

*Guidance on International Externships and Study Abroad for*

*JD Students and Faculty at UW School of Law*

*January 19, 2005*

The following guidance is meant to inform students of the procedures necessary for securing an overseas externship or studying abroad as part of their JD program. Please remember that each student bears the responsibility to make sure that all policies and procedures are followed. Copies of relevant Law School and University of Washington forms are available in a packet from the Law School Office of Academic Services. Students are also advised to visit the University of Washington Office of International Programs and Exchanges, located in Schmitz Hall, for additional information about studying and traveling overseas. For a quick reference guide, please see the attached chart concerning Credit Guidelines for Law School research or study abroad. A check list and a set of the relevant forms for each kind of international opportunity are also attached in an appendix.

In general, there are three separate sets of requirements that a UW Law School student must comply with in order to receive credit for externing or studying abroad: (1) American Bar Association standards, (2) the University of Washington School of Law (“UW Law School”) and (3) the University of Washington (“UW”). STUDENTS ARE CAUTIONED NOT TO UNDERESTIMATE THE COMPLEXITY OF SOME OF THE RULES FOR PARTICIPATION IN FOREIGN STUDY OPPORTUNITIES, OR THE TIME NECESSARY TO SATISFY THESE RULES.

**Overseas Public Service Externships**

Second- and third-year JD students may engage in international public service externships with nonprofit organizations, government agencies or international organizations. Ordinarily, students may not receive credit for a placement with a private sector employer unless the employer is working on a pro bono project. Should a student have questions, he or she should speak with the Public Service Program Coordinator and the Dean for Academic Programs in order to clarify whether an externship in the private sector satisfies this requirement.

**A. American Bar Association (ABA) Requirements for Overseas Public Service Externships**

As with domestic public service externships, the student, faculty and field supervisors and the University of Washington School of Law must be in compliance with ABA Standard 305 governing study outside of the classroom. The procedures outlined below are designed to meet the requirements set forth in Standard 305 and related interpretations (see Appendix I). .

**B. UW Law School Requirements for Overseas Externships**

In order to participate in an international externship, the student needs to complete a special form (attached) and consult with the Public Service Program Coordinator and the Dean of Academic Services in order to obtain approval prior to registering for an externship.

## 1. Site Visit for Certain Externships

For students who wish to receive between 10 and 15 credit hours for an externship, **a site visit is required during the externship.** Some UW professors spend time overseas during the summer and may be available for a site visit. The Law School does not currently provide funding to professors to travel for site visits. Under ABA rules, however, a faculty member from another ABA approved U.S. law school can perform such a site visit and it may be possible to enlist the support of such a faculty member to do this where a UW faculty member is not available.

## 2. Approval Process

- a. Students should consult with the Public Service Program Coordinator as well as with faculty to try and identify suitable externship placements. Students are encouraged to seek externships with organizations that routinely host law students as externs and that have more formal summer programs. Faculty members may also have contact with specific international organizations and be able to identify placements that will provide suitable work opportunities for law students.
- b. In order to gain approval a student needs to do the following:
  - (i) Obtain written sponsorship from the foreign organization (in the form of a letter) that describes:
    - the organization (its structure, mission and its status as a nonprofit, governmental or intergovernmental entity);
    - the type of work in which the student will be engaged;
    - who will supervise the student; whether the student will be provided with office space and resources sufficient for her to be able to engage in sustained work during the externship; and Law school rules require that field supervisors must be “a licensed attorney in good standing with a state bar association, judge, or other approved professional....[who has] a minimum of three years experience related to the subject matter of the externship.” For foreign externships, it will therefore be necessary to get special approval for the field supervisor unless (which is unlikely) they happen to be licensed to practice in the U.S.
    - whether the organization has previously sponsored law students for internships or externships
  - (ii) Draft a supervision plan that identifies:
    - the name of the proposed faculty supervisor;

- a plan for maintain contact with the faculty supervisor over the summer (how the student will make contact with his supervisor, what sort of reports will be made); and
- the proposed number of credit hours and any proposed supplemental research or independent study in which the student proposes to engage.

Note: A student may wish to register for more than 9 credits while overseas and combine an independent study with the externship for a total of 12 or more credits in order to have the externship period counts as a residence quarter (necessary for financial aid). In such an instance, the student will need to engage in directed reading, independent study and research with a second faculty supervisor (different from the externship supervisor). The research paper, or other form of independent research may be related to the subject matter of the externship but should not be a summary of the externship. A research paper must be comprised of new research and analysis.

### **3. Faculty communication with field supervisor and student during placement**

- a. If the externship is approved, the Faculty supervisor should make contact with the external field supervisor prior to the student's departure.

**b. For international externships, contact between the faculty supervisor and the field supervisor should, whenever possible, be by email rather than telephone.**

### **4. Financial Aid**

Students should consult with the Financial Aid Office at the Law School concerning financial aid for an international externship. Students will need to require a revised financial aid request as part of the process if requesting additional assistance the summer placement.

## **C. UW Policies regarding Overseas Externships**

### **1. UW Enrollment Policy.**

The UW permits concurrent enrollment at the University of Washington and participation in foreign research abroad (which would include externships) when students have prior UWLS approval of at least ten credits for each quarter they are abroad. The student must first receive credit pre-approval from the Law School before commencing the externship (as noted in Section A) above. With respect to foreign externships, students are required to register for Foreign Study (FSTDY 300) via the International Programs & Exchanges Office (IP&E) and to pay a fee of \$200/quarter. In order to obtain the relevant paperwork, students should visit the UW Office of international Programs and exchanges in Schmitz Hall.

**Note: The current UWLS administration policy is to require UW students doing foreign externships to pay UW tuition even though the Regents permit the "waiver" described above. The Graduate and International Studies Committee voted (Feb. 2, 2004) to recommend to the law school faculty and administration that the Regents' policy be applied at the LS to students doing foreign externships and this matter is under consideration.**

## **II. Guidance for JD Students and Faculty Concerning JD Study Abroad**

As a general matter, JD study abroad must comply with American Bar Association requirements concerning study abroad as well as with UW Law School and UW requirements concerning foreign study.

### **A. Study abroad in ABