



TEXAS TECH UNIVERSITY
Office of the Provost
Study Abroad

TRAVEL *Learn* DISCOVER

Study Abroad at Texas Tech: A Guide for Academic Departments & Advisors

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Dear TTU Academic Advisors,

Studying abroad can be one of the most rewarding aspects of any college career, and national research has provided insights to the impact of study abroad on U.S. college and university student retention and success. Over the years, thousands of Texas Tech students have benefited from living and studying abroad, learning firsthand about different cultures, and returning to our campus with a deepened commitment to their education. Our goal is to continue this tradition and increase access to affordable, socially beneficial, and professionally developmental study abroad opportunities for all Texas Tech students.

We have prepared this booklet as a resource for you to better understand the process of studying abroad at Texas Tech and become familiar with the ways that you can support your advisees who wish to study abroad. We hope it will answer many of your questions, and we encourage you to keep this booklet handy for future reference.

Texas Tech offers a wide selection of approved study abroad programs for students to consider. We believe that experiencing another culture can provide an invaluable complement to an individual's study here at Texas Tech – a contrast that often leads to a level of maturity not easily achieved in the familiar surroundings of home. TTU-approved study abroad programs offer intellectual challenges, and equally important, they offer cultural experiences that can give special meaning and depth to the more academic understandings of the language and civilization of a host country. Indeed, students regularly return from studying abroad and affirm the many ways that their life has been changed.

In deciding to study abroad, students should be aware and prepared to accept that educational philosophies overseas may differ from those to which they are accustomed in the United States. These differences are discussed during pre-departure orientations at TTU and often again when students arrive at their study site. Living and studying abroad is a cumulative experience; it includes the linguistic, academic, and cultural distinctions that students encounter as they adjust to life in another country.

We hope that you will join us in supporting student success by encouraging students to study abroad during their time at Texas Tech. You are our front lines in the effort to inform and remind students of the international opportunities within their reach, and we could not do this important work without you as valued partners. Please feel welcome to contact us with questions and concerns. Wreck'em, Tech!




Sincerely,

TTU STUDY ABROAD

TOP FIVE REASONS TO SUPPORT STUDY ABROAD

1. EARN ACADEMIC CREDIT: Academic credits earned from host institution transfer back to Texas Tech and fulfill degree requirements. Students can take courses in their major or minor field of study, complete core curriculum requirements, or explore a different discipline. Students also have the option of earning credit via international internships, research, and service.
2. ENHANCE MARKETABILITY: Increased self-confidence, independence, self-sufficiency, patience, adaptability, and willingness to take on new challenges are all examples of the benefits students can gain from studying abroad. International experience is increasingly important in our globalized society, especially with regard to cross-cultural communication skills. Texas Tech students can leverage study abroad to strengthen their résumés and stand out as leaders when they interview with potential employers.
3. GRADUATE, AND GRADUATE FASTER: Study abroad is a proven retention tool, and students who study abroad have demonstrated higher four-year graduation rates than those who did not. According to research conducted at the University of Texas, the University of Minnesota, and the University of California at San Diego, higher graduation rates for students who study abroad can be observed across a wide variety of variables to include race, gender, major, first-generation status, parental income, SAT score, and grade-point average.
4. IMPROVE LANGUAGE SKILLS: Texas Tech students often wish to put their foreign language studies into action. Practicing a language while living abroad requires students to go beyond reading and writing; they must concentrate on listening and grow the confidence needed to speak both inside and outside of the classroom. It is important to note that fluency in another language is not required to study abroad. Beginner-level language courses are available, and most TTU-approved study abroad programs offer classes taught in English.
5. INCREASE SELF-AWARENESS: When experiencing the challenges of living in another country, Texas Tech students often learn a great deal about who they are. Studying abroad can reveal a lot about one's character, and facilitated reflection can push students to think more critically about their multiple identities as well as the dynamics of power and privilege.

THE STUDY ABROAD TEAM

<p>WHITNEY LONGNECKER Whitney.Longnecker@ttu.edu</p>	<p>DIRECTOR OF STUDY ABROAD</p> <ul style="list-style-type: none">• Oversees the Study Abroad Team• Strategic planning and new initiatives• New program development• Emergency response and crisis management	
<p>ADRIANNA WARD Adrianna.Ward@ttu.edu</p>	<p>ASSISTANT DIRECTOR OF STUDY ABROAD</p> <ul style="list-style-type: none">• Oversees all faculty-led programs• Assists Director of Study Abroad with emergency response and crisis management• Primary contact for TTU Costa Rica	
<p>BETHANY KUWITZKY Bethany.Kuwitzky@ttu.edu</p>	<p>ASSISTANT DIRECTOR OF STUDY ABROAD</p> <ul style="list-style-type: none">• Curriculum Integration efforts• Credit Coordinator• Incoming Exchange Student Coordinator• Oversees Study Abroad Advising• Advises for the United Kingdom and Spain (outside of Sevilla)	

