

UNDERGRADUATE STUDY ABROAD POLICY & GUIDE

The value of international study cannot be overstated. Our goal is to encourage you to acquire the broad cultural knowledge, the languages, and the practical skills to participate fully in a global society. Study abroad is a chance to expand your horizons, understand diverse cultures and traditions, and experience the visual world in historic and contemporary contexts.

Three Ways to Study Abroad

For undergraduate Sam Fox students, there are three ways to study abroad:

1. Florence
2. WUSTL
3. Alternative Program

FLORENCE

Sam Fox School has a robust study abroad program in Florence, Italy that provides you an exciting, challenging, and rewarding experience. Sam Fox has had a program in Florence for nearly 30 years, and the expertise of our faculty and staff ensure that the program is enriching academically and personally. There are two ways for you to participate in the Florence study abroad program, in the summer or in the semester. They are outlined below.

Summer

The Florence summer program offers an interdisciplinary environment for students from diverse backgrounds to enjoy an immersive cultural experience. A rigorous academic schedule gives you a great advantage, allowing you to earn nearly a full semester of credits in one summer. Details about the upcoming summer program can be found at samfoxschool.wustl.edu/Florence-summer.

Who can do this program? And when?

The summer program in Florence is open to any student from any major, at Wash U or any other university and the summer program is a great opportunity for Sam Fox minor students. You can go to Florence any summer you choose, whether that is after freshmen year or as a graduate student. It is most common for students to take the summer program after sophomore or junior year.

What credits do I earn?

You earn 10 credits during the Florence summer program.

- 1 credit Italian Language (Arts & Sciences)
- 3 credits Art & Architecture History
- 6 credits of Art Elective or Architecture Studio.

*Art Elective course may vary. See the most recent brochure to learn more about the curriculum.

What are the Pre-requisites?

1. Have and maintain a 3.0 GPA
2. Be in good academic and behavioral standing with the university
3. Apply on time
4. Attend 2 mandatory preparation meetings before the trip begins

How do I apply?

Apply online at samfoxschool.wustl.edu/Florence-summer. You will write a short essay about your interest in going to Florence and what it will bring to your academics and personal experience. You will also submit the name and contact information for two references.

Who do I contact if I have questions about my application?

Contact the Coordinator of Special Programs at the Sam Fox School, information at the end of this document.

Who reviews my application?

The Coordinator of Special Programs will review your application and may contact your references if there are further inquiries.

What is the deadline?

The application generally opens at the start of the fall semester and closes on February 15. Visit the website to confirm the application deadline: samfoxschool.wustl.edu/Florence-summer. Admissions are rolling, so early applications are encouraged. A limited number of students will be accepted and those that apply early have a better opportunity to attend.

What about financing?

Summer tuition is a discounted rate and estimated tuition and fees will be published in the latest brochure. Visit the website to find details about the current costs of the summer program. samfoxschool.wustl.edu/Florence-summer.

You will need to make a Program Deposit to reserve your place in the summer program. This will be due approximately 1 month after notification of acceptance. An estimated cost sheet for the program will be issued with the acceptance letter.

Semester financial aid packages do not carry over to the summer program. Sam Fox School has some scholarship funding available for the summer program and you should check the box on the application to indicate if you are interested in summer scholarship. Outside scholarship awards may also be applied to program tuition and fees. You can research more funding opportunities at <https://overseas.wustl.edu/study-abroad-scholarships> or by contacting your Student Financial Services Advisor.

Tuition and fees are due the day before the program begins and will be billed through WebSTAC.

Before you go

You must attend 2 preparation meetings with the Coordinator of Special Programs before the trip.

After you return

For WU students, credit will be awarded upon completion of the program and grades will be posted to WebSTAC. Non-WU students may request a transcript from the university registrar:

<https://registrar.wustl.edu/student-records/transcripts-2/>

Semester

The Florence semester program is an immersive cultural and academic experience. With diverse faculty and exciting course opportunities, you live in Florence for a full semester, becoming true residents of the city.

