide for details

#### Study Abroad Program Abbreviations

CIEE - Council on International Exchange  
IES - Institute for the International Education of Students  
IFSA - The Institute for Study Abroad  
SFS - School for Field Studies  
SIT - School for International Training

*OIS reserves the right to modify this list at any time.*

Updated August 1, 2022

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Tel: (413) 585-7598 Email: [studyabroad@smith.edu](mailto:studyabroad@smith.edu) Web: [www.smith.edu/studyabroad](http://www.smith.edu/studyabroad)

## CONTINENTAL EUROPE

Czech Rep.	CET Prague - Central European Studies (f, s, E) CET Prague - Film Production (f, s, E) CET Prague - Jewish Studies (f, s, E) SIT Arts and Social Change (f, s, E)
Denmark	DIS in Copenhagen (f, s, ay, E)
Estonia	ISEP at Univ. of Tartu (s, ay, E*)
France	<b>SMITH PROGRAM ABROAD IN PARIS (ay)</b>
Germany	<b>SMITH PROGRAM ABROAD IN HAMBURG (f, s, ay)</b>
Greece	College Year in Athens (f, s, ay, E)
Hungary	AIT Budapest Comp Sci. & Software Eng. (f, s, E) Budapest Semesters in Mathematics (f, s, ay, E)
Iceland	SIT Climate Change and the Arctic (f, s, E)
Italy	<b>SMITH PROGRAM ABROAD IN FLORENCE (f, s, ay)</b> <b>SMITH CONSORTIUM: Intercollegiate Center for Classical Studies, Rome (f, s, E*)</b>
Kazakhstan	Advanced Russian Language and Area Studies Program (f, s, ay, E*)
Kyrgyzstan	Bard Abroad in Bishkek (f, s, ay, E*)
Netherlands	SIT Int'l Perspective on Sexuality and Gender (f, s, E) University College Roosevelt (f, s, ay, E)
Portugal	CIEE Lisbon (f, s, ay)
Spain	<b>SMITH CONSORTIUM: Programa de Estudios Hispánicos en Cordoba (PRESHCO) (f, s, ay)</b> Hamilton College in Madrid (f, s, ay) Skidmore & Tufts, Madrid (f, s, ay)
Switzerland	<b>SMITH PROGRAM ABROAD IN GENEVA (f, s, ay, E*)</b> <b>Joint BA/MA Program at the Graduate Institute for Int'l &amp; Dev Studies (f, E)</b>

## REP. of IRELAND and the UK

Rep. of Ireland	National University of Ireland, Galway (f, s) University College Cork (f, s) University College Dublin (f, s)
UK - England	<u><b>In London:</b></u> King's College London (s) London Academy of Music and Dramatic Art (LAMDA) (f, s) London School of Economics and Political Science (ay) Queen Mary University of London (f, s) Royal Holloway, University of London (s) Slade School of Fine Art (s) School of Oriental and African Studies (SOAS), University of London (s, ay) Trinity Laban Conservatoire of Music and Dance (ay) University College London (s)  <u><b>Outside London:</b></u> Advanced Studies in England (ASE) (f, s) Cambridge University Pembroke College (s) Middlebury Schools Abroad - CMRS Oxford Humanities Program (f, s) University of Bristol (s) University of East Anglia (s) University of Manchester (s) University of Oxford Hertford College (s) Lady Margaret Hall (f, s) St. Catherine's College (s) St. Edmund Hall (s) University of York (s)  UK - Scotland Glasgow School of Art (f, s) Univ. of Edinburgh (f, s) University of Glasgow (f, s) University of St. Andrews (f, s)

## KEY

**f** - fall  
**s** - spring  
**ay** - northern hemisphere academic year  
**cy** - calendar year & southern hemisphere academic year  
**E** - taught in English without language pre-requisites  
**E\*** - taught in English *with* language pre-requisites for Smith approval  
**E\*\*** - exception to the language pre-requisite; see Study Abroad Guide for details

### Study Abroad Program Abbreviations

**CIEE** - Council on International Exchange  
**IES** - Institute for the International Education of Students  
**IFSA-Butler** - Institute for Study Abroad, Butler University  
**SFS** - School for Field Studies  
**SIT** - School for International Training

