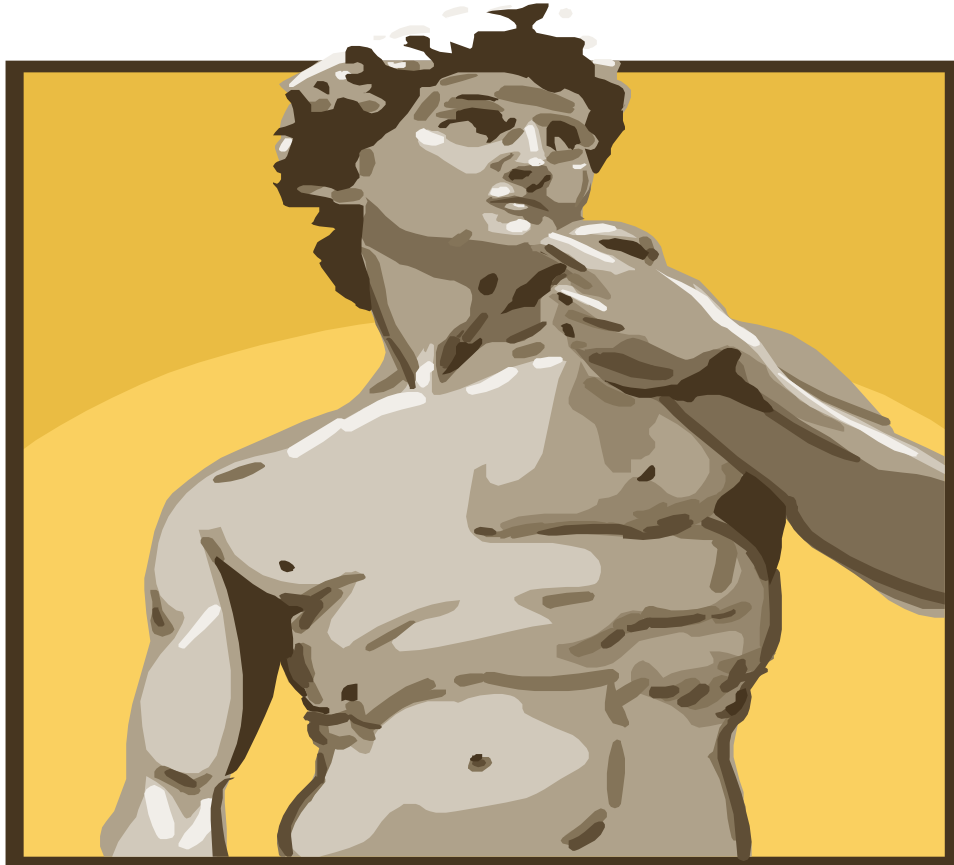


Monmouth University  
**STUDY ABROAD PROGRAM** in  
Florence, Italy at  
Lorenzo de' Medici (LdM)

**FALL 2012**



**What's Included in this**  
**'Application Packet'**

1. Student Information Sheet
2. Letter from the Study Abroad Office
3. Program Costs
4. Important Dates & Deadlines
5. Procedures, To Do List, & Other Important Information
6. Confidential Reference Form
7. Choosing Courses at LdM
8. Monmouth Course Worksheet
9. General Application Information, including Course Registration Form, and Monmouth Course Worksheet

Dear Student:

The courses offerings and timetable for Fall 2012 will not be available until late February or early March, according to our partners at Lorenzo de' Medici (LdM). For now, you should check out the courses from fall 2011 to have an idea of what might be offered in fall 2012. Check out the PDF 'Courses Offered in Fall 2011'. Try to put together a 'tentative' course list without listing the days/times as these items will likely be changed. It would be good if you could get this to the Study Abroad Office as early as possible so we know that you're out there and can share the new course 2012 list with you the minute we have it. Please be sure to choose an alternative course for each first choice.