Who can do this program? And when?

Sam Fox majors and second majors can study abroad in the semester. Your major determines when you take your semester abroad.

BS/BA Architecture – fall of senior year

BFA/BA Studio Art – fall of junior year

BFA/BA Fashion Design – fall of junior year
BFA/BA Communication Design – spring junior year
Second Major in Art – either fall or spring junior year

Minors in Sam Fox cannot attend the semester abroad program. You can attend the summer program.

What credits do I earn?

You earn 15 credits during the Florence semester program.

- **BS/BA Architecture**
 - 3 credit Italian Language
 - 3 credits Art & Architecture History
 - 6 credits Architecture Studio
 - 3 credits Architecture Seminar
- **BFA/BA Studio Art**
 - 3 credit Italian Language
 - 3 credits Art & Architecture History
 - 6 credits Art Practice + Methods & Contexts I
 - 3 credits SFS Elective
- **BFA/BA Fashion Design**
 - 3 credit Italian Language
 - 3 credits Art & Architecture History
 - 3 credits Patternmaking
 - 3 credits Fashion Major Elective
 - 3 credits SFS Elective
- **BFA/BA Communication Design**
 - 3 credit Italian Language
 - 3 credits Art & Architecture History
 - 9 credits Com Des Major Elective

**Com Des students will choose 3 courses from a pool of 5-6 illustration and graphic design courses. Past course offerings have included Branding & Identity, Experimental Typography, Methods: Verbal to Visual, Strategies on Site: Sketchbook, and Making Meaning.

** For BA students, the 3 credits in Art & Architecture History can count as Art History and Visual Culture credit.

What are the Pre-requisites?

1. Have and maintain a 3.0 GPA
2. Be in good academic and behavioral standing with the university
3. Earn 3 credits of Italian Language before the program begins
4. Pass the Florence Preparation Seminar in the semester before you go abroad
5. Apply on time

How do I apply?

Apply online at samfoxschool.wustl.edu/Florence-semester. You will write a short essay about your interest in going to Florence and what it will bring to your academics and personal experience. You will submit a 10-page pdf portfolio of your work. You will also submit the name and contact information for two references.

Who do I contact if I have questions about my application?

Contact the Coordinator of Special Programs at the Sam Fox School, information at the end of this document.

Who reviews my application?

The Coordinator of Special Programs will review your application and may contact your references if there are further inquiries.

What is the deadline?

The application is due approximately 1 year in advance of the semester that you go abroad. The Coordinator of Special Programs will reach out to you via email, flyers, and information sessions to advertise the application deadline. Visit the website to confirm the application deadline:

samfoxschool.wustl.edu/Florence-semester.

What about financing?

Semester financial aid packages carry over to the semester program. For example, if a financial aid package covers tuition, fees, and housing for a semester on campus, then it will cover the same things while you are abroad. An estimated cost sheet for the program will be issued with the acceptance letter and you should confirm your scholarship awards by contacting your Student Financial Services Advisor.

You will need to make a Program Deposit to reserve their place in the program. This will be due approximately 1 month after notification of acceptance. Depending on your financial aid package, this deposit can be waived. Contact the Coordinator of Special Programs with inquiries.

Tuition and fees are due before the program begins and will be billed through WebSTAC.

Before you go

You must enroll in and pass the Florence Preparation Seminar and take one semester of Italian language before going abroad.

After you return

For WU students, credit will be awarded upon completion of the program and grades will be posted to WebSTAC.

WUSTL

Washington University offers a wide range of study abroad programs through other colleges including Arts & Sciences, Business, Engineering, etc. Sam Fox students are eligible to participate in those programs according to the enrollment requirements for each program.

Who can do this program?

Sam Fox majors and students pursuing a second major in Sam Fox may earn credit toward their Sam Fox program in a WUSTL study abroad program.

I'm getting a minor in the Sam Fox School - What credits can I earn?

Students pursuing a minor must earn all of the minor credits in a Sam Fox School program, either on campus or in Florence. No credits will be awarded toward a minor from any other program.