<p>LANNA SHELDON Lanna.Sheldon@ttu.edu</p>	<p>STUDY ABROAD ADMINISTRATOR</p> <ul style="list-style-type: none"> • Advises students and faculty leaders for the TTU Center in Sevilla 	
<p>CARLY ALLMAN Carly.Allman@ttu.edu</p>	<p>STUDY ABROAD COUNSELOR</p> <ul style="list-style-type: none"> • Advises students going to Europe, outside of the United Kingdom and Spain 	
<p>NATALEE GOMEZ Nataleeg@ttu.edu</p>	<p>STUDY ABROAD PROGRAM COORDINATOR</p> <ul style="list-style-type: none"> • Assists with Faculty-Led programming • Manages social media 	

10 STEPS TO STUDYING ABROAD

1. Review program options on the TTU Study Abroad website and decide whether you want to take classes, intern, research, or serve abroad.
2. Research different programs and choose one that aligns with your goals. The most appropriate program for you may be a faculty-led program, an exchange program, a provider-partner program, or a program at TTU's Center in Sevilla. Discuss study abroad with loved ones.
3. Start the online TTU Study Abroad application for your chosen program and begin scholarship applications such as the Study Abroad Competitive Scholarship.
4. Meet with the appropriate advisor for your major: Center for Global Engagement Advisor (Business Students), Engineering Program Manager (Engineering students), or Academic Advisor (students of all other majors).
5. Schedule an appointment with a Study Abroad Counselor by following the instructions in your online TTU Study Abroad application. Engineering students will only schedule an appointment with their Engineering Program Manager.
6. Receive notification of TTU approval to participate in study abroad after completing the online application phase.
7. If you have questions about using federal financial aid or benefits contact the Financial Aid Study Abroad Advisor, Ms. Nikki Nordell (nikki.nordell@ttu.edu).
8. Commit to your chosen program
9. Complete remaining requirements such as an online pre-departure orientation, medical clearance, etc.
10. GO ABROAD!



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ELIGIBILITY CRITERIA

Texas Tech students who meet the following criteria are eligible to apply to study abroad.

- 1) All students must be **at least a sophomore** (by semesters, not hours) and 18 years or older. Transfer students must have completed one semester at TTU to study abroad; however, they are welcome to apply in their first semester at TTU and submit mid-term grades to confirm their eligibility.
- 2) All students must have a **minimum GPA of 2.0**. Business students must have a minimum GPA of 2.75. Engineering students must have a GPA of 2.5.
- 3) Students must be in **good disciplinary standing** with TTU.

Given the above requirements, all currently enrolled Texas Tech students have the option of participating in a study abroad program. That said, students' options for study abroad programs become very limited if they wish to study abroad in their last semester, and **all study abroad programs will require approval from the Associate Dean of the student's college if the student is within 30 hours of completing their degree program**. This policy seeks to prevent delayed graduation for students who participate in a study abroad program.

It is essential that each student meet with their Academic Advisor and a Study Abroad Counselor to discuss the factors that influence a student's decision to study abroad as well as their program choice and which term they plan to be abroad.

THE APPLICATION PROCESS

Students begin the study abroad application process by reviewing our program options on the TTU Study Abroad website. They will need to decide if they want to take classes, intern, research, or serve abroad.

After a student finds a program of interest, they will start an online application. If the student wishes to participate in a Faculty-Led Program, they have the opportunity to schedule an appointment with a Study Abroad Counselor via Strive. If the student wishes to participate in a non-Faculty-Led Program, they will be starting an Advising Application. At their meeting with the appropriate Study Abroad Counselor, the application will be switched over to their application of choice. Students studying abroad must apply online through the TTU Study Abroad Website. The online portal includes an application checklist that guides students through the entire study abroad process.

Once a student's online application is completed, TTU Study Abroad staff will confirm the student's eligibility and review their application. If approved by TTU to study abroad, the student

will receive an automated email with information about their next steps. If a student is not approved, then they are contacted directly by TTU Study Abroad staff with the reasoning behind their application denial.

Approved students must confirm their intent to participate in the study abroad program to which they applied. After **committing** to the study abroad program of their choice, students are billed a non-refundable Education Abroad fee of \$350. Students receive information about this fee before approval, which helps prevent students from being surprised when their Student Business Services account is charged.

After a student has committed to their study abroad program, they work with the TTU Study Abroad staff to complete requirements (e.g., complete the online mandatory pre-departure orientation). When students return from their study abroad program, they remain engaged with the TTU Study Abroad staff – as well as other study abroad students – by participating in events and workshops for returned students. The Study Abroad Credit Coordinator processes all of the study abroad credit that is earned by TTU students during the course of their study abroad programs. The Study Abroad Credit Coordinator also contacts students directly regarding any issues with their study abroad transcript, grades, etc.

If you have any questions about TTU Study Abroad eligibility criteria or the application process, please feel welcome to contact us by phone or email.