1. Check out the course equivalency list online 'Monmouth/LdM Course Equivalency List' so you can get an idea about how the classes in Italy will be accepted at Monmouth. Keep in mind that you must take one 3-credit Italian language course. If you need to fulfill a 6-credit 'Cross Cultural' or 'Global Understanding/Cultural Diversity' you can take both Italian classes in this one semester (if applicable to your major).
2. Write a statement of purpose: 500-word typed and well written essay expressing your commitment to this academic program, including cultural excursions that may be a requirement of certain classes. Explain why you want to go, what you hope to achieve through this experience, and how you cope with stress and unexpected circumstances.
3. Print out the two-page confidential reference and give it to a Monmouth faculty member or employee. Ask them to either send it directly to the study abroad office or allow you to pick it up in a sealed envelope.
4. Keep in mind that the Visa process for this program requires that you provide a letter from your bank declaring that you (or your parents) have a minimum of \$4400.00 available in either a checking or savings account. Details will be given at our first meeting and this letter would probably be due sometime in late May or early June.

**Monmouth University Study Abroad  
Student Information Sheet for ITALY in FALL 2012**

Today's Date: \_\_\_/\_\_\_/\_\_\_

Where do you want to study abroad? Florence, Italy at Lorenzo de' Medici

Which semester do you want to go? FALL 2012

FULL NAME AS IT APPEARS ON YOUR PASSPORT: \_\_\_\_\_

Monmouth Student ID#: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Monmouth E-mail \_\_\_\_\_

Facebook display name (so we can friend you) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Major: \_\_\_\_\_

GPA: \_\_\_\_\_

Status while abroad Sophmore Junior Senior

**COMMENTS**

# MONMOUTH UNIVERSITY

## STUDY ABROAD OFFICE

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Dear Student:


Thank you for your interest in the Monmouth University Study Abroad Program at Lorenzo de' Medici in Florence, Italy. We will be working together and also with various offices (i.e., Academic Affairs, Financial Aid, and Bursar's Office) over the next several months to process all documents needed for your trip, stay, and study in Italy. We will also be working closely with personnel at Lorenzo de' Medici to insure that all their requirements are met. Once you are abroad, I will be your contact at Monmouth to address any needs that may arise. Please be sure to complete all the necessary documents on time, pay close attention to the important dates and deadlines, check your Monmouth e-mail for important messages from me, and keep me abreast of all information pertinent to your status.

This initial packet contains helpful information pertinent to the Fall 2012 semester. There will be additional information forthcoming at our first and second meeting, student/parent orientation and at the bon voyage lunch. This packet is to help you begin preparing for the most exciting experience of your life. Remember that your most essential task is to find the right classes, so please get working on that first.

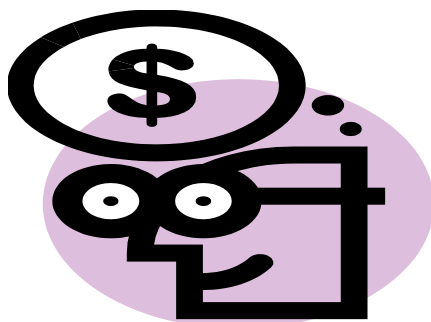
Mapping out a semester abroad is exciting, so remember to relax and enjoy the planning. It's important to keep the lines of communication open and to be patient as many things are done differently in Italy and sometimes we must work according to their timetable not ours. If I call or send e-mail, respond in a timely manner, as I will for your questions. Start a file right now on your experience and stay organized throughout the process. I would strongly suggest that you apply for a passport as soon as possible as this will be needed well in advance of your departure for the student visa process. It is also important to note that you must provide a bank letter (probably due sometime in late May or June) stating that you (or your parents) have an account with approximately \$4400.00 available. There will be much more information on the Visa requirements at our first group meeting. Please remember that I am here to help you and no question or concern is too trivial.

I look forward to our joint planning and collaboration.

Sincerely,



Robyn Asaro  
Assistant Director of Study Abroad  
732-263-5377/5774  
732-263-5692-F  
[rasaro@monmouth.edu](mailto:rasaro@monmouth.edu)



### **ITALY Program Costs**

The study abroad program charges the same tuition and fees for a full time academic load of 12-18 credits as on campus students pay. There is also a 'room charge fee' but there is no board fee, as you cook your own meals. All financial aid including merit awards, scholarships, and grants apply, except for athletic scholarships and tuition remission. Since airfare and spending money are considered legitimate educational expenses, you may qualify for additional aid.

