

## Guidelines and Information for Independent Study Abroad Applicants

The Center for Global Education has many diverse programs available and we encourage you to speak with the Center for Global Education regarding [program options](#) recommended for your major. If you choose to study abroad independently, you are taking a leave of absence from Chapman University. All independent study abroad credits will be considered **transfer credit** and are subject to the transfer policy as described in the current catalog. If you study abroad independently, you may lose major benefits of studying abroad as a Chapman student such as:

1. The Center for Global Education provides students with assistance in the application process, pre-departure preparation, support while abroad and upon return, international travel assistance insurance, coordinating any medical evacuation or attention needed, and facilitating the articulation of credits back to Chapman. You will be responsible for doing this yourself if you study abroad independently. The responsibility is with you to determine your steps to complete to study abroad. Chapman University cannot assist you if any problems arise or you need to return home. You must contact the program representative with your questions and concerns.
2. No Chapman University financial aid transfers to independent programs — If you receive federal aid or private scholarships, you should contact your program provider about applying aid to your specific program. Chapman University will not transfer Federal or state aid for an independent applicant.
3. If the program requires a signed Disciplinary Clearance form, bring it to the Office of the University Registrar. They will review the form, complete corresponding information, and route to the Dean of Students if required. Forms requiring university official signature are not automatically processed by any designated office and may require faculty chair, University Registrar, or other person's approval based on the specific form. **All approval forms should be filled out by the student first and submitted at least one month prior to the due date.**
4. Contact the Office of the University Registrar at [articulation@chapman.edu](mailto:articulation@chapman.edu) to determine how the courses abroad will transfer to Chapman. Detailed course and program information must be provided. Syllabi are required for course approvals. Copied and pasted information without source links will not be accepted. Once a student has matriculated at Chapman there are limits to the number of credits you are eligible to transfer. It is your responsibility to know how many credits you are eligible to transfer. Please note it may take several weeks to receive responses. Internships abroad that are not through Chapman University will not be approved for credit. There are no exceptions to this policy. All transfer credit applied towards the degree must be evaluated and approved by the Office of the University Registrar. Only credit taken and reflected on official transcripts from regionally accredited degree granting institutions or institutions recognized by the country's Ministry of Education will be considered for transfer credit. Credits from third party providers, language institutes, and non-recognized institutions are not accepted. There are no exceptions to this policy.
5. Transfer credit going towards the student's major, minor, or themed inquiry may require additional departmental approval. You may receive initial Department Chair approvals for major, minor, or themed inquiry courses; however, it is **solely up to the Office of the University Registrar** as to whether the credits are accepted. Credit and grade conversions are done by Chapman University and are not subject to negotiation. No transfer work with grades earned below "C-" will be accepted toward meeting graduation requirements, but all earned grades will be counted in the student's overall cumulative grade point average. Credit cannot be used towards any residency requirements.
6. Independent transfer credits may jeopardize your eligibility to enroll in up to four tuition free credits (undergraduates only) or to utilize the Travel Course tuition waiver. If you have further questions, please contact the Student Business Services Office at [ocbusn@chapman.edu](mailto:ocbusn@chapman.edu).

If you decide to study abroad through the Center for Global Education instead of applying independently, please email [gloaled@chapman.edu](mailto:gloaled@chapman.edu) to learn about the steps to apply.