FACTORS INFLUENCING PROGRAM SELECTION

There are many factors to consider when students select a study abroad program because study abroad is as much about personal growth as successful course completion. Participants often say they learned as much, if not more, about themselves or their identities as they learned about the academic content. Below are five parameters that students should consider when narrowing down their program options.

1. ACADEMIC GOALS

Study abroad is often viewed as an extracurricular activity, but in fact, it can and should be fully embedded into a Texas Tech student's chosen discipline. With planning, a term abroad can be thoroughly integrated with Texas Tech degree requirements. Some students choose to work toward completing major degree requirements whereas other students choose to progress within a minor or a second major during their time abroad. Career paths are increasingly international in focus and, therefore, students who participate in study abroad programs that support their

area(s) of study are often more competitive and attractive to employers. This case is especially true within certain professional fields such as business, health sciences, engineering, and agriculture.

Texas Tech students often choose to fulfill core curriculum requirements while studying abroad. It may be especially appropriate for students to consider completing the Language, Philosophy, and Culture requirement or the Creative Arts requirement while they are living in and experiencing another culture. Introductory courses that fulfill other core curriculum requirements can also be found in many programs.

An increasing number of Texas Tech students are curious about how and where they can conduct undergraduate or graduate research abroad or engage in service-learning. These options are excellent for merging practicum requirements, personal interests, and international experience. Similarly, many Texas Tech students are also interested in gaining practical experience through an international internship, either for professional development purposes or to complete a degree requirement. The Study Abroad office has approved internship options in many locations around the world.

2. LENGTH OF STAY

Students should consider the length of time they can and want to be abroad. Many students opt for a short-term summer program because of work, family, or other commitments. Students who are able to be abroad for a longer period of time often find the experience to be more meaningful because of increased familiarity with the host culture. The Study Abroad office offers a variety of programs to suit Texas Tech students' individual needs.

3. PROGRAM TYPE

Food security studies in South Africa. Engineering research in Colombia. Immersive language study at the TTU Center in Sevilla. Parliamentary internships in Australia. Texas Tech has programs stretching across the continents, and these are the four types of study abroad programs available:

FACULTY-LED PROGRAMS

Faculty-led programs are designed and led by Texas Tech faculty and offer students the opportunity to take a catalog course with other TTU students outside of the United States. Faculty design the program in consultation with the Study Abroad office, recruit students for the program, accompany the students abroad, and teach the course. Students enroll in the courses they will take while abroad and receive TTU credit and grades for the coursework they complete.

In addition to TTU tuition and fees, students pay a program fee to cover costs. Most programs take place during the summer and are generally 3-12 weeks in duration.

THE TEXAS TECH CENTER IN SEVILLA, SPAIN

Texas Tech has established an international center in Sevilla, Spain, for students wanting a language immersion experience. Students participating in the semester program can earn 12 credit hours of Spanish language while living with a host family. Catalog courses are taught by TTU faculty, and students pay TTU tuition and fees and an additional program fee to cover room and board, orientation and excursions. In addition to the Spanish language semester program, the Center hosts semester-long Pre-Health, Architecture and Engineering programs that offers 12 credit hours coursework. Summer programs offer many academic disciplines and summer programs are generally two-six weeks in length. More information about study abroad opportunities at [The Texas Tech Center in Sevilla, Spain](#) can be found on the Study Abroad website.

TTU COSTA RICA

Texas Tech has established an international campus in San Jose, Costa Rica. Students may take TTU catalog courses during the summer or semester. Courses are available in a variety of academic disciplines including Engineering, Business, and courses suitable for the TTU core curriculum. Students pay TTU tuition and fees and an additional program fee to cover room and board, orientation and excursions. More information about [study abroad opportunities at TTU Costa Rica](#) can be found on the Study Abroad website.

AFFILIATE PROGRAMS

Affiliate study abroad programs offer Texas Tech students the most options for field of study and program location. Programs are approved by the Study Abroad office and allow students to study at an international institution through direct enrollment or through a third party. Students pay tuition and fees directly to the host institution or provider organization. Participating students are enrolled into a non-tuition-bearing registration course which maintains their eligibility for financial aid and scholarships while ensuring continuous enrollment at TTU during their study abroad program. Although the course credit is listed on the student's transcript, the grade is not calculated into the student's Texas Tech GPA. Instead, their study abroad grades are calculated into their transfer GPA and overall GPA.

RECIPROCAL EXCHANGE PROGRAMS

Texas Tech enjoys active partnerships with universities around the world through reciprocal exchange agreements. In this program type, a TTU student and a host country student pay their home institution tuition and then exchange places. For TTU students, there is no additional program fee. Students may be responsible for paying their host institution directly for certain things (e.g., accommodations). A balance in the number of students and credit hours exchanged is maintained by our office. TTU students register in a general studies placeholder course while abroad, which maintains their eligibility for financial aid and scholarships while ensuring continuous enrollment at TTU during their study abroad program. Grades earned for study abroad courses are calculated into the student's Texas Tech GPA. Credit for courses taken abroad is assigned a TTU equivalent and cannot be considered block credit.

