

College of Art and College of Architecture

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. If the proposal is not approved, the student may take a Leave of Absence to participate in a non-WUSTL program (without WUSTL credit and fees) and apply for academic credit after travel is complete, subject to limitations described below and a portfolio review. 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.

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 their academic advisors with a rationale for the program of study, specifying liberal arts credits and desired Sam Fox School credits. The Coordinator of Special Programs will also review all proposals. See below for more information on proposals.

Once a proposal is approved, WUSTL will assume responsibility for paying the program sponsor. For a fall and/or spring program, WUSTL charges tuition equivalent to the on-campus fee plus the WUSTL student health insurance. WUSTL tuition covers only the academic portion of any study abroad program. Housing, food, airfare, and individual program fees must be paid directly by the student. WUSTL tuition and other applicable fees will be posted to the student's WUSTL account, where financial aid and other credits can be applied. (Exception: Participants in approved summer programs should pay all fees directly to the program sponsor rather than via WUSTL).

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 requires that all major course work be taken in a Sam Fox School program.
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).

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.

Leave of Absence

Students interested in pursuing a leave of absence for study abroad are required to set up an appointment with the Coordinator of Special Programs 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. 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.

Requesting Sam Fox School Credit for a Leave of Absence

Academic credit earned through study abroad while on a leave of absence will not be transferred automatically to WUSTL. Sam Fox School students may request 3 to 9 credits from the Sam Fox School for course work completed abroad while on a leave of absence, depending on the individual major program. After successfully completing an alternative study abroad program that has not received pre-approval, students may request transfer credit by completing a transfer credit application, providing detailed descriptions of course work and outcomes, and presenting a portfolio of work completed during the course of the program. Chairs will not allocate more credit than is stipulated above by program for major or elective courses.

Please note that chairs retain the right to deny a request for credit based on a variety of factors, including the academic merit and rigor of the program. Requests for credit are reviewed on a case-by-case basis and cannot be guaranteed in advance.

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.

Arts & Sciences Credit Requirement

Students who study abroad through WUSTL or non-WUSTL programs are required to complete 48 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.

Proposals Required to Study Abroad in a Non-Sam Fox School Program

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 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 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 specifically outlines a compelling reason why participation in the program is of importance to the student's course of study, as well as the student's maturity for study abroad. This proposal must include a pdf (approximately 10 pages) with samples of student work.
2. Study plan that names and describes specific courses, hours, and credits.

3. Official academic transcript (minimum 3.3 cumulative GPA required).
4. Two references from Sam Fox School faculty (other the Chair of Undergraduate Art, Chair of Undergraduate Design, or Chair of Undergraduate Architecture) who have taught the student, addressing the student's potential for working independently.
5. Written confirmation from Arts & Sciences of courses to be counted toward A&S requirements. 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.

Summary Document Upon Return

Upon return, students who have studied in non-Sam Fox School programs are required to submit a 10-page written and visual summary describing courses completed, learning that occurred, visual work made, and overall relevance of their experience. This summary should be sent to the Coordinator of Special Programs and the chair of the student's major program before the first day of the semester that follows the student's semester abroad.

Submit All Materials By:

January 15 (one year before Spring Semester Abroad)

September 15 (one year before Fall Semester Abroad)

To:

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