Graduate School Policy on Graduate Research/Study Abroad

Procedure for Retaining Full-time Status for Graduate Research/Study Abroad
SUBJ 603, Foreign Academic Experience (1-12 credits per semester)

1) Student/department completes form for SUBJ 603. Department must verify that all criteria are met. Students may not register for any other Penn State coursework or research credits while enrolled in SUBJ 603.

2) Form approved by advisor and department is submitted to the Graduate School for approval.

3) Lists of students approved for SUBJ 603 sent by the Graduate School to a) the University Registrar for registrations to be processed; b) Fee Assessor for waiver of tuition and other fees*.

4) Student sent letter (by Graduate School) approving SUBJ 603. Letter must be returned to Bursar’s Office when $50 fee paid*.

5) Student sent bill for tuition from Bursar’s office when registration processed.

6) Student returns $50 processing fee with bill and letter received from the Graduate School approving SUBJ 603 registration to Bursar’s Office; tuition and other fees are waived*.

7) Processing fee ($50) credited to graduate tuition budget—002-81 (Pa resident) or 002-83 (Non-Pa resident).

*Manual aspects of the tuition waiver process in steps 3, 4 and 6 will be in place until the process is automated.

Adopted 7/99

SUBJ 603

Foreign Academic Experience (1-12 cr.)

Students may sign up for this course only if: (1) they are enrolled in a foreign university, or otherwise engaged in foreign study and/or research approved by their graduate programs and constituting progress towards the degree; (2) they are paying tuition or fees to, or tuition or fees are being paid for them by, a foreign university or other source (e.g., funding agency), if they are enrolled; (3) they are not responsible for payment of tuition at Penn State in exchange for receipt of tuition payment at a foreign university and (4) they are not using resources of Penn State University (e.g., libraries, computer facilities, laboratories), other than maintaining their e-mail for contact with their graduate program, during the period when they are abroad for these approved purposes. To retain full-time status as a student at Penn State, students must enroll for at least 9 credits per semester.

Graduate programs offering this course number are responsible for insuring that students who sign up for this course meet the above criteria before allowing them to enroll in SUBJ 603. Registration in the course number will be controlled.