4. LANGUAGE STUDY

The majority of Texas Tech study abroad programs offer the opportunity to take classes taught in English. Many destinations, however, offer programs for students who want to study a foreign language. There is no better way to learn a language than to be immersed in linguistic culture. Students may study the following languages, from Beginner to Advanced levels, while they are abroad: Arabic, Chinese, French, German, Greek (modern and classical), Italian, Japanese, Korean, Latin, Portuguese, Russian, and Spanish.

INTENSIVE LANGUAGE PROGRAMS

A selection of programs are structured so that Texas Tech students can receive enough academic credit to complete their core language requirement in a summer or a semester. These options offer to students the added benefit of being able to progress from one proficiency level to the next without interruption; therefore, the possibility of long-term fluency is increased. National scholarships are available for students who plan to study non-traditional, non-Western critical security languages such as Arabic, Chinese, and Russian. More details and hyperlinks are available on the TTU Study Abroad website. Below is a quick overview of some TTU-approved options.

ARABIC

- Arabic Studies and International Relations sponsored by International Studies Abroad (ISA) – Meknes, Morocco
- American University of Sharjah sponsored by Academic Programs International (API) – Sharjah, United Arab Emirates

CHINESE

- Intensive Chinese Language sponsored by IFSA-Butler – Shanghai, China
- Fudan University sponsored by International Studies Abroad (ISA) – Shanghai, China

FRENCH

- Université Grenoble Alpes sponsored by the American Institute for Foreign Study (AIFS) – Grenoble, France
- Institut Catholique de Paris sponsored by International Studies Abroad (ISA) – Paris, France
- The Sorbonne sponsored by the American Institute for Foreign Study (AIFS) – Paris, France

GERMAN

- Freie University Berlin: Intensive German Language sponsored by International Studies Abroad (ISA) – Berlin, Germany

ITALIAN

- Lorenzo de' Medici – Florence, Italy
- Florence University of the Arts sponsored by ISA – Florence, Italy

JAPANESE

- Japanese Language School sponsored by KCP International – Tokyo, Japan
- Osaka Gakuin University sponsored by CET – Osaka, Japan
- Sophia University sponsored by CIEE – Tokyo, Japan

KOREAN

- Korea University sponsored by International Studies Abroad (ISA) – Seoul, South Korea

RUSSIAN

- GRINT Centre for Education and Culture – Moscow, Russia
- St. Petersburg State University (CIEE) – St. Petersburg, Russia
- School of Russian and Asian Studies (SRAS) – Irkutsk, Russia
- School of Russian and Asian Studies (SRAS) – Moscow, Russia
- School of Russian and Asian Studies (SRAS) – Bishkek, Kyrgyzstan

SPANISH

- Texas Tech Center in Sevilla, Spain – semester and summer program
- University of Belgrano sponsored by International Studies Abroad (ISA) – Buenos Aires, Argentina
- University of Salamanca sponsored by International Studies Abroad (ISA) – Cusco, Peru
- Autonomous University of Barcelona sponsored by International Studies Abroad (ISA) – Barcelona, Spain

- Nebrija University sponsored by International Studies Abroad (ISA) – Madrid, Spain

HOST FAMILIES

Many programs allow students to live with a host family for the ultimate immersion experience. Host families usually have long histories of welcoming U.S. students into their homes. Local culture begins and ends with private spaces and, consequently, students may have the opportunity to gain intimate views of their hosts' way of life.

Students do not need to be apprehensive about losing independence or individuality because host families are generous, patient, and provide physical and social room for study abroad students to flourish. Most returned students say that the relationship with their host family was the most satisfying and enduring part of their time abroad.

INDIGENOUS AND NATIVE LANGUAGES

Texas Tech students may be interested in languages that are only spoken in certain regions and provincial areas. Examples include Swahili in Eastern Africa, Afrikaans and Zulu in South Africa, Quechua in Peru, and Hindi in South Asia. Our program providers do an excellent job of integrating elementary study of these less commonly studied languages into the overall curriculum in these locations, and scholarship providers often look favorably upon applicants who participate in them.

5. LOCATION AND UNIVERSITY SIZE

Where a student goes abroad is an important consideration. They live in one place for an extended period of time, so their program site should be a location in which they will feel, as we like to say, comfortable being uncomfortable. Size of locality should also be considered. Program destinations range from large, bustling cities to small, rural towns. Students often assume they will easily adapt but realize upon arrival that their preconceptions were partially or wholly inaccurate. In addition to location size, students may need to consider the size of their host institution as well. Engaging within a university system that is significantly larger or smaller than Texas Tech can be challenging for some study abroad students.



