Guidelines and Information for Independent Study Abroad Applicants

WE STRONGLY ADVISE YOU NOT TO STUDY ABROAD INDEPENDENTLY. If you choose to study abroad independently, you are taking a leave of absence from Chapman University. In effect, you will have withdrawn from Chapman University for the semester abroad. You will not be considered a Chapman student while abroad. Chapman has thousands of courses in hundreds of locations you can take while remaining enrolled at Chapman; we encourage you to look into these programs rather than taking a leave of absence.

If you study abroad independently, you lose major benefits of being a Chapman student:

1. The Center for Global Education, the Office of the University Registrar, and the Academic Advising Center are under NO obligation to assist you with any aspect of your semester/year/summer abroad. Having taken a leave of absence, the responsibility is with you to determine the steps you need to complete. Chapman University cannot assist you in any way while you’re abroad if any problems arise or you need to return home. You must contact the program representative with your questions and concerns.

2. The Center for Global Education provides students participating in Chapman Study Abroad with assistance in applying to their program, preparing for the overseas experience, support during the semester abroad, registering for international travel insurance, coordinating any medical evacuation or attention needed, and facilitating the articulation of credits back to Chapman at the conclusion of the student’s semester, all of which you will be responsible for doing yourself if you study abroad independently.

3. No Chapman University Financial Aid transfers to independent programs — If you receive federal aid or private scholarships, you should contact their program provider about applying aid to your specific program. Chapman University will not transfer Federal or state aid to an independent program.

4. If the program requires a signed Disciplinary Clearance form, bring it to the Center for Global Education (576 N. Glassell). They will indicate on the form that you are an Independent Applicant and then send it to the Dean of Students for approval. 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 first by the student beforehand and submitted at least one month prior to the due date.

5. All independent study abroad credits will be considered transfer credit and are subject to the transfer policy as described in the current catalog. Contact the Office of the University Registrar at articulation@chapman.edu to determine how the courses abroad will transfer to Chapman. Detailed course and program information must be provided. Syllabi are preferred and may be required for certain 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. Preference for responding to course approval inquiries is given to students studying abroad through Chapman-sponsored programs, not independently. Therefore, it may take several weeks to receive responses. Internships abroad that are NOT through Chapman University will NOT be approved, with no exceptions.

6. All transfer credit applied toward the degree must be evaluated and approved by the Office of the Registrar, and they are not obligated to accept credits from study abroad programs taken independently. Only credit taken through a regionally accredited degree granting institution will be considered for transfer. Credits from third party providers, language institutes and non-recognized institutions are not accepted.

7. Transfer credit going toward the student’s major may require additional departmental approval. You may receive initial Department Chair approvals for major courses, however it is solely up to the Office of the University Registrar as to whether or not 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.

If you decide to study abroad through the Center for Global Education instead of applying independently, please email globaled@chapman.edu to learn about the steps to apply.