The following services and offerings are included in your tuition & room fee:

- Furnished apartment with kitchen where you will cook your own meals
- Study Abroad health insurance which is mandatory for the student visa
- Visa Processing (we take your passport and info. to consulate in NYC; you don't have this hassle)
- Welcome dinner and farewell reception in Italy hosted by Lorenzo de' Medici
- Bon Voyage luncheon at Monmouth
- One weekend excursion : We will give you 4-6 choices (could be to Switzerland, Rome, Venice, etc)
- Airport pick up (in Italy) if you take the group flight
- Academic advising and all pre-departure services
- Monmouth orientation for students/parents
- On site orientation in Florence
- Free internet access at the school and in your apartment
- Space in double occupancy room
- Cultural activities
- Free rental cellular phone

### **What is NOT included?**

- Passport – (currently is \$135.00)
- \$300 housing deposit. This will be refunded to you provided there aren't any damages. Our office will collect this payment and mail for the group.
- Personal spending/travel – You will have free weekends if you wish to travel on your own. To give you an estimate we find that former students typically travel to 5-10 additional countries and spend anywhere from \$5000-8000.
- Many of the classes have extra course fees that must be paid upon arrival. This is to cover costs such as visiting wineries, visiting Perugia's Chocolate Festival, etc....
- Personal property insurance
- Books and school supplies
- Meals-you are not charged a meal plan as you live in an apartment with a fully equipped kitchen.
- Airfare

## Important Dates and Deadlines for Study Abroad in Florence, Italy Fall 2012

March 19, 2012	Application deadline, including statement of purpose & confidential reference form
March 28, 2012	First Group Meeting @ 2:30 in the SC, 3 <sup>rd</sup> floor conference room (Acceptance letter and confirmation of enrollment form given out)
April 6, 2012	\$500 non-refundable deposit & confirmation of enrollment form due (applicable to total program costs)
April 2, 2012	Financial Aid application due. Please see Sandra Crawford. She can be reached at 732-571-3549 or email <a href="mailto:scrawfor@monmouth.edu">scrawfor@monmouth.edu</a> to schedule an appointment
April 11, 2012	<b>MANDATORY</b> Second group meeting in Young Auditorium for all summer & fall study abroad students @ 2:30pm
April 18, 2012	Meet & Greet -former students and new students invited to informal gathering in Lounge outside Study Abroad Office @ 2:30-? (Not mandatory but highly encouraged).
April 25, 2012	<b>MANDATORY</b> Student/Parent orientation (mandatory attendance for study abroad students not parents) @ 7:30 in Wilson Auditorium
May 1, 2012	Bon Voyage Lunch/Group photo (1:00 pm in The Magill Commons Club rooms 107-108)
August 14, 2012 (tentative)	FALL 2012 tuition bill due. You will not be permitted to study abroad if financial obligations are outstanding
August 28, 2012	Students leave for Florence
August 29, 2012	Students arrive and move in to apartments
August 30-31, 2012	LDM Orientation
September 3, 2012	Classes begin
September 7, 2012	Last day to drop/add a class
October 15-19, 2012	Mid-term exams
October 22-26, 2012	Fall break
November 2, 2012	Last day to withdraw from a course (with a 'w' grade)
December 10-14, 2012	Final exam period
December 14, 2012	Last day of classes
December 15, 2012	Housing check out