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INTERNSHIPS. RESEARCH. & SERVICE ABROAD

INTERNSHIPS ABROAD FOR ACADEMIC CREDIT

If a student's degree plan **requires** an internship experience, then the student may opt to complete their internship experience abroad for academic credit. The affiliate providers with which TTU partners are able to place students in various types of internships all over the world. This opportunity is especially valuable for RHIM majors, Engineering majors, and more.

If a student's degree plan does not require an internship experience, sometimes their academic department offers a **credit-bearing internship course option** (e.g., Public Relations). With the approval of their Academic Advisor, these students can complete their internship experience abroad for academic credit.

If a student's degree plan does not require an internship experience and the student's department does not offer a credit-bearing internship course (e.g., Sociology), then the student's academic department has the option to offer a credit-bearing course titled *Individual Studies, Special Topics*, etc. With the approval of their Academic Advisor, these students can complete internship experiences abroad for academic credit.

RESEARCH ABROAD FOR ACADEMIC CREDIT

Students who are interested or already engaged in undergraduate- or graduate-level research are encouraged to select a study abroad program that provides them with the opportunity to conduct research abroad for academic credit. If a student is interested in an international research program, then they must discuss this interest with faculty in their academic department as well as their Study Abroad Counselor. A summary and/or portfolio of completed research may be requested by the student's TTU research advisor for final credit approval.

INTERNSHIPS & RESEARCH ABROAD – NOT FOR CREDIT

Students may choose to participate in non-credit-bearing international internship and research abroad experiences. In the event that a student wants to complete a program that would not bear academic credit, the student needs to ensure their Academic Advisor is aware of their plans *and* work closely with TTU Study Abroad to make arrangements for the experience. Many TTU-approved study abroad affiliate programs offer field-specific internships and research experiences that do not require students to seek academic credit. Students apply to these affiliate programs via the TTU Study Abroad website.

If a student independently discovers an international internship or research abroad opportunity that is not approved by TTU Study Abroad, it is important they understand it is a **requirement** to consult with TTU Study Abroad staff. This policy ensures that their international education experience is documented by the university, they still receive important safety information, they are covered under TTU's international health insurance policy, they participate in pre-departure orientation, etc.

SERVICE-LEARNING ABROAD FOR ACADEMIC CREDIT

If a student shares with their Academic Advisor that they want to participate in an international service-learning program, then they are encouraged to contact the TTU Peace Corps Liaison. The Peace Corps Liaison's roles and responsibilities include all of the following:

- Speak with students about the subtle but important differences between service, service-learning, volunteering, and *voluntourism* in domestic as well as international contexts
- Share readings that challenge students to think more complexly about critical power dynamics that affect service as well as the design of service-learning programs
- Advise the student regarding international service-learning opportunities approved by TTU Study Abroad
- Introduce students to TTU's Peace Corps Prep program, a certificate program designed for undergraduates who plan to serve with the Peace Corps after graduation
- Connect students with TTU's Peace Corps Recruiter for information about applying to the Peace Corps and serving with the Peace Corps after graduation

For a student to receive academic credit for a service-learning program abroad, the student must work closely with the Peace Corps Liaison and their Academic Advisor. Some students opt to do a service-learning program abroad for the experience whereas others are approved to earn up to 18 hours of academic credit.

ACADEMIC ADVISING FOR STUDY ABROAD STUDENTS

Students participating in TTU Study Abroad programs are **required** to meet with their Academic Advisor to discuss how courses completed on their chosen program fulfill degree requirements.

THE CREDIT PRE-APPROVAL FORM

The Credit Pre-approval Form (CPF; APPENDIX A) serves as a record of tentative approval for each student's plan of study while abroad. The Study Abroad Credit Coordinator works closely with the Registrar as well as designated staff from each academic department at Texas Tech to identify TTU equivalent courses taught by our partners abroad. For example, the syllabus for a study abroad course titled *Italian Art History* might be requested by the Study Abroad Credit Coordinator and submitted to the TTU School of Art for evaluation. Meanwhile, the syllabus for a study abroad course titled *Politics of the European Union* would be submitted to and evaluated by TTU's Department of Political Science.

Each evaluator assists the Study Abroad office by confirming whether a TTU equivalent course exists. Generally, a faculty member of each department is the contact person for determining equivalencies. The desired timeline for course evaluation from the time of submission to the time of evaluation is 2 weeks. When the Credit Coordinator receives the evaluator's decision, they then share this information with the Study Abroad team, so students are advised accordingly.

Courses abroad are subject to change exactly like courses taught at Texas Tech; therefore, to avoid enrollment issues students are required to list on their CPF more study abroad courses than they actually plan to take. This strategy ensures that a student has identified degree-appropriate alternative courses if their preferred study abroad courses are full or unavailable by the start of their program. For example, if a student intends to earn 12 credit hours by completing four courses during a semester abroad, then they would need to list between six and eight courses on their CPF.

