FACULTY DIRECTED STUDY ABROAD CREDIT CONTRACT
Fall, Spring or Summer
(NIU students only)

In cooperation with the various academic departments of Northern Illinois University (NIU), the Study Abroad Office (SAO) provides NIU undergraduate and graduate students the opportunity to travel overseas and receive undergraduate or graduate credit under the direction of an NIU faculty member. Study abroad credit for NIU courses can be earned through an independent research project or internship.

PROCEDURE:

I. Contact the Study Abroad Office in Williston Hall 417 for an initial discussion regarding your travel plans and the application process. Phone: (815) 753-0700.

II. ACADEMIC CREDIT:

RESEARCH PROJECTS AND INTERNSHIPS PLANNED UNDER THE DIRECTION OF AN NIU FACULTY: Students should arrange a meeting with the appropriate NIU faculty member to discuss the nature of the project or internship and develop a written contract describing the nature, structure, and content of the project. For example, to earn credit in a history course, the student should identify a faculty member in the Department of History who may be willing to direct the project or internship. This faculty member would be responsible for overseeing the proposed project or internship, defining the course requirements, assigning a project deadline, and posting a grade to MyNIU.

RESEARCH COMPLIANCE FOR GRADUATE STUDENTS: The NIU Office of Research Compliance (ORC) administers the Northern Illinois University policies on research that collects data (1) from human subjects, (2) from live vertebrate animals, and (3) using recombinant DNA or biohazards. Faculty or students intending to perform such research must prepare paperwork, in advance, in accordance with the procedures of the (1) Institutional Review Board (IRB), (2) Institutional Animal Care and Use Committee (IACUC), or (3) Institutional Biosafety Committee (IBC)

Undergraduate and graduate level students are required to contact the Graduate School Office of Research and Compliance regarding research compliance. For more information regarding research compliance requirements, please contact the Office of Research Compliance.
**Important** - The SAO cannot register participants for credit until projects subject to ORC requirements have been approved.

IV. **TRANSCRIPT**: On behalf of the applicant, the SAO will request a copy of the NIU student’s transcript. This document is required in order for a student to be admitted into this program.

V. **COST**: The Faculty Directed Study Abroad Credit cost includes the Study Abroad Office administrative charge and NIU student health insurance.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Undergraduate or Graduate Credit Hours</th>
<th>Administrative Charge (includes Student Health Insurance)</th>
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</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>1 - 6 semester hours*</td>
<td>$1,355</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>1 - 6 semester hours*</td>
<td>$1,355</td>
</tr>
<tr>
<td>Summer 2015</td>
<td>1 - 6 semester hours*</td>
<td>$930</td>
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</tbody>
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*Credit for more than six hours can be granted at the discretion of the NIU faculty member and department chair.

VI. **NIU STUDENT HEALTH INSURANCE**: Students participating in an overseas program are required to be enrolled in the NIU Student Health Insurance Plan. The fee for coverage is included in the program cost.

VII. **DEADLINE FOR SUBMITTING STUDY ABROAD CONTRACT**: Completed and signed contracts and applications must be submitted to the SAO by the following deadlines:

- **FALL** semester enrollment: July 1
- **SPRING** semester enrollment: November 1
- **SUMMER** term enrollment: April 1

Applications will not be accepted by the Study Abroad Office after these deadlines. Projects subject to Research Compliance Guidelines must have ORC approval prior to the Study Abroad Office withdrawal deadlines (see section IX).

VIII. **APPLICATION**: Click [Faculty Directed Study Abroad Credit Contract](https://niu.studioabroad.com) or visit the NIU Study Abroad Office website at [https://niu.studioabroad.com](https://niu.studioabroad.com) (and search for Faculty Directed Study Abroad Credit Contract) to begin the online application process for this program. The online process provides guidance on requesting information, advising, or applying for the program. Please note that at the time of application, applicants will be expected to submit a signature verification form and copy of their ID to the Study Abroad Office. More detailed instructions can be found on the [https://niu.studioabroad.com](https://niu.studioabroad.com) website or by contacting the Study Abroad Office at (815) 753-0700 or niuabroad@niu.edu.
IX. **$200 APPLICATION FEE/DEPOSIT:** A $200 application fee/deposit is required of all applicants. The $200 is broken down into $100 for the non-refundable application fee and $100 for a program deposit. Both the application fee and the deposit will be applied to the total balance of the program cost. The $100 deposit is refundable only if the participant withdraws prior to the withdrawal deadline indicated on the program materials or for medical reasons verified by a physician if the withdrawal takes place after the withdrawal deadline.

The $200 application fee/deposit will be charged to NIU students’ NIU Bursar's account. (Checks and money orders cannot be accepted from NIU students.) Non-NIU students must submit a check or money order in the amount of $200. More detailed instructions regarding the application fee/deposit can be found on the seminar application website.

**IMPORTANT** – All applications will be categorized as “Pending – No Deposit” until the $200 application fee/deposit has been received (or, in the case of non-NIU students, once a check has been received). The Study Abroad Office will not consider or process applications without the $200 application fee/deposit. In order to reserve your place in the program you must submit the $200 deposit within 14 days of application. After 14 days applications without a deposit will be inactivated.

X. **WITHDRAWAL FROM THE PROGRAM:** Requests for withdrawal from the contract must be submitted by the following dates in order to receive a refund. In order to withdraw a student must login to their online application, change their status to “Withdrawn” and provide a brief reason for withdrawal.

<table>
<thead>
<tr>
<th>Season</th>
<th>Deadline</th>
</tr>
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<tbody>
<tr>
<td>FALL</td>
<td>July 15</td>
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<tr>
<td>SPRING</td>
<td>November 15</td>
</tr>
<tr>
<td>SUMMER</td>
<td>April 1</td>
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After these deadlines the $200 application fee/deposit is not refundable. It is strongly recommended that graduate students engaging in applicable projects seek Office of Research and Compliance approval prior to the withdrawal deadline.

**Important** - If the applicant must withdraw for medical reasons after the above-mentioned deadlines, the $100 deposit will be refunded only if a *signed statement from a physician on the physician’s letterhead* is submitted to the Study Abroad Office.

XI. **INTERNATIONAL STUDENT IDENTITY CARD:** The ISIC is provided as part of the program cost. The International Student I.D. card can provide discounts on international airfare. Students will receive an application and instructions for obtaining this card when accepted into the program.
The International Student Identity Card also includes a limited health and accident insurance policy which is only valid outside the U.S. Students will have to pay bills at the time of treatment and will be reimbursed later. *Students should, however, have a more comprehensive insurance plan to supplement the ID insurance.*

The card also includes reimbursement if your luggage or personal belongings are lost, damaged, or stolen while overseas and travel document protection which covers administrative fees in replacing documents (includes ISIC card).

XII. **Submission of Grades**: Participant must submit the final report or other required materials to the faculty member for grading by the assigned deadline. The report will be evaluated by the faculty member who will assign a final grade.

XIII. **Financial Aid**: As a participant in a study abroad program through NIU, you *may* be eligible for: Pell Grant, SEOG, Perkins Loan, PLUS Loan, Subsidized or Unsubsidized Stafford Loan, MAP Award or your privately awarded scholarship with consent of awarding organization. Tuition waivers do not apply to study abroad. Please contact, Pamela Rosenberg, International Programs Business Manager, at prosenberg@niu.edu or (815) 753-9530 for more information.

Northern Illinois University is an Equal Opportunity/Affirmative Action Institution