

## **Sam Fox School of Design & Visual Arts**

### **Study Abroad Programs Outside the Sam Fox School: Procedures for Application by Sam Fox School Students**

#### **Overview**

For most students, the study abroad programs offered by the Sam Fox School fulfill expectations for a stimulating international semester of course work relevant to their major area of concentration in art, design, or architecture. On occasion, a student may determine that his or her interests fall outside the Sam Fox School-sponsored program options and may wish to pursue either one of the WUSTL-Sponsored Study Abroad Programs or an Alternative Program.

To receive academic credit for participation in either option, students must submit a written proposal and garner pre-approval of that proposal. The proposal should be submitted jointly to the Coordinator of Special Programs and the student's academic advisor, who will seek approval from the chair of the student's major program. Credits earned in any non-Sam Fox Study Abroad Program are subject to the limitations described below.

If the proposal is approved:

For a WUSTL-sponsored program, the proposal and approval letter will serve as record of the credits being earned during the semester abroad. Please note that for WUSTL programs, Washington University tuition and fees will be billed directly to the student through their WUSTL accounts, where credits and financial aid will be adjusted.

For a non-WUSTL program, the proposal and approval letter will serve as a record of the credits being earned during the semester abroad. The student must take a Leave of Absence to participate in a non-WUSTL program. See description below for details regarding Leave of Absence.

If the proposal is not approved and a student chooses to still participate in the program, the student is required to take a Leave of Absence and will not earn any WU credit.

#### **Applying to WUSTL-Sponsored Study Abroad Programs**

Sam Fox School students are eligible to participate in the University's Study Abroad programs, primarily in order to pursue liberal arts interests. These programs tend not to focus in the areas of art, architecture, or design; students are encouraged to take academic courses. Course work must be taken within academic areas and at an institution approved by the College of Arts & Sciences. Upon successful completion of the study abroad program, academic credit will be awarded according to the guidelines of the College of Arts & Sciences.

In some cases, students are able to complete course work for their major and/or for Sam Fox School elective or Commons credit that counts toward the BFA/BDes/BS degrees. The rules for the acceptance of major studio credit are governed by individual programs, as described below. Students should submit proposals to the Coordinator of Special Programs and their academic advisors with a rationale for the program of study, specifying liberal arts credits and desired Sam Fox School credits.

#### **Leave of Absence**

Students pursuing a leave of absence for study abroad are required to set up an appointment with the Coordinator of Special Programs and the registrar and must fill out a Sam Fox School Leave of Absence Form. While on a leave of absence, students will retain their WUSTL e-mail account. It is advised that students check their insurance coverage prior to departure; international health insurance is recommended. Students will be responsible for paying tuition and fees directly to the non-WUSTL program in which they are participating. Students will not be considered full-time WUSTL students during their participation in a non-WUSTL program, but they are typically reinstated prior to registration when they return to WUSTL.

## **Finances**

If a student is approved to study abroad in another WUSTL sponsored program for a fall and/or spring program, WUSTL tuition and other related study abroad fees will be charged to the student's WUSTL account. Students should refer to the departmental host of the program for details about course and travel fees, housing, food, airfare, etc. Financial aid and other credits can be applied.

If a student is approved for a non-WUSTL program during any semester, students are required to take a Leave of Absence and will not be billed by WUSTL. Program tuition and related fees should be paid by the student directly to the host institution. Housing, food, and airfare must be paid directly by the student.

## **Credit for Art/Design/Architecture Electives and Commons Courses**

Students can receive a maximum of 3 credits for course work in the Art/Design/Architecture elective and Commons category of Sam Fox School requirements across all undergraduate programs. This is subject to approval by the chair of the applicant's primary degree program. Chairs will not allocate more credit than is stipulated above by program for major or elective courses.

## **Arts & Sciences Credit**

Students who study abroad through WUSTL or non-WUSTL programs are required to complete 39 hours of credit in Arts & Sciences. The Sam Fox School requires that students receive written verification from A&S of what courses will count in advance of travel, so that they can plan accordingly in semesters preceding and following. Three credits of Art History can be earned abroad if approved by the Sam Fox School (registrar). The course will count toward Sam Fox Art History requirements, but will not count toward the 39 credit hours required in Arts & Sciences. If the pursuing a second major or minor in Art History, the Art History course should be approved by the Art History Department in Art & Sciences.

## **Individual Program Policies for Counting Major Studio Courses Abroad**

Students can receive a maximum number of credits within their major course of study as follows:

1. Architecture requires that all major course work be taken in a Sam Fox School program.
2. Communication Design permits one second-semester, junior-year, 3-credit studio course counting in the major to be taken in a non-Sam Fox School program, subject to the approval of the Chair of Undergraduate Design. 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.
3. Fashion Design permits one 3-credit studio course counting within the major as the Fashion Major Elective to be taken in a non-Sam Fox School program, subject to the approval of the Chair of Undergraduate Design. 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. The study abroad must occur in the summer between sophomore and junior year, or junior and senior year.
4. Art allows two courses (6 credits) counting in the major to be taken in a non-Sam Fox School program, subject to the approval of the Chair of Undergraduate Art. In order for a student to graduate on time (within four years for Sam Fox School programs), one course must be approved to count as an Art Practice course, and a second must be approved to count as either Methods and Contexts I (first semester, junior year) or Methods and Contexts II (second semester, junior year).

## **Course Grades**

Students must take all study abroad courses for a grade and must achieve a grade of at least B-. While the grade is required, it will not appear on the student's Washington University transcript. Credits will only be awarded if the minimum grade requirement is met.

## **Proposal Requirements**

Students who wish to pursue semester-long study abroad programs other than those offered by the Sam Fox School must make a proposal to the School for consent. Proposals must be submitted to the Coordinator of Special Programs and the student's Academic Advisor. Following their review, proposals must be approved by the relevant chair in art, design, or architecture, and then by the Dean of Architecture or the Director of Art. In addition, applicants will be screened by the Judicial Administrator and the Registrar for any incidents of behavioral and academic misconduct.

Petitions for study abroad should be completed by January 15 (one year in advance) for a spring semester program, January 15 of the same year for a summer program, or by September 15 (one year in advance) for a fall semester program.

*A proposal to study abroad in a non-Sam Fox program must include the following:*

1. One-page proposal that outlines a compelling reason why participation in the program is of importance to the student's course of study.
2. Study plan that states the university, the program (if applicable), and names and describes specific courses, hours, and credits.
3. Current transcript (minimum 3.3 cumulative GPA required).
4. Written confirmation from Arts & Sciences of courses to be counted toward A&S requirements, if applicable.
5. Students are required to meet with their academic advisor and/or the Registrar before they submit their proposal to understand the impact of their credits and courses on their full study plan at WUSTL.

Academic advisors will forward completed proposals to the undergraduate chairs for review. Proposals that are approved will be forwarded to the Director of Art or the Dean of Architecture for final approval and signature.

## **Documentation Upon Return**

Academic credit earned through study abroad while on a leave of absence will not be transferred automatically to WUSTL. Upon return, students who have studied in non-Sam Fox School programs 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. It is recommended that students keep all syllabi or course descriptions for courses they took while abroad in case any questions arise.

## **Submit All Materials By:**

**January 15 (one year before Spring Semester Abroad)**

**January 15 (of the same year for Summer Abroad)**

**September 15 (one year before Fall Semester Abroad)**

**To:**

**Courtney Cushard  
Coordinator of Special Programs  
Bixby Office Suite 1C  
courtney.cushard@wustl.edu**