

Office of International Education and Development

APPALACHIAN STATE UNIVERSITY

PROCEDURE FOR FEAP PROGRAMS OUTSIDE THE REGULAR SEMESTER TERMS OR PROGRAMS WHERE STUDENTS WILL MISS SEMESTER CLASSES

PER OFFICE OF THE PROVOST

Form A: Procedures for Study Abroad During Regular Terms

Form B: Schedule of Classes Academic Course Meeting Dates Exception Form (from Registrar's office)

Depending on the details of the proposed study abroad, it might be necessary to complete both forms.

Scenarios:

- 1) Course is listed within the fall or spring regular semester dates but requires that students miss one to three days of class before or after fall/spring breaks (fall and spring break programs are encouraged to reduce the number of missed class days as much as possible). **Form A required.**
- 2) Course is listed as fall or spring semester with travel occurring outside of normal break periods (this option normally applies for graduate programs where the study abroad course is a part of the degree program). **Form A required.**
- 3) Course is listed as spring semester and departs right after graduation but ends before summer session I starts. **Form B required.**
- 4) Course is listed as summer session I but begins before the official summer session I start date OR is listed as a summer session I or summer session II course and ends after official summer session I or II end dates. **Form B required.**
- 5) Course is listed as fall or spring semester and leaves before graduation is completed. **Forms A and B required.** (This only applies to Freshman Year Seminar programs where it can be shown in the proposal that final semester seniors will not be eligible to participate on the program).

Please note, these instructions and forms apply to both Undergraduate and Graduate Programs.