*OIS reserves the right to modify this list at any time.*

Updated August 1, 2022

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## Appendix C: Plan of Study Form



Office for International Study

### **Plan of Study Form** **Instruction Sheet & FAQ**

1. List all courses you have completed prior to studying abroad, the courses you plan to take while studying abroad, as well as the ones you predict you'll take once you have returned to Smith.
  - a. List the title of the course, not the course number (i.e. "Introductory Microeconomics," rather than "ECO 150")
  - b. Please abbreviate long courses where possible so that they are legible. (i.e. "Intro Trad. E.A. Civ. For Introduction to Traditional East Asian Civilization")
  - c. If additional space is needed to list summer courses, j-term courses, or more than six courses per semester, please use the second page.
2. Select whether or not you were in residency at Smith for each relevant semester.
  - a. For any semesters where you selected "no" regarding your residency on campus, please enter the reason for your time away from campus on the first course line. This includes Study Abroad, 12 College Exchange, U.S. Off-Campus Programs, Medical Leave, Personal Leave, Incoming Transfer Students, etc.
    - i. If you received transfer credit while off campus, please enter your courses in the boxes for the corresponding semester(s).
3. Please list the number of credits for each course that you list.
  - a. For study abroad courses, the number of credits that you list should reflect a full course load at your host institution/ program. For example, if your host institution requires 15 credits, consisting of 5 three-credit courses, you should enter 5 three-credit courses on the Plan of Study.
4. Check the relevant box indicating whether the course is for major's credit, or for credit outside the major. Please also provide the letter grade you received for all courses completed to date.
5. Review your plan of study with your major advisor and your departmental study abroad advisor, and have them sign the major advisor and departmental approval form.
  - a. A list of designated departmental study abroad advisors can be found on the [study abroad office webpage](#), and in some cases on your department's webpage as well.
6. Print and/or save a copy of your completed plan of study to take with you when you study abroad!

### **FAQ**

#### **What do I do if I am a double major?**

If you are a double major you need to fill out a separate plan of study form for each of your majors. Only in rare instances can a single course be counted toward fulfilling major requirements for both majors.

#### **What if the course list/catalog for my program or university hasn't been published yet?**

If the course list for your program / university is unavailable for the term you intend to study abroad you should make a best informed estimate based on the resources at your disposal. Such resources could include, but are not limited to course guides from previous years, sample course lists, etc.

#### **What if I end up taking different courses from the ones listed on my plan of study?**

Courses selections listed on the initial plan of study you submit are not set in stone! The primary purpose of this exercise is for you to show us that you understand how studying abroad will affect your academic trajectory here at Smith, and that you plan to earn enough credit to graduate on time.

#### **Do I need to predict exact courses that I'll take after I return from studying abroad?**

For future semesters after your return from studying abroad, courses outside of your major may simply be entered as "elective" along with the corresponding number of credits. Courses within your major should be listed with specificity for all semesters.



SMITH COLLEGE

Office for International Study

### Plan of Study Form

Applicant's Name \_\_\_\_\_

Major(s) \_\_\_\_\_

Program \_\_\_\_\_

Term Abroad \_\_\_\_\_

#### FIRST YEAR

Fall Semester 20

In residency at Smith?

Credits Grade Major Outside


#### FIRST YEAR

Spring Semester 20

In residency at Smith?

Credits Grade Major Outside


#### SOPHOMORE YEAR

Fall Semester 20 ☐

In residency at Smith?

Credits Grade Major Outside


#### SOPHOMORE YEAR

Spring Semester 20 ☐

In residency at Smith?

Credits Grade Major Outside


#### JUNIOR YEAR

Fall Semester 20 ☐

In residency at Smith?

Credits Grade Major Outside


#### JUNIOR YEAR

Spring Semester 20 ☐

In residency at Smith?

Credits Grade Major Outside


#### SENIOR YEAR

Fall Semester 20 ☐

In residency at Smith?

Credits Grade Major Outside


#### SENIOR YEAR

Spring Semester 20 ☐

In residency at Smith?