## Procedures, To Do List, and Other Important Information

1. **Course Application, Housing , Statement of Purpose :** *You must make an appointment to turn in your application. This will be a one-on-one meeting where we will go over many aspects of your upcoming semester abroad so allot around 15 minutes. Applications will not be accepted without an appointment. Call 732-263-5377.* Complete the Lorenzo de' Medici study abroad application with assistance from your academic advisor. Remember to bring the Monmouth/LDM course equivalency booklet for reference. You should know what courses you need to take and it is suggested that you bring your audit and curriculum chart to your advising session. Be sure to choose courses that do not conflict time wise. Obviously we have to wait on this item until we receive the 'actual' courses offerings and timetable for LdM for fall 2012. For now just pencil in your choices. You will get your course confirmation at the orientation. You are required to take one 3-credit Italian language class as well as 4 other courses for a total of 15-credits. You could potentially take 2 language courses for 6-credits and complete a sequence such as FI 101 and FI 102. BE SURE to write the LdM course codes on the application (not the Monmouth course codes).  
**Due by March 19, 2012.**
2. **Monmouth Course Worksheet:** Fill out this form to help clarify what you are taking abroad and how it will fit into your Monmouth curriculum. This should be turned in with the above mentioned application.
3. **Confidential Reference Form:** Fill out the top portion of this form. Ask a Monmouth employee member to fill it out and send it back to the study abroad office ASAP or give to you in a sealed envelope with their name signed across the back seal. Turn in the application even if your reference is not completed. This will not count against you as far as the first-come-first-serve.  
**Due by March 19, 2012**
4. **Passport:** Apply for your passport ASAP. This can be done at the County Clerks Office in Freehold or in your hometown or at many post offices. The fee is \$135.00 and there are some specifics concerning payment and identification that you should know. Please check out the following site for more details and passport information: [www.travel.state.gov](http://www.travel.state.gov) . or call 732-431-7324. If you hold a non-US passport you must provide this information to the Study Abroad Office for further instruction. A copy of the first page of your passport (photo page) is due in the Study Abroad Office ASAP and no later than  
**May 1, 2012.**
5. **Financial Aid:** *Important Information for Financial Aid Recipients:* Financial aid (e.g., student loans, federal grants, state grants, and Monmouth University academic grants / scholarships) may be applied toward tuition, fees, room and board charges associated with this study abroad program. Students may also be eligible for additional funding to assist with airfare and personal expenses. Athletic grants and tuition remission do not apply.

To explore funding opportunities, students are strongly encouraged to meet with a financial aid counselor. Sandra Crawford has been designated as the study abroad contact in the Financial Aid Office; she can be reached at 732-571-3549 or email [scrawfor@monmouth.edu](mailto:scrawfor@monmouth.edu) to schedule an appointment.

You will be billed regular Monmouth University tuition and fees, room charge, plus the study abroad fee. Students must complete their financial obligation to Monmouth University prior to departure or they will not be permitted to study abroad.

6. **Deposit:** The non-refundable deposit of \$500.00 (applicable to total costs) and the Confirmation of Enrollment form are due by **April 6, 2012**. If you are accepted into the program, you will be given an acceptance letter and the above mentioned form at the first group meeting on **MARCH 28, 2012**. The check should be made out to Monmouth University and the student ID# must be on the memo line. This deposit is non-refundable if you drop out of study abroad after the April 6<sup>th</sup> deadline.
7. **Photos:** We will take your photo when you turn in the application that is necessary for the ISIC card that we buy for you and also to send on to LdM. You will also need one passport size photo for the Visa and probably additional photos for the 'Permit of Stay'. You should try CVS or Walmart and get a full page of passport photos for around \$10.00.
8. **Pre-departure Orientation:** The **MANDATORY (for students)** pre-departure orientation will be held on **Wednesday April 25, 2012**. Students are encouraged to invite family/friends.
9. **Bon Voyage Lunch:** Will be held on **TUES, MAY 1, 2012 @ 1:00pm**. This is a chance to meet with your group once again and to voice questions or concerns that were not addressed at the orientation. You will also take your group photo. It's really nice to be part of this photo because it will probably be shown in the *Monmouth Magazine* or *Outlook* and definitely will be added to the photo gallery on the web. If that doesn't make you want to be in the photo, just think how much your parents will love it!!
10. **Travel Information:** Monmouth University is not involved in the travel business in any way. We arrange a group flight for the students traveling to Italy as a courtesy mainly because so many students enjoy it. You are free to search for airfare and you are not obliged to go with the group. If the majority flies together then we will arrange for pick up upon arrival in Florence. You are responsible for your return to the airport in December when the program ends.
11. **VISA:** Extensive VISA information will be given to you at the First Group Meeting on March 28, 2012. Just be sure that you will have your passport available by May as we will need it to process the VISA. Be sure that it will not expire within six months from the end of the study abroad. There is no charge and we take care of the back and forth with the Italian Embassy in New York. You need to provide a letter from your bank verifying that you or your parents have a checking or savings account with at least \$4400.00.