I'm a Major in the Sam Fox School - What credits can I earn?

Majors are eligible to participate in other WUSTL study abroad programs. This is most common if you are pursuing a second major or minor in another program, and wish to take advantage of their study abroad offerings. It's likely that this study abroad program has other academic requirements and not a focus in art, architecture, or design. Therefore, it's unlikely that you'll be able to earn major credit.

- **Credit toward your second major or minor**
If you are pursuing a second major or minor and want to go on that WU study abroad program, you will earn whatever credits that program awards toward your second major/minor.
- **SFS Elective (3 credits)**
You may earn 3 credits of Sam Fox School Elective/Commons credit. No credit will be awarded without pre-approval.
- **Art History & Visual Culture (3 credits)**
You may earn 3 credits in Art History & Visual Culture. Students must get written approval from the Art History department if they want an Art History class to count toward their second major or minor in Art History. No credit will be awarded without pre-approval.
- **General Elective (15 credits)**
You may earn general elective/open elective credit for pre-approved coursework up to a maximum of 15 non-WU credits. These 15 credits include Advanced Placement, International Baccalaureate, and transfer credit. If you have already earned 15 credits through these categories, no additional credit will be awarded. These credits will not count for Arts & Sciences requirements in Writing; Humanities; Natural Sciences & Mathematics; Social and Behavioral Sciences; History of Western Art, Architecture, and Design; or Introduction to Modern Art, Architecture and Design.

I'm getting a second major in the College of Art - What credits can I earn?

For students pursuing a second major in Sam Fox, it is possible that you'll want to study abroad with you major and also earn credit toward your Sam Fox second major while abroad.

- **Credit toward your major**
If you are pursuing a major outside of Sam Fox and want to participate in that study abroad program, you are encouraged to do so and will earn whatever credits that program awards toward your major.
- **Elective (6 credits)**
You may earn 6 credits of Sam Fox School Elective credit outside of the Sam Fox School. No credit will be awarded without pre-approval.

*****If you intend to earn major credit, you must follow the proposal requirements listed under ALTERNATIVE PROGRAM, see below.*****

What are the Pre-requisites?

1. Have and maintain a 3.0 GPA
2. Be in good academic and behavioral standing with the university
3. Submit proposal on time

How do I apply?

Follow the application instructions for the WU study abroad program that you want to attend. In addition, you must submit a proposal to the Coordinator of Special Programs no later than two months before the study abroad program begins. For students pursuing only Elective/Commons credit or Art History & Visual Culture credit (not major credit), the proposal requirements are as follows:

1. Meet with your Sam Fox Faculty Advisor to discuss your study abroad plans.
2. Summary Page that includes your name, student ID number, name and email address of Sam Fox Faculty Advisor, major, second major, minor, expected date of graduation, title and summary of WU study abroad program you intend to participate in, dates of study abroad program, credits you will earn toward your major.

3. Name and course description of the class(es) you would like to count as Sam Fox Elective credit. Include a completed "Transfer Credit Form" provided at the end of this document. Include syllabus if possible.
4. Current transcript (unofficial is ok)

If you intend to earn major credit, you must follow the requirements listed under ALTERNATIVE PROGRAM, see below.

Who do I contact if I have questions about my proposal?

Contact the Coordinator of Special Programs at the Sam Fox School. Information at the end of this document.

Who reviews my proposal?

The Coordinator of Special Programs, your Sam Fox Faculty Advisor, the Chair of the relevant department, and possibly the registrar will review your application.

What is the deadline?

You must submit your proposal to the Coordinator of Special Programs no less than two months before your study abroad program begins.

What about financing?

Financing is managed by the primary WU study abroad program. Contact the coordinator of that program for more details.

Before you go

If your classes are approved, you will receive a letter of approval from the Coordinator of Special Programs. Keep this for your records. Preparation for study abroad is managed by the primary WU study abroad program. Contact the coordinator of that program for more details.