Credits Grade Major Outside


Students need 64 outside the major credits to complete their Smith degree. Please indicate the total number of outside the major credits you have included on this Plan of Study: \_\_\_\_\_



SMITH COLLEGE

Office for International Study

Page 2: Use only if additional space is  
required to enter courses

Plan of Study Form

Applicant's Name  Major(s)   
 Program  Term Abroad

SUMMER, J-TERM, & OTHER Credits Grade Major Outside


SUMMER, J-TERM, & OTHER Credits Grade Major Outside


YEAR  In residency at Smith?  
 Semester Credits Grade Major Outside


YEAR  In residency at Smith?  
 Semester Credits Grade Major Outside


YEAR  In residency at Smith?  
 Semester Credits Grade Major Outside


YEAR  In residency at Smith?  
 Semester Credits Grade Major Outside




## Appendix D: Major Adviser and Departmental Approval Form



Office for International Study

### Major Adviser and Departmental Approval

Applicant's Name \_\_\_\_\_

Major(s) \_\_\_\_\_

Program \_\_\_\_\_

Term Abroad \_\_\_\_\_

#### Major Adviser

By signing below, I grant departmental approval for this study abroad plan, and confirm the following:  
(please check all that apply)

- ☐ I have read this plan of study and course descriptions.
- ☐ The student's GPA meets the 3.0 eligibility requirement for study abroad approval.
- ☐ The student has included study of the native language. (Smith requires study of the native language whenever language courses are available, including pre-colonial languages in Africa and South Asia.)
- ☐ The student has not selected any courses for which Smith will not grant credit, such as business, journalism, etc.
- ☐ This plan allows this student to fulfill her major requirements.
- ☐ This plan allows this student to satisfy general degree requirements, including earning 64 credits outside of her major.
- ☐ I confirm this student will receive major credit for the following courses, as per her Plan of Study: \_\_\_\_\_

Major Adviser Name \_\_\_\_\_

Department \_\_\_\_\_

Major Adviser Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Department Study Abroad Adviser

(if same adviser as above, please sign twice)

By signing below, I grant departmental approval for this study abroad plan, and confirm the following:  
(please check all that apply)

- ☐ I have read this plan of study and course descriptions.
- ☐ The student has included study of the native language. (Smith requires study of the native language whenever language courses are available, including pre-colonial languages in Africa and South Asia.)
- ☐ The student has not selected any courses for which Smith will not grant credit, such as business, journalism, etc.
- ☐ This plan allows this student to fulfill her major requirements.
- ☐ This plan allows this student to satisfy general degree requirements, including earning 64 credits outside of her major.

Department Study Abroad Adviser Name \_\_\_\_\_

Department \_\_\_\_\_

Department Study Abroad Adviser Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix E: Study Abroad for Ada Comstock Scholars & Transfer Students Guidelines



**SMITH COLLEGE**

Office for International Study

### Study Abroad for Ada Comstock Scholars and Transfer Students

The two most important issues for an Ada Comstock Scholar or transfer student considering studying abroad are how many credits they transferred to Smith, and how close they are to completing the 128 credits needed for graduation. These factors determine what kind of international study experience is available through the College.