After a student's CPF is filled out and signed by their Study Abroad Counselor, the student's Academic Advisor also signs the CPF to confirm that the proposed study abroad courses align with the student's TTU degree plan. Academic Advisors working with students who have a proposed, rather than declared, major may certify that the courses selected abroad will complete the proposed major degree plan. It is important to note that if a student is planning to study abroad during their final 30 credit hours, then the student must also obtain approval to study abroad from the Associate Dean of their college.

The CPF does **NOT** constitute a guaranteed contract of courses equivalencies. Rather, the CPF functions as a guide or provisional agreement between the study abroad student, their Academic Advisor, and TTU Study Abroad staff. Coursework completed abroad is evaluated by TTU and equivalent credit is granted upon the student's successful completion of their study abroad program.

ACADEMIC CONSIDERATIONS

It is important to remember that higher education in the United States can look strikingly different from higher education on the global scale. Study abroad students may choose programs in countries that have dissimilar educational structures and pedagogical practices. When considering a study abroad program, Texas Tech students should be careful to select level-appropriate courses, or courses that are taken by host university students with similar academic backgrounds and preparation.

Students should also be aware that teaching and assessment methods are likely to be considerably different from that to which they are accustomed in the U.S. and at Texas Tech. Here are a few common academic differences experienced and observed by study abroad students:

- Large three-hour lectures with small discussion groups known as tutorials
- More independent reading and homework
- Evaluation of performance based only on the whole body of work or one final comprehensive examination

Texas Tech students are expected to complete all study abroad course requirements and final examinations as defined by their programs or sponsoring institutions. Students are also expected to meet all academic requirements and abide by the policies of the host university or program sponsor in addition to Texas Tech academic policies as outlined in the TTU Student Catalogue. Undergraduate students are required to transfer back a minimum of 12 credit hours for semester programs, and graduate students are required to transfer back a minimum of 9 credit hours for semester programs.

A COMMON COMPLICATION

When students participate in affiliate or reciprocal exchange programs, the posting of study abroad credit to their TTU transcript is **NOT** an automatic process. In order for Texas Tech students to earn study abroad credit through these types of programs, they must have a completed Credit Pre-approval Form (CPF) on file. If a student decides to take a study abroad course that was not listed on their CPF and, therefore, was not pre-approved, then the student will be asked to submit the course's syllabus and materials so that the appropriate TTU department can try to determine a TTU course equivalency. Study Abroad Counselors work diligently to prevent this complication by ensuring that students understand the importance of taking only the courses listed on their CPF.

Helping students have a positive study abroad experience is a collaborative effort among many different people. Together we can help more Texas Tech students have a memorable, impactful opportunity to grow personally and academically.

What We Can Promise You

- Timely responses to your questions about the TTU Study Abroad process
- Open communication about your advisees' study abroad plans and intended course load
- Collaborative problem solving as students identify the courses they want to take abroad
- Respect for your role advising students on the courses they need for their degree plan
- Annual invitations to the Study Abroad Fair

How You Can Work With Us

- Challenge your advisees to articulate why they want to study abroad
- Help your advisees understand *when* is the best time to study abroad given the unique requirements of their degree plan
- Ensure that your advisees know which study abroad courses they need to look for when researching host institutions
- Timely communication regarding our requests and questions that impact your advisees' study abroad process

STUDY ABROAD CREDIT

GRADES

Grades earned through study abroad are **NOT** pass/fail, and the host institutions with whom Texas Tech partners employ grade constructs that vary. Students should investigate the grading system used by their host university or study abroad program. It is also important (just as at home) they monitor their progress and maintain a "C" or better in all courses. Grading may be stricter abroad, and students may find that "A" grades are not given as frequently. Students must understand that respect for international grading systems is part of their academic experience abroad. Students who have questions about their grades should address them while they are at the host university or contact their program's on-site staff.



PHOTO CREDIT: EMILY BOYES | UNITED KINGDOM, 2018

STUDY ABROAD TRANSCRIPTS

Students who participate in **faculty-led programs** or study abroad at **the TTU Center in Sevilla** or **TTU Costa Rica** do not have to request an official study abroad transcript. Most study abroad credit earned on a faculty led program is automatically posted to the student's TTU transcript.

Conversely, students who participate in **affiliate** or **reciprocal exchange** programs must request that an official transcript is directly mailed or emailed to the Study Abroad Credit Coordinator. Hand-carried transcripts are not to be accepted. Once received, transcripts are evaluated by the Study Abroad Credit Coordinator and then sent to the Registrar where grades and credit are posted to the student's academic record.

It can take between 8-12 weeks for a transcript to arrive in the mail after completion of a study abroad program. For this reason, Texas Tech students are permitted to study abroad during their final semester *if and only if* they are participating in a faculty-led program or studying abroad at the Center in Sevilla. This policy ensures that students who study abroad during their final semester do not graduate late.

