

Short Term Policies and Procedures – Graduate Programs

Updated: September 2023

Students applying for short-term programs must read and understand and will abide by the policies contained in this document.

Academic Matters

1. A student is required to attend all classes and scheduled excursions and events.
2. As a condition of admission, all students must adhere to the policies of the program. The program director will provide a list of policies and procedures. These policies and procedures will include, but not be limited to, the following: a. Travel arrangements, including transportation, accommodations, and other areas concerning travel arrangements will often necessitate a certain recidimentation that the program director must impose.

Financial Matters

1. Students will be responsible for the cost of their program. The program director will provide a list of policies and procedures. These policies and procedures will include, but not be limited to, the following: a. Students will be responsible for the following: b. Off-Campus Study Fee: December 1 for January Term and Spring programs; May 1 for Summer programs.
2. A student's account in the Business Office must be current and in good standing prior to participating in an off-campus study program.
3. Students are subject to the cancellation policy of their program sponsor.

FERPA and Privacy Policies

The Family Education Rights and Privacy Act (FERPA) of 1974, as amended, affords students the right to control the release of information from their educational records. The Office of Student Support and Engagement will require the release of educational information to this office by signing the Application Consent as part of their application.

Requirements for Short-term Programs

Students must meet the minimum requirements for admission to the program and be currently enrolled in a graduate program on-campus.

Additional eligibility requirements may differ for each program. Specific course requirements are listed with program descriptions.

Short-term programs usually carry three (3) graduate credits unless indicated otherwise by the program. Students are guaranteed elective credit for their courses, work, or other activities in which they receive credit.

Note that the application is considered Study Abroad. The date that such notification is received is considered the cancellation date.

Deposit

A deposit is a required application component for all St. Thomas sponsored programs. Applications without deposits

will not be considered. If a student is accepted for a program, the program will be cancelled if a student does not pay the deposit by the deadline.

Once Accepted

Students will receive notification of their status (accepted, waitlisted, declined) by St. Thomas. All accepted students will receive a deposit form and a deposit deadline.

Wait-Lists' Status

If a program reaches its maximum enrollment, students may be placed on a wait-list. If no cancellations occur, students will not be accepted into the program.

St. Thomas reserves the right to cancel a program due to low enrollment. If a program is cancelled, students will be notified by St. Thomas. Students will be notified by St. Thomas if a program is cancelled.

Accompanying Persons

St. Thomas does not sponsor accompanying persons. Students are responsible for their own travel and accommodations.

FINANCIAL MATTERS

Comprehensive Program Fee

Costs listed are approximate and are based on a minimum number of students per program. Every effort is made to

Hepatitis A is a virus spread through contaminated food and the vaccination is recommended for all travelers. The cost of 2 shots is approximately \$100. The vaccination is effective and usually will give you 90% immunity after one injection, but the second shot is necessary for complete immunity.

Hepatitis B is a virus spread through body fluids such as saliva and blood and can lead to significant liver failure. The only protection at this time is the immunization. The Hepatitis B shot is a 3-shot series in a month of 10, 15, and 30 days apart.

Meningitis

It is recommended that all students attending college receive meningitis vaccinations. Meningitis is a serious illness that can be fatal. The Advisory Committee on Immunization Practices of the Center for Disease Control encourages college students in close-quartered housing situations to receive meningitis vaccinations. The meningitis vaccine is available on campus for a fee. Students are also encouraged to inquire at their own clinic and with their private insurance to determine whether the cost of the vaccine is covered.

Flu

It is recommended that students receive an annual flu vaccine.

COVID-19

It is recommended that all students receive a COVID-19 vaccine.

Reporting Requirements

Minnesota Statutes, Chapter 62A, requires that any medical professional who provides care to a student as a result of participation in a study abroad program be reported to the Minnesota Secretary of State, Scott D. Waack, at scott.waack@state.mn.us.

1. Deaths of program participants that occurred during program participation as a result of program participation; and
2. The patient or individual's admission to a hospital, emergency department, or other medical facility as a result of an injury or illness that required hospitalization.

Currently, the law does not require that we share any personally identifiable information, or any specific medical information, with the Secretary of State.

Travel Clinic

A travel clinic is an on-campus certified travel clinic. Schedule a travel clinic appointment at least 6 weeks in advance of departure with the Health Services on your doctor. The cost of the clinic is \$100. The clinic is open from 9:00 a.m. to 5:00 p.m. on weekdays.

Consult the [Center for Disease Control](#)

Control [website](#) for additional information.

Passports

Students are responsible for obtaining a passport on their own and applying in sufficient time so as to not jeopardize their return home. The Office of Study Abroad cannot issue, or ensure issuance, of a passport. The Office of Study Abroad cannot issue, or ensure issuance, of a passport.

Visas

If a program destination requires a visa, the program provider will provide information to students upon acceptance. The Office of Study Abroad staff cannot provide legal advice or ensure issuance of a visa. Students are responsible for obtaining a visa and applying in sufficient time to ensure they can travel to their destination. The Office of Study Abroad staff cannot provide legal advice or ensure issuance of a visa. Students are responsible for obtaining a visa and applying in sufficient time to ensure they can travel to their destination. The Office of International Students & Scholars immediately upon acceptance to a study abroad program to

Other

sites:

Travel advisories or warnings: travel.state.gov/content/parents/qa/alertwarnings.html
www.cdc.gov/travel/

Lonely Planet: www.lonelyplanet.com