**Monmouth University Study Abroad Program  
ITALY FALL 2012 PROGRAM  
Confidential Reference Form**

**Part I. To be completed by the applicant:**

Name of applicant	ID #	Date of Request
Major	Soph Jun Sr	
	Status during the study abroad program ( <b>circle one</b> )	
<b>FLORENCE, ITALY</b>	<b>12FA</b>	
Study Abroad Destination	Semester/year	
		<b>March 19, 2012</b>
Evaluator's Full Name	Position	Deadline for Request

**Part II. To be completed by the evaluator**

The above-mentioned applicant is applying for a Monmouth University Study Abroad Program. We would appreciate your assessment of the applicant's attributes with which you are familiar. Please return this form to the Study Abroad Office in the Student Center, First Floor, Room 29.

1. Basis and extent of your acquaintance with the applicant.
  
2. Please indicate the applicant's academic attributes. You may elaborate in the comments section if necessary.

	Excellent	Good	No opportunity		
			Fair	Poor	to observe
Competence in major/specialization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic interest and motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for independent study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to express thoughts in speech/writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please evaluate the applicant's suitability for program participation. You may elaborate in the comment section as necessary.

	No Opportunity				
	Excellent	Good	Fair	Poor	to observe
Ability to adapt to new or unstructured circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-reliance/independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate well to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open-mindedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please state your opinion of this candidate's chances for success (both academic and personal) in a study abroad program.

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Evaluator's Signature Date Print Name

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Position/Title/Department Telephone Number

## General Application Information

**As of this writing (January, 2012) we have been advised by LdM to have students choose courses based on the *fall 2011* course offerings. Try to choose an alternate for each class and do not list the days/times at this point. Many of the courses should have a Monmouth course equivalent, so check that list in order to fill out the course worksheet. The actual fall 2012 course list should be available to us by late February.**

The study abroad program in Florence, Italy at Lorenzo de' Medici (LdM), will be a fascinating opportunity to live and learn in one of the most culturally rich cities in the world. The course offerings for this semester program are nothing short of exciting and you may find it difficult to narrow down your course selections out of the many that are offered.

You are required to take one Italian language course and four additional courses for a total of 15 credits. Here are a few items that you should be aware of prior to choosing classes in Italy:

1. Please read all the materials enclosed in this packet. Pay particular attention to the 'Registration Policy' and 'Attendance Policy' on the actual application page.
2. Sign the LdM application on pages 12, 13 and 14 and have your advisor sign page 15 as well.
3. Be sure that you understand any additional fees and requirements that may be associated with your class choices. They are listed on the 'Extra Fees per Course' sheet that is due to us in late February, (just be aware of this). You will pay these fees upon arrival to LdM.
4. You can choose 4 courses (with alternatives) and must take one 3-credit Italian language course for a total of 15 credits. Or you can take 6 credits (2 classes of Language)
5. The faculty director for study abroad, Dr. Chris Hirschler, is available for course advising. He maintains open hours on Fridays from 9-12pm or can be reached at [chirschl@monmouth.edu](mailto:chirschl@monmouth.edu) for an appointment. His office is in McAllan, Room 328.

**PERSONAL INFORMATION**

Legal name: \_\_\_\_\_  Female  Male  
*Last name* *First name* *Middle name*

Date of birth (mm/dd/yy) \_\_\_\_\_ Country of birth \_\_\_\_\_

Country of citizenship \_\_\_\_\_ Passport # \_\_\_\_\_

Permanent address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Your College/University E-mail address \_\_\_\_\_

Your Personal E-mail address \_\_\_\_\_

College/University **MONMOUTH UNIVERSITY**

Major \_\_\_\_\_ Minor \_\_\_\_\_

Check (✓) classification while at LdM:  Sophomore  Junior  Senior

**EMERGENCY CONTACT**

Last name \_\_\_\_\_ First name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**ITALIAN LANGUAGE PROFICIENCY**

How many college semesters/quarters of Italian will you have completed by the start of the program? \_\_\_\_\_


List the code, title and level of the highest Italian course you will have completed. \_\_\_\_\_

Describe any other relevant Italian language experience. \_\_\_\_\_

**PRIVACY POLICY**

LdM is registered to hold your personal data under the Italian data protection law. This information will be used for administrative purposes and will not be given to any third party.