CREDIT EARNED ABROAD

When students participate in most **faculty-led** programs or study abroad at the **TTU Center in Sevilla** programs, *regular TTU credit* is automatically posted to their TTU transcript. Regular TTU credit is awarded for each study abroad course completed regardless of the grade the student earned in the course. Grades earned abroad as part of a faculty-led or Center in Sevilla program are factored into a student's Texas Tech GPA directly. On some faculty-led programs,

students take courses at a local institution. In this situation, the faculty leader is responsible for facilitating course pre-approval in collaboration with their TTU academic college.

Students who participate in **affiliate** programs receive *transfer credit* for courses that were approved by the appropriate academic advisor or department. Transfer credit is awarded for each study abroad course completed *only if* students earn a grade of “C” or better. The grades earned abroad as part of an affiliate program are not factored into a student’s Texas Tech GPA. Rather, these grades factor into the student’s transfer GPA and overall GPA.

Students who participate in **reciprocal exchange** programs receive *regular TTU credit* for courses approved by the appropriate academic advisor or department. The grades earned abroad as part of a reciprocal exchange program are factored into a student’s Texas Tech GPA directly. It is important to note that equivalent courses for reciprocal exchange programs *cannot* be block credit. Rather, they must be equivalent to a TTU course. For example, a Political Science course that does not exactly match a Texas Tech course cannot come back as POLS 3---, it must be a **full Texas Tech course number**. If an exact course does not exist, there is no Texas Tech equivalent. A Texas Tech student who completes a reciprocal exchange abroad but did not request their transcript from the host institution will have a flag on their degree audit due to their General Studies Abroad (GST) placeholder still being in place, and a hold will be placed on their account by the Study Abroad Credit Coordinator.

STUDY ABROAD COURSEWORK

Students who participate in affiliate or reciprocal exchange programs are required to save all syllabi, projects, and course materials from their term abroad until their study abroad credit has been posted successfully by the Study Abroad Credit Coordinator. If these documents are needed by a TTU academic department for final credit approval purposes, then they are forwarded to the appropriate department(s) for evaluation.



PHOTO CREDIT: SARAH BENNER | ITALY

PAYING FOR STUDY ABROAD

FINANCIAL AID & LOANS

All TTU students participating in TTU-approved study abroad programs can apply the financial aid that they receive to the cost of their study abroad program. Students may also consider loans as a source of funding. After a student has successfully applied to a study abroad program, Study Abroad Counselors send a budget of estimated program expenses to the Financial Aid office. This official budget is then used to update a student's cost of attendance for the corresponding term.

Students planning to use financial aid or apply for loans for their study abroad program should meet with Financial Aid Advisor Nikki Nordell (nikki.nordell@ttu.edu) **after** they have applied and been accepted to their program.

THE STUDY ABROAD COMPETITIVE SCHOLARSHIP (SACS)

The Study Abroad Competitive Scholarship (SACS) is funded by the \$4 International Education Fee that all TTU students pay every semester. As its name suggests, the SACS is competitive – approximately 70% of students who complete the application receive awards. For this reason, it is highly recommended that students utilize campus services such as the University Writing Center to strengthen the content and style of their application essays. Domestic and international degree-seeking students who will study abroad on TTU-approved programs are eligible to apply. Additionally, international students seeking a degree at TTU are also eligible to apply.

Award amounts for study abroad students generally range from \$1,500 to \$6,000 for semester programs and \$350 to \$3,000 for short-term programs. Award amounts for international degree-seeking students usually range from \$350 to \$1,000 per term. Students who study abroad multiple times and international degree-seeking students may apply more than once. A committee of Texas Tech faculty and students determines which applicants receive a SACS award, and Study Abroad staff do not have input.

Questions about the SACS should be directed to the SACS Coordinator.

OTHER TEXAS TECH SCHOLARSHIPS

Many TTU colleges, academic departments, and campus offices offer scholarships in support of the TTU Study Abroad mission. For example, the McKenzie Scholarship in the Rawls College of Business awards \$1,500 for short-term programs and up to \$2,500 for semester programs. Other in-house scholarship opportunities exist through the Texas Tech Terry Scholars program, Student Disability Services, Raider Rojos, and more. For more information, students can contact the National & International Scholarships & Fellowships office by sending an email to nisf@ttu.edu.

EXTERNAL SCHOLARSHIPS

Most affiliate program providers offer scholarships to students who apply to their study abroad programs. National organizations also offer study abroad scholarships that are based on academic merit, diversity, and/or financial need. Examples include:

- The U.S. Department of State
- Phi Kappa Phi
- The Fund for Education Abroad

Students who receive Pell Grants, students who are studying a critical-need language, and students who are studying abroad in certain regions of the world may be eligible to apply for additional scholarships like the Gilman Scholarship, the Critical Language Scholarship, or the super prestigious Boren Award.

For more information, students should talk to their Study Abroad Counselor or Engineering Program Manager.



