

Name: \_\_\_\_\_ APU ID# or SSN\*: \_\_\_\_\_ \*Non-APU Students

APU Off-Campus Program: \_\_\_\_\_ ONLY Semester/Term: \_\_\_\_\_

**Expected** Cumulative Units Completed Prior to Your Study Away Term: \_\_\_\_\_

 What **will be** your Academic Level at the time of your Off-Campus Program:

 Freshman  Sophomore  Junior  Senior  Masters  Doctoral  APS  Other: \_\_\_\_\_

 Have you participated/Will be participating in additional Study Away program(s)?  Yes  No

If Yes, Program(s): \_\_\_\_\_ Term(s): \_\_\_\_\_

 Major/Program: \_\_\_\_\_  
 2<sup>nd</sup> Major/Program: \_\_\_\_\_  
 Minor: \_\_\_\_\_  
 Expected Graduation Term (i.e. December 2055): \_\_\_\_\_

**Top 5 Strengths** (from Strengths Finder, *if* available):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**A. Student Standards of Conduct Policy**

In order to create and maintain a safe and God-honoring environment for all of our study away programs, the Center for Global Learning & Engagement (CGLE) will be requesting a complete "discipline clearance" for each **undergraduate** applicant from: Academic Advising (clearance from academic probation), Residence Life, Student Life, Communitiversity, and any other relevant department (at the discretion of the CGLE). Applicants are not officially accepted to the program without this clearance. All participants of an APU administered or endorsed off-campus study program shall be subject to the "Standards of Conduct" policy appearing in the APU Undergraduate Student Handbook, APU Graduate Catalog, or any similar standards set by the particular program. In the case of conflicting standards, the more stringent standard applies. APU reserves the right to deny a student based on their discipline history at APU. If a student discipline issue occurs after acceptance or during the program, the student may be cancelled from the program and will lose any non-refundable monies or pre-payments made on the student's behalf. Because of the possibility of serious effects on group safety and coherence, on-field staff will deal with violations immediately and has discretion to imposing sanctions after investigating and holding a formal or informal hearing. The opportunity for appeal is limited by the nature of the study away experience. Additional sanctions may be imposed upon the student's return to campus.

**B. Student Disability and Healthcare Abroad**

The CGLE, is committed to assisting all students in selecting study abroad opportunities that meet their needs, including students with disabilities. Many towns, communities, and institutions abroad are not equipped with wheelchair access or easily accessible for hearing or vision impairments or offer mental health support. Further, some trips require activities that may be strenuous for some participants, including long climbs or hikes. The CGLE in conjunction with APU's Learning Enrichment Center (LEC) will seek to advise students to appropriate study abroad programs for any disability needs. Program directors and the CGLE will do as much as possible to ensure the overall safety of study abroad participants. However, specific or special needs should be researched by the individual participant. The CGLE can assist students with medication translation, healthcare facilities in nearby areas abroad, personal emergency planning, copies of important medical or travel documents (copies of passports, prescriptions, health insurance policies, etc.). If a student participant receives accommodation from the LEC, has been treated for depression, anxiety, eating disorders, or anything else that can be classified as a mental health condition, students should contact the LEC for information in a timely manner at (626) 815-3849 for accommodation information to be deemed reasonable and/or required. Students should also obtain any appropriate insurance coverage for treatment abroad, separate from the global medical insurance provided from Azusa Pacific University if needed.

**C. General Agreements**

- 1.) I authorize APU to use the photo from my student account and/or photos taken during the extent of my study away program for forms, marketing materials and recruitment. You can opt out of this by checking here:
- 2.) I authorize APU to share my name and email address with other study away students. You can opt out of this by checking here:

**D. Financial Agreements**

 I will abide by APU's Refund Policy as stated at: <http://www.apu.edu/global-engagement/study-away/programs/> or the refund policy included within my specific program of study. The more stringent will apply.

**E. Research & Assessment Agreements**

As an Azusa Pacific University Study Away student, you will complete a number of assessments before, during, and after your study away experience. Please note that your responses will be used for evaluation and communication purposes. Information circulated outside of the CGLE and program stakeholder communities will keep specific names confidential. If you do not wish for your responses to be included for evaluation and communication purposes outside of the CGLE, please state such in an email to [studyaway@apu.edu](mailto:studyaway@apu.edu).

**F. Graduation Agreements & Studying Away Senior Year (Undergraduate Students)**

Seniors are not allowed to study away their last semester. Any student intending to study away their final semester must request APU's General Petition Form from the One Stop Office and submit the completed form to One Stop. Students are responsible to adhere to the Intent to Graduate deadlines listed in the academic calendar. Intent to Graduate forms for May and July are due in mid-November and Intent to Graduate forms for December are due in mid-April. If you have above 90 units, and are studying away during these deadlines, you will be sent an email to your APU account from One Stop with a link to an electronic version of the Intent to Graduate Form. It is your responsibility to fill out the form and submit to One Stop by the deadline. Forms submitted late will be subject to a \$200 late fee. Your Academic Specialist will then initiate the graduation clearance process for you. If you have any questions about this process, please contact One Stop at [onestop@apu.edu](mailto:onestop@apu.edu) or [888-788-6090](tel:888-788-6090).

*By signing below you are stating that you have thoroughly read each policy and are in agreement to follow each policy.*

 \_\_\_\_\_  
 Participant's Signature

 \_\_\_\_\_  
 Date