I authorize the use of my personal information by Lorenzo de' Medici, in accordance with Italian Law D.Lgs. 196/03 on privacy.

**Student signature**  \_\_\_\_\_ **Date** \_\_\_\_\_

# COURSE SELECTION

Fill out the following only after carefully reading all registration and attendance policies.

## SELECT PROGRAM

- 3-Credit Italian + Four Electives (total of 15 credits)
- 6-Credit Italian + Three Electives (total of 15 credits)
- 16-Credit Italian (total of 16 credits)

## COURSE SELECTION

- You are responsible for ensuring that your home institution will grant you credits for courses taken at LdM. This includes alternative courses and any new courses resulting from placement test/level adjustments.
- It is your responsibility to verify that there are no time conflicts among your selected courses and alternatives.
- Make sure that you sign up for the amount of credits required by your home institution, without exceeding the maximum number of credits allowed.
- All students must select an Italian language section and alternative section that fit their schedule. Italian language (ITL code) and Italian language and culture (ITC code) courses are equivalent in term of satisfying the LdM language requirement.
- Students registering for a non-beginning course, including Italian, must choose the appropriate level by carefully checking the LdM Academic Catalogue and Course Schedule (available online) for prerequisites. At LdM, these students will take a placement test to confirm their level.

**YOU ARE REQUIRED TO PROVIDE AN ALTERNATIVE COURSE/SECTION TO EACH FIRST CHOICE.**

	CODE	SECTION	CREDITS	COURSE TITLE	DAY / TIME	LEVEL (ELEM./INT./ADV.)
1			Circle one: 3 6 16	Italian (ITL / ITC)		Level of Italian: (ELEM./INT./ADV.)
ALT.				Italian (ITL / ITC)		
2			3			
ALT.						
3			3			
ALT.						
4			3			
ALT.						
5			3			
ALT.						

I have read, understood, and will abide by the policies listed on this form.  
I understand that I will only be permitted to change one course upon arrival at LdM.  
I will not be allowed to change Program after arrival.

I am aware that the Registrar reserves the right to enroll me in an alternative course should my first choice be unavailable,  
or move me to a different section in order to balance course enrollment.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

## Read the following policies BEFORE filling out your Course Selection

### REGISTRATION POLICY

1. Students will automatically be enrolled in their alternative program/course/section, if any of their first choices is unavailable (cancelled due to insufficient enrollment or full). The Registrar reserves the right to move students to a different section in order to balance course enrollment.
2. A level test will be administered at the beginning of Intermediate/Advanced level Studio Art and Design courses to confirm the students' level. Many of the Studio Art and Design courses list two time blocks. Students enrolled in these courses must attend both time blocks.
3. **Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.**
4. **Only one class can be changed upon arrival at LdM, depending on course availability. This is only allowed during the first week of classes, before Final Registration. Final Registration deadlines will be announced during Orientation. No exceptions will be made to these deadlines.**
5. No refunds will be issued for classes dropped after arrival at LdM.
6. Students must retain full-time status, with a minimum of 12 credits per semester. Students may not drop or withdraw (with a "W" or "W/F") from a course if it would bring them below the minimum number of credits.
7. Mid-terms and final exams will be given only on the scheduled days that appear on each course syllabus. Students are not allowed to make up quizzes or tests under any circumstances, including illness, religious issues, travel plans, family matters, etc. Exams are scheduled during normal class times, so more than one exam may be administered on the same day.
8. LdM does not offer Pass/Fail grades or Incompletes, only letter grades. All classes registered for and grades received will appear on each student's LdM transcript notwithstanding their intent to transfer credits to their home institution.
9. Students with learning disabilities will be subject to local educational standards, and therefore may not be provided with the same special treatment offered by their home institution. However, based on current and official documentation of the disability, LdM offers reasonable assistance to these students. It is each student's responsibility to provide this documentation during the registration process and within the deadline.
10. LdM reserves the right to withhold the transcript and/or housing deposit of students who violate contract agreements related to housing and/or academic issues (i.e. any balance or debt incurred) and/or whose behavior is considered detrimental towards the institute and other students.
11.
  - a) The Rules of Conduct applied at this Institute may be different from the rules applied by the student's home college or university.
  - b) The Lorenzo de' Medici Rules of Conduct must be carefully read by each student. A copy of the Rules of Conduct is included in the Orientation Packet given to every student and is also distributed during Orientation at LdM and shown in every building of the Institute.
12. All students are required to carry a cell phone at all times that can receive text messages and phone calls in Italy, and to provide the phone number to LdM at Orientation.

