



## **VISITING STUDENT PROCEDURES AND POLICIES**

### **PROCEDURES**

- i. The potential visiting student should contact the LIU Global Director of Student Affairs & Administrative Services (DSAAS), who meets with the potential visiting student to discuss academic interests and alignment with particular program. DSAAS will put the Center Director and student in contact with one other.
- ii. The specific plan of study must meet all LIU Global requirements as indicated in the policy section below.
- iii. Student must work with Success Coach or designee to define academic requirements and equivalencies for that semester abroad. The student must take course listings and descriptions to his/her Success Coach or designee with support from the DSAAS to discuss course equivalencies and required signatures.
- iv. The student must complete and get signature(s) for discussed plan of study on the Study Abroad Form from all relevant parties.
- v. If there are any changes to the schedule after the student arrives at the Center, they must inform the DSAAS and also meet with their Success Coach or designee in order to get permission to take the course, get confirmation on equivalency, and have it added to the study abroad form.
- vi. Once grades are posted, LIU Global will submit equivalency paperwork. The student must follow up with the respective department or Dean to confirm that the paperwork was submitted to Enrollment Services (ES).
- vii. The student is responsible to confirm with ES to ensure the equivalency has been listed/noted on his/her transcript.
- viii. If a visiting student completed the study abroad form for one semester and has decided s/he would like to remain for a 2<sup>nd</sup> semester, the student must get in contact with his/her Success Coach or designee, the current program's Director, and the DSAAS. The same procedure/policy applies.

## POLICIES

- i. Visiting students must participate fully in the academic program at the respective Center including all community meetings and experiential programming as indicated by the Director. The specific plan of study must meet these requirements:
  - a. Students must register for 12 or more credits for full-time status.
  - b. Students must take all coursework that is required for visiting students as indicated on the Course Listing for the chosen center/program. Required courses for each Center are listed at [http://liu.edu/Global/~link.aspx?\\_id=3547ACBB4B9A4A7697E0B25E18E8A07C&z=z](http://liu.edu/Global/~link.aspx?_id=3547ACBB4B9A4A7697E0B25E18E8A07C&z=z)
  - c. In all cases, students must register for a minimum of 9 credits of the Center's courses including coursework tied to the significant field experiences. This number may be greater depending upon the chosen Center.
  - d. Students must register for the required foreign language courses.
- ii. Any independent study coursework must be preapproved by the respective Center Director and requests for independent study coursework must follow the process and meet all deadlines as defined by the respective center/program. The DSAAS will begin this communication to initiate this process, but it is up to the student to pursue this.
  - a. All parties (Student, Director, DSAAS) should be copied on all relevant correspondence.
- iii. It is the student's responsibility to ensure that the plan of study is approved by all parties following the process indicated below.