PHOTO CREDIT: KOURTNEY KLEPAC | DENMARK

IMPORTANT DATES & DEADLINES: ACADEMIC YEAR 2022-2023

2023 STUDY ABROAD FAIR

October 5, 2023

SUB Ballroom

11AM – 3PM



All [dates and deadlines for study abroad applications](#) can be found on the Study Abroad website, as can [dates and deadlines for the Study Abroad Competitive Scholarship](#).

FREQUENTLY ASKED QUESTIONS ABOUT STUDYING ABROAD

1. Can a senior at Texas Tech still study abroad?

A graduating senior in their last semester can only study abroad on a faculty-led program with their Associate Dean's approval or at the Center in Sevilla. Students on other programs must return to Texas Tech for one term prior to graduation.

2. Is it expensive to study abroad?

Studying abroad does not have to be more expensive than the cost of attendance at TTU. Program costs range greatly based on factors like length, location, housing, program type, etc. If students consult openly with their Study Abroad Counselor about financial restraints, then our team can help students select a program that is both appropriate and affordable. Cost information for each study abroad program can be located on the Study Abroad website.

3. When can I apply, and when should I study abroad?

Students generally apply the semester before they plan to study abroad. Students should always consult their Academic Advisors to ensure that they understand the best time(s) to study abroad given their individual degree plan. Typically, sooner is better than later!

4. If I study abroad, will I graduate on time?

If students meet with their Academic Advisors to determine the best time to study abroad and confirm that all study abroad courses make sense for their degree plan, then graduation should remain on schedule. The students who do not graduate on time as a result of study abroad are generally those who mistake study abroad for vacation, do not take their courses seriously, and return to Texas Tech with failing grades.

5. Am I academically eligible to study abroad?

Students are considered academically eligible to study abroad if they have the minimum GPA required by TTU Study Abroad, meet the eligibility requirements of their chosen study abroad program, and have completed program-specific prerequisite classes (if applicable).

6. Do I have to speak a foreign language?

No. Most study abroad programs allow students to take courses that are taught in English either in English-speaking countries or in specially designed programs in other countries.

7. How long can I study abroad?

TTU has options that range from as short as two weeks to as long as one year. We encourage students, if financially possible, to study abroad for a longer term (semester or year) because these students are typically favored by scholarship programs and many study abroad participants return and report that they wish they had chosen a longer term – one in which they could have more intimately experienced the host country’s culture. Students may also participate in more than one Study Abroad program.

8. Where will I live?

Housing options vary by program. Options include home stays with local families, campus residence halls or dormitories, or shared apartments. Sometimes during short-term programs, students stay in hotels or hostels.

9. Can I use federal financial aid and apply for scholarships?

Yes. All students eligible for federal financial aid may use it on TTU-approved programs. Many scholarships are available to support students who are interested in studying abroad such as the Study Abroad Competitive Scholarship (SACS).

10. Is it safe to go abroad?

The answer to this question is yes and no. Although we cannot guarantee the safety of Texas Tech students – whether they are studying here in Lubbock or studying overseas – the Study Abroad team takes seriously the safety, health, and wellbeing of study abroad students. The Office of International Affairs constantly monitors security situations overseas, thoroughly vets all host families, and ensures that all students are enrolled in comprehensive international health and accident insurance. Furthermore, the Study Abroad staff provides students with pre-departure orientation and partners with programs that offer additional orientations when students arrive on site. That being said, safety while abroad is a shared responsibility, and it is the responsibility of students to do their part by listening to their Study Abroad Counselor and making smart decisions while abroad.

APPENDIX A: CREDIT PRE-APPROVAL FORM



Credit pre-approval has been requested from the appropriate academic departments for each of the study abroad courses listed below.

1. Study Abroad Counselors/Managers will complete this form in collaboration with the student
2. The student will meet with their Academic Advisor to discuss how study abroad courses may fulfill degree requirements.
3. The signed form must be returned to their Study Abroad Counselor/Manager prior to the student going abroad.

Student Name: _____ R-Number: _____ Major: _____
 Study Abroad Institution: _____ Term & Year Abroad: _____

Study Abroad Course Number & Title	TTU Course Prefix, Number, & Title	Student has TTU permission to take this course	Course Counts Towards Degree Plan	Degree Plan Fulfillment	Student Initial acknowledging that they do not have permission to take this course
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I acknowledge that I could be administratively withdrawn from TTU if I choose to enroll in a program that is not approved for my Study Abroad Counselor/Manager in a timely manner. I do not have permission to take and I acknowledge that I could be withdrawn from my program if I fail to send my final course registration to my Study Abroad Counselor/Manager in a timely manner. Total Intended Credit: _____ hours

Study Abroad Counselor/Manager Signature: _____ Student Signature: _____ Date: _____
 Academic Advisor: Records for the student named above has been reviewed and discussed. Advisor Name: _____ Advisor Signature: _____ Date: _____
 Academic Dean: Signature needed only if the student is within 30 hours of completing the degree program. The student named above is going to be study abroad and has permission from their college to be abroad during the intended term. Advisor Name: _____ Advisor Signature: _____ Date: _____