PennState
The Graduate School

Graduate School Policy on Graduate Research/Study Abroad

Procedure for Retaining Full-time Status for Graduate Research/Study Abroad

SUBJ 603, Foreign Academic Experience (1-12 Credits per semester)

Students may sign-up for this course only if: **(1)** they are enrolled in a foreign university, or otherwise engaged in foreign study and/or research approved by their graduate programs and constituting progress towards the degree; **(2)** they are paying tuition or fees to, or tuition or fees are being paid for them by a foreign university or other source (e.g., funding agency), if they are enrolled at a foreign institution requiring such payment; **(3)** they are not responsible for payment of tuition at Penn State in exchange for receipt of tuition payment at a foreign university and; **(4)** they are not using resources of Penn State (e.g., libraries, computer facilities, laboratories), other than maintaining their email for contact with their graduate program, during the period when they are abroad for these approved purposes. **To retain full-time status as a student at Penn State, students must enroll for at least 9 credits per semester. Students may not register for any other Penn State coursework or research credits while enrolled in SUBJ 603.** Subj 603 is not intended to be used to maintain continuous registration for doctoral students who have passed the comprehensive examination unless engaged in foreign study and/or research as described above.

Graduate programs offering this course number are responsible for insuring that students who sign up for this course meet the above criteria before allowing them to enroll in SUBJ 603. Students are to be advised that they must be registered for a minimum of 9 credits to retain full-time status. Registration in the course number will be controlled. **This form must be completed and returned to the Graduate School at least one month prior to the semester or session for which the student is registering.**

Name_____Student ID_____

Address_____Email_____

Department/Program_____Semester_____

Purpose and description of research/study abroad:

_____

_____

Institution where studying/conducting research_____

Country of Institution_____No. of credits per semester requested_____

Student Signature_____Date_____

APPROVALS:

Graduate Advisor Name	Signature	Date
Graduate Program Chair/Head Name	Signature	Date
Graduate School Approval		Date