

Procedures Template

Effective Date: YYYY-MM-DD

Policy Reference: Policy XXXX

Procedure

Policy 8365: Study Exchange and International Experience Abroad

1. General Procedure for Participating in Study Exchange and International Experiences Abroad:

- a. Complete the SEA Application form.
- b. Complete the SEA Learning Agreement prior to departure and with approval of the School Chair.
- c. Submit two letters of recommendation (one academic and one personal)
- d. Submit all documentation required by Host Institution
- e. Submit at time of application to the Host Institution a copy of a valid passport with a minimum validity of six months past the length of study, and no international travel restrictions.
- f. Incomplete or late applications or missing documentation may result in the student's application being denied.

2. Restrictions

When there are more applications for SEA or IEA than opportunities available, qualified applicants will be reviewed and selected by committee.

3. Records and Transcripts

At the time of registration, the student record will be updated with the study abroad experience and unspecified courses to mark the transfer in-progress. A minimum of three unspecified courses will be proactively marked as in-progress when no study plan is yet available. In-progress courses will be assigned formal transfer upon completion of the SEA program

Students who are not granted transfer credit may be eligible to PLAR other Selkirk College courses. Students should also be advised that there is no guarantee that future receiving institutions (when transferring credits from Selkirk College) will grant equal transfer credits.