After you return

To have credit applied to your WU transcript, submit a transcript from your study abroad program to the Coordinator of Special Programs and the Registrar of the Sam Fox School.

ALTERNATIVE PROGRAM

You may determine that your interests fall outside the offerings at Wash U and choose to seek out alternative study abroad options. To receive academic credit for participation in a non-Wash U program, you must submit a written proposal and garner approval of that proposal. If approved for a semester abroad program, a student would take a leave of absence from Wash U. If approved for a summer study abroad program, no leave of absence is needed.

Who can do this program?

Sam Fox majors and students pursuing a second major in Sam Fox can pursue an alternative study abroad program.

How do I find an alternative study abroad program?

The student is responsible for finding and choosing an institution that suits their interests and needs, and offers courses and/or degree programs that match with their Sam Fox major. They should build a relationship with their chosen international institution. The impetus is on the student to gather all pertinent information, ensure that they are eligible to attend the institution, abide by application deadlines and requirements, and get accepted. If a student is not accepted to their chosen institution, there will likely be no further action and no possibility for them to study abroad based on their proposal.

What credits can I earn?

You may earn a maximum of 15 Non-WashU Credits during the course of your degree. This includes Advanced Placement, International Baccalaureate, and transfer credit. Credit from alternative study abroad programs counts as transfer credit. If you have already earned 15 credits through these categories, no additional credit will be awarded. These credits will not count for Arts & Sciences requirements in Writing; Humanities; Natural Sciences & Mathematics; Social and Behavioral Sciences; History of Western Art, Architecture, and Design; or Introduction to Modern Art, Architecture and Design.

If you are eligible to earn Non-WashU credit, each major in the Sam Fox School has limitations on which credits can be earned in alternative programs:

- **BS/BA Architecture (0 credits)**
All major course work be taken in a Sam Fox School program.
 - **BFA/BA Communication Design (3 credits)**
You may earn one second-semester, junior-year, 3-credit studio course counting in the major. Course must be comparable in content to Sam Fox School program offerings, the equivalent of three credits hours, and as close as possible to six hours of weekly faculty contact.
 - **BFA/BA Fashion Design (3 credit)**
You may earn one 3-credit, studio-based, Fashion Major Elective course counting in the major. Course must be comparable in content to Sam Fox School program offerings, the equivalent of three credits hours, and as close as possible to six hours of weekly faculty contact. For BFA Fashion Design students, the study abroad must occur in the summer between sophomore and junior year, or junior and senior year. For BA Fashion Design students, the alternative study abroad program may occur during the semester or the summer.
 - **BFA Studio Art (6 credits)**
You may earn one 3-credit, studio-based course approved to count as an Art Practice and one 3-credit course approved to count as Methods and Contexts I (first semester, junior year) or Methods and Contexts II (second semester, junior year). Courses must be comparable in content to Sam Fox School program offerings, the equivalent of three credits hours, and as close as possible to six hours of weekly faculty contact. Refer to the Art Practice and Methods and Contexts syllabi for reference in choosing your courses.
 - **Second Major in Art + Design (3 credits)**
You may earn one 3-credit Design Practice or Art Practice course to be taken in a non-Sam Fox School program. If you do not want to earn Design or Art Practice credit, you may take an additional 3-credit, studio-based elective course.
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- **SFS Elective (3 credits)**
You may earn 3 credits of Sam Fox School Elective credit. No credit will be awarded without pre-approval.
 - **Art History & Visual Culture (3 credits)**
You may earn 3 credits in Art History & Visual Culture. Students must get written approval from the Art History department if they want an Art History class to count toward their second major or minor in Art History. No credit will be awarded without pre-approval.
 - **General Elective (maximum of 15 credits)**

Once you have determined the number of Major and SFS Elective credits you will take abroad, you may earn general elective up to a maximum of 15 Non-WashU credits total. The same rules as listed above for Non-WashU credits apply here.

All courses must be taken for a grade and you must earn a B- or better to receive credit. While the grade is required, it will not appear on your Wash U transcript. Credits will only be awarded if the minimum grade requirement is met.

