



Best Practices for Embedded Study Abroad Programs

This document is intended to guide the development of embedded programs which extend beyond the standard term.

Embedded study abroad courses must adhere to the University's standard semester structure for fall, spring, and summer terms in order to be compliant with federal regulations and financial aid eligibility rules. **Course offerings (including the portion abroad) can extend within two weeks on either side of the beginning or end date of the standard term.** For this purpose, the end date of a standard term is considered the last day of finals. Orientation can occur before the actual start of the course or study abroad experience but is itself not eligible for financial aid and should not count towards the required credit hours.

If the abroad component of an embedded course needs to extend beyond the academic term + 2 weeks (as bolded above), options are available.

Best Practices

Spring semester

- Class meets on-campus in standard session and goes abroad during spring break.
- Class goes abroad two weeks prior to start of spring term, in January, and meets on-campus during spring semester.
 - January study abroad is tied to spring term enrollment only.
- Class meets on-campus in standard session and goes abroad two weeks directly following finals week.

May/Summer term

- If a class is traveling abroad May, June, July or August, the class will be scheduled in summer term and should utilize the academic session that most closely matches the dates of the class.
 - Note that May session is a subset of summer term and classes going abroad during May session should always be scheduled as summer term.

Fall semester

- Class goes abroad two weeks prior to start of fall term, in August, and meets on-campus during the fall semester.

Alternate Examples

- Departments may develop 1-credit supplemental embedded academic course that would be offered as an international study abroad. It would supplement the on-campus course, and the courses would have content and activities that supplement the original academic course content with detailed objectives and learning outcomes explicitly relating the courses to one another.
 - Registration could then be split between two terms with different courses set up for the different terms (e.g. a fall embedded course totaling three credits with an abroad experience in January might have students register for 2 credits in the fall (for the on-campus component) and 1 credit in the spring (for the 2 week January component offered abroad).
 - Each registration could be independently graded by term
 - Alternatively, an X grade could be awarded for the 'first' term and a final grade would encompass both terms of registration.
- A standard Fall or Spring term course on campus could earn a grade and be accompanied by a non-credit (non-financial aid eligible) study abroad experience in January or May with the study abroad component documented on the Experience Record.

Exceptions

In rare cases when exceptions to these practices are warranted, requests should be submitted to The Office of Undergraduate Education (OUE) (oue@umn.edu) for consideration by OUE and the Office of Student Finance.