### ATTENDANCE POLICY

1. Course attendance is a primary requirement for a responsible learning experience at LdM. Punctuality is mandatory.
2. Students are responsible for keeping track of their absences and for catching up on any missed work.
3. Make-up classes are always mandatory as part of the course program.
4. If a class occasionally creates conflict with another class, the student is required to inform both instructors in advance.
5. For no reason (i.e. religious issues, travel plans, family matters, etc.) will absences be excused.
6. Students will receive an "F" on each exam they miss.
7. Students who need to leave LdM before the end of the term must fill out an Official Withdrawal Request form and submit it to their advisor. A "W" for each course will appear on their transcript. Students who leave LdM without submitting the form will receive an "F" in each course. In either case, students will not be eligible for credits or receive a refund.
8. Students who absent themselves from courses will have their final grade penalized as indicated on the following table:

ITALIAN LANGUAGE / ITALIAN LANGUAGE AND CULTURE COURSES (ITL/ITC)		
	Final grade lowered by one full letter when you have:	Final grade = "F" (No credit awarded) when you have:
<b>3 credit courses meeting once or twice a week</b>	<b>3 absences</b>	<b>4 or more absences</b>
<b>3 credit courses meeting 3 times a week</b>	<b>4 absences</b>	<b>5 or more absences</b>
<b>6 credit courses</b>	<b>4 absences</b>	<b>5 or more absences</b>
<b>16 credit courses</b>	<b>See course syllabus for absence policy</b>	
DANCE COURSES		
	Final grade lowered by one full letter:	Final grade = "F"; No credit awarded:
<b>All Dance courses</b>	<b>3 absences</b>	<b>4 or more absences</b>
ALL OTHER COURSES		
	Final grade lowered by one full letter:	Final grade = "F"; No credit awarded:
<b>Courses meeting once a week</b>	<b>3 absences</b>	<b>4 or more absences</b>
<b>Courses meeting twice a week</b>	<b>5 absences</b>	<b>6 or more absences</b>

I HAVE READ, UNDERSTOOD, AND WILL ABIDE BY THE ABOVE POLICIES.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

PRINT STUDENT NAME \_\_\_\_\_

# MONMOUTH UNIVERSITY

## Study Abroad Program Course Worksheet

**STUDY ABROAD PROGRAM IN:**

AUSTRALIA    ENGLAND    ITALY SUMMER    ITALY FALL    SPAIN SUMMER

Term you wish to study abroad?   Fall 201 \_\_\_\_\_ Spring 201 \_\_\_\_\_ Summer 201 \_\_\_\_\_

Name \_\_\_\_\_ ID# \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Major \_\_\_\_\_ Total Credits Earned to date \_\_\_\_\_ GPA (min 2.75) \_\_\_\_\_

I understand what courses I am taking while abroad and how they fit into my Monmouth curriculum:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

<i>Course at Authorized Institution</i>			<i>To Be Transferred to Monmouth University</i>			<i>Comments</i>
Course #	Title	# Credits	Course #	Title	# Credits	
	Study Abroad		EX 001	Experiential Education	0.0	

**Approval/Signatures**

Major Advisor : Yes \_\_\_ No \_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

(Print name) \_\_\_\_\_ Department: \_\_\_\_\_

Second Advisor (if applicable): Yes \_\_\_ No \_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_