Transfer Credits	Study Abroad Options
<p><b>38 credits and below transferred</b> &amp; no more than 96 on Smith transcript</p> <p><i>Adas and Transfers are required to take 16 credits per semester when studying abroad during term-time.</i></p>	<p><b>Yes:</b> Full year or semester study abroad possible (32 or 16 credits).</p> <ul style="list-style-type: none"> <li>Students with more than 32 transfer credits who study abroad for a full year must work with the Registrar's office upon their return to campus to have their transfer credits adjusted. Academic residency requirements may also apply. Students should refer to the Transfer Admissions and Requirements for the Degree section of the Catalog for details.</li> </ul> <p><b>Yes:</b> J-term &amp; Summer Study Abroad</p> <ul style="list-style-type: none"> <li>Can apply to transfer credit if desired, or pursue non-academic options (i.e. internship/service learning, volunteer projects).</li> <li>Additional summer &amp; interterm credit limits apply - see Registrar for details.</li> </ul>
<p><b>39-54 credits transferred</b> &amp; no more than 96 on Smith transcript</p> <p><i>Adas and Transfers are required to take 16 credits per semester when studying abroad during term-time.</i></p>	<p><b>Yes:</b> Single semester study abroad possible (16 credits).</p> <ul style="list-style-type: none"> <li>Students with more than 48 transfer credits who wish to study abroad for a semester must work with the Registrar's office upon their return to campus to have their transfer credits adjusted. Academic residency requirements may also apply. Students should refer to the Transfer Admissions and Requirements for the Degree section of the Catalog for details.</li> </ul> <p><b>Yes:</b> J-term &amp; Summer Study Abroad</p> <ul style="list-style-type: none"> <li>Can apply to transfer credit if desired, or pursue non-academic options (i.e. internship/service learning, volunteer projects).</li> <li>Additional summer &amp; interterm credit limits apply - see Registrar for details.</li> </ul>
<p><b>54-64 credits transferred</b> &amp; no more than 112 on Smith transcript</p>	<p><b>Yes:</b> J-term &amp; Summer Study Abroad</p> <ul style="list-style-type: none"> <li>Non-academic options (i.e. internship/service learning, volunteer projects)</li> <li>Can take academic courses, though credit may not transfer to Smith depending on the student's specific credit situation and class standing.</li> </ul>
<p><b>Costs &amp; Financial Aid</b></p>	<p><b>Term-time Study Abroad:</b></p> <ul style="list-style-type: none"> <li>Student's financial aid package applies according to Smith's Home School Fees policy.</li> <li>Students who live off-campus should talk to the Office for International Study regarding billing changes for term(s) abroad.</li> </ul> <p><b>Summer &amp; J-term:</b></p> <ul style="list-style-type: none"> <li>Students must secure their own funding. Possible sources of funding include International Experience Grants, PRAXIS, Smith Student Aid Society, etc.</li> </ul>

Office for International Study, Lewis Global Studies Center, Smith College, Northampton, MA 01063  
Tel: (413) 585-4905 Email: [studyabroad@smith.edu](mailto:studyabroad@smith.edu)  
[www.smith.edu/studyabroad](http://www.smith.edu/studyabroad)

Updated August 2018

**NOTES:**

## **THE OFFICE FOR INTERNATIONAL STUDY**

The Office for International Study is dedicated to encouraging you to connect your Smith education to the wider world. We urge you to explore the many opportunities for study abroad!

The Office for International Study advises students about term time study abroad that is undertaken for credit toward the Smith degree for a period equivalent to one or two Smith semesters. Our responsibilities include the following:

- advising students in the choice of a program
- approving students for study abroad participation
- serving as a contact and resource for students studying abroad, from departure to re-entry
- monitoring the quality of programs and institutions to which the College sends students
- maintaining a library of programs, evaluations, and other resources
- organizing informational and discussion meetings

### **Office Location and Hours**

The Office for International Study is in the Lewis Global Studies Center in Wright Hall. The office is generally open from 8:30 to 4:30, Monday through Friday, except Wednesdays, when the office opens at 10:30.

### **Resource Room & Library**

Students are welcome to use the Resource Room any time the office is open. The Resource Room is often staffed by a student adviser. The Resource Room contains catalogs and brochures for most of the programs on the approved list, and a computer work station for accessing up-to-date program information. In addition, there are evaluations from past students, organized by program and by major, and lists of students currently studying abroad and those abroad last year.

### **Advising**

Students planning to study abroad must attend a General Study Abroad Information Session, held each Monday at 4:00 PM through mid-February and the fourth Monday of March and April. These sessions are generally held in the Lewis Global Studies Center Conference Room, Wright Hall 126. After attending a general info session, students may seek advising from the Office for International Study peer advisers or make an appointment with the Assistant Dean for International Study. Drop-in advising hours are Tuesday, Wednesday and Thursdays, from 2:00-4:00 PM. Students may also call to schedule an appointment.

### **Staff**

Rebecca Hovey, Director, Lewis Global Studies Center and Dean for International Study  
Lisa Johnson, Assistant Dean for International Study  
Nathan Hammond, Student Enrollment and Program Manager  
Susan Pouliot, Budget and Enrollment Coordinator

### **Contact**

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