

Northwest University Study Abroad/Off-Campus Study Guidelines

Study Abroad refers to any circumstance where a Northwest University student takes a semester of study at another school or an external program with the intention of using those courses toward the fulfillment of a degree at NU. Typically these schools and programs are overseas, but this policy also applies to those that are in the U.S.

NU students have three basic options for study abroad.

- 1) They can apply to one of the many programs/schools with which NU has an ongoing relationship. More information on specific [Off-Campus Study Programs](#) is available in the Catalog.
- 2) They can apply on their own to any school and transfer the credits earned to NU (see [Transfer Credit](#) policy in the University Catalog). Students taking this option need to plan ahead to make sure the courses they take will transfer and advance their degree program. [Here are some guidelines.](#)
- 3) They can find a study abroad opportunity through a reputable organization and petition the Provost to attempt to establish a billing relationship with that organization.

The advantage of option 1 and 3 is that students can pay for their study abroad program through NU's Student Accounts Office and can apply some or all of their financial aid to the program. In the case of study abroad programs that are specifically required to satisfy a student's NU degree program, all financial aid applies. When a study abroad program is for personal enrichment, all government aid and other external aid may still apply (you should check to be sure,) but institutional aid from NU does not apply (see Financial Structure, below).

Currently a number of majors require involvement in a Study Abroad/Off-Campus program, including:

Intercultural Studies

Environmental Science

American Studies Concentration in the Political Science or History Majors

Film Studies Concentration in the Communication Major

For those wishing to attend a program associated with NU (option 1 and 3 above), the following guidelines apply:

Age Restriction

You must be 18 years or older to participate.

Financial Aid and Billing:

As noted above, the tuition, room and board for these study abroad experiences is billed through the NU Student Accounts Office. However, be aware that the

costs of these programs are generally higher than ours—so be prepared to pay more than usual the semester you study abroad.

For programs that require a study abroad component:

Students are eligible for NU aid (with the exception of student participatory awards which can be approved at the discretion of the appropriate program director) plus endowed, federal, and state financial aid.

Students pay a \$500 program fee which also covers all the other NU fees normally charged that semester.

For programs taken for personal enrichment

Students are eligible federal and state financial aid plus any endowed award. Presidential scholarships do not apply for personal enrichment attendees.

Students pay a \$500 program fee which also covers all the other NU fees normally charged that semester.

Summer Programs: For most students, financial aid is calculated based on two semesters of school per year. Due to government policies on how financial aid is awarded, if you hope to use financial aid for a study abroad program in the summer, chances are you will need to notify the NU financial aid office a year in advance and work closely with them along the way.

Other Policies

You must be 18 years old and have at least sophomore status when you take part in one of these programs.

Our expectation is that students studying in off-campus programs will be “exemplary representatives for Northwest University.” To that end, generally a 3.0 GPA is required. You are also expected to abide by the Northwest University Community Handbook Lifestyle Standards, in addition to any other standards that may be imposed by the off-campus program.

Northwest requires the last semester of a student’s degree program be completed at Northwest. Any exceptions to this requirement must be approved by the Provost's Office prior to study abroad.

Application Process for Option 1 (Programs affiliated with NU)

1) Plan well in advance with your advisor and the Registrar’s Office to make sure your study abroad courses will work into your program. You might also want to consult this [checklist](#) of all offices you will contact once you get accepted into the program.

2) Get all the application information and forms from the program for which you intend to apply.

3) **Before finalizing your application** to a program you must :

Take your certification form to the Student Accounts office, meet with a counselor regarding the costs and financial arrangements involved, and get the Student Accounts office to stamp your certification form.

Submit your certification form and a copy of your application materials (including your list of references, and your intended answers to all essay questions) to the office of the Provost and schedule an interview. The **deadline** for this is January 15 for summer and fall semester applicants and September 15 for spring semester applicants. The University cannot certify applicants who do not meet this deadline.

Note: The University is limited in the number of students who can attend school sponsored study abroad programs each semester. If necessary, applicants will be ranked according to academic performance, program match and ability to positively represent Northwest University.

4) Once you are certified by the Provost, submit all application materials by the program's deadline.

After You Are Accepted

Notify all the appropriate folks. The registrar's office has a [checklist](#) of all offices you must contact once you get accepted into the program.

Make us aware of your final decision to attend.

Stay in touch while you are away!

Application Process for Option 3 (Attempting to arrange a billing relationship with a reputable organization)

1) Plan well in advance with your advisor and the Registrar's Office to make sure your study abroad courses will work into your program. [Here are some guidelines](#). You might also want to consult this [checklist](#) of all offices you must contact once you get accepted into the program.

2) Get all the application information and forms from the program for which you intend to apply.

3) Submit to the Office of the Provost a [Study Abroad Program Affiliation Request Form](#).

4) **Before finalizing your application** to a program you must :

Take your certification form to the Student Accounts office, meet with a counselor regarding the costs and financial arrangements involved, and get the Student Accounts office to stamp your certification form.

Submit your certification form and a copy of your application materials (including your list of references, and your intended answers to all essay questions) to the office of the Provost and schedule an interview. The **deadline** for this is January 15 for summer and fall semester applicants and September 15 for spring semester applicants. The University cannot certify applicants who do not meet this deadline.

Note: The University is limited in the number of students who can attend school sponsored study abroad programs each semester. If necessary, applicants will be ranked according to academic performance, program match and ability to positively represent Northwest University.

5) Once you have received approval from the Provost, submit all application materials by the program's deadline.

After You Are Accepted

Notify all the appropriate folks. The registrar's office has a [checklist](#) of all offices you must contact once you get accepted into the program.

Make us aware of your final decision to attend.

Stay in touch while you are away!