What are the Pre-requisites?

1. Have and maintain a 3.3 GPA
2. Be in good academic and behavioral standing with the university
3. Apply on time

How do I apply?

You must submit a proposal to the Coordinator of Special Programs. Proposals must meet the following requirements.

1. Meet with your Sam Fox Faculty Advisor of the Chair of your department to discuss your study abroad plan its impact on your full course of study at WU.
2. Write a one to two-page proposal that outlines a compelling reason why participation in the alternative program is important to your course of study. Be sure to include the name of the university and program you want to attend and pertinent details about the university, program, city, country, etc. and how your academic work will be impacted by this program.
3. Study Plan – the study plan includes the names and course descriptions of the classes you would like to count toward your degree and the Sam Fox course you want the class to count as. Include syllabi for each class.
4. Current transcript showing GPA.
5. If you are pursuing a second major or minor in Art History, include written confirmation from the Art History department that the course will count toward your minor or second major.

Who do I contact if I have questions about my proposal?

Contact the Coordinator of Special Programs, information at the end of this document.

Who reviews my proposal?

The Coordinator of Special Programs, your Faculty Advisor, the Chair of the department, and possibly the Registrar will review your application. Final approval will also include the Director of the school.

What is the deadline?

In general, the deadline for proposals is about one year in advance of when you plan to study abroad. Submit completed proposals to the Coordinator of Special Programs by:

- February 15 for spring study abroad programs, one year in advance of your study abroad semester.
- February 15 for summer study abroad programs occurring in the same year.
- October 15 for fall study abroad programs, one year in advance of your study abroad semester.

What about financing?

If you're approved for an Alternative Program, you must take a Leave of Absence from WU during your semester abroad. During this time, you will not be considered a WU student, you will not be billed WU tuition and fees. You will be responsible for paying tuition and fees directly to the alternative program in which you are participating. Housing, food, and airfare must be paid directly by you.

Before you go

If your proposal is approved, you will receive a letter of approval from the Coordinator of Special Programs. Keep this for your records. If approved, you must take a Leave of Absence from WU during your semester abroad. Fill out a Sam Fox School Leave of Absence Form and send it to the Registrar and Coordinator of Special Programs. If you are doing an alternative summer program abroad, you do not need to take a leave of absence. Preparation for study abroad, including visa requirements, health insurance, travel, housing, etc. will be managed by the university you are attending.

After you return

Students must submit documentation of the work they did in their study abroad program, including the following:

1. Academic credit earned through study abroad while on a leave of absence will not be transferred automatically to WUSTL. Students must have an official transcript sent to the Coordinator of Special Programs. Upon receipt and review, student will be awarded credits based upon what was approved in their proposal.
2. Syllabi for each course where credit is being awarded.
3. Digital or printed portfolio of the work with images, photographs, installations, etc. of the work completed for each class, with captions/summary describing the assignment, process, and final outcomes.

Documentation must be submitted no later than 1 month after the completion of the study abroad semester. It will be reviewed by the Coordinator of Special Programs and the relevant Program Chair, and credit will be awarded following that review.

SUMMARY

FLORENCE

The Coordinator of Special Programs will inform students about when to apply for the Florence Programs. For information and deadlines to apply, visit the website:

samfoxschool.wustl.edu/Florence-semester

samfoxschool.wustl.edu/Florence-summer

WUSTL

To earn credit for Sam Fox School Electives, Art History & Visual Culture, or General Elective, you must submit a proposal no less than 2 months in advance of the WU study abroad program. Proposals should be submitted to the Coordinator of Special Programs. If you want to earn major credit, you must follow the submission guidelines for Alternative Programs.

ALTERNATIVE PROGRAM

To earn credit on a study abroad program outside of Wash U, you must submit a proposal approximately one year in advance of your study abroad semester – October 15 or February 15 one year in advance. Proposals should be submitted to the Coordinator of Special Programs.

CONTACTS

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