

Visiting Student Procedures & Policies

PROCEDURES

1. The potential visiting student should contact the LIU Global Director of Student Affairs & Administrative Services (DSAAS). The DSAAS will put the Center Director and student in contact with one another.
2. The specific plan of study must meet all LIU Global requirements as indicated in the policy section below.
3. Students must work with their Success Coach to define academic requirements and equivalencies for that semester abroad. Students must take course listings and descriptions to their Success Coach with support from the DSAAS to discuss course equivalencies and required signatures.
4. The student must complete and get signature(s) for discussed plan of study on the Study Abroad Form from all relevant parties.
5. If there are any changes to the schedule after the students arrive at the Center, they must inform the DSAAS and also communicate with their Success Coach in order to get permission to take the course, get confirmation on equivalency, and have it added to the study abroad approval form.
6. Students are responsible to confirm with Enrollment Services to ensure the equivalency accounted for on their transcript.
7. If visiting students has completed the study abroad form for one semester and has decided they would like to remain for another semester(s), they must get in contact with their Success Coach, the current Center Director, and the DSAAS. The same procedure/policy applies.

POLICIES

1. 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 are not mandated to take all courses that are listed as "required courses" unless there is a field experience attached to the course.
 - i. Students confer with their Success Coach to examine both required and elective courses.
 - c. Students must take all coursework that is required for visiting students as indicated on the Course Listing for the chosen center. Courses for each Center are listed at <http://liu.edu/Global/~link.aspx?id=3547ACBB4B9A4A7697E0B25E18E8A07C&z=z>
 - d. In all cases, students must register for the Center courses tied to the significant field experiences as determined by the Center Director.
 - e. Students must register for the required foreign language courses.
2. Any Special Topics coursework must be pre-approved by the Center Director and requests for Special Topics coursework must follow the process and meet all deadlines as defined by the center. The DSAAS will begin this communication to initiate this process, but it is up to the student to pursue this. All Special Topics coursework must be approved on the Study Abroad Approval form by their Success Coach.
 - a. All parties (Student, Director, DSAAS) should be copied on all relevant correspondence.
3. It is the student's responsibility to ensure that the plan of study is approved by all parties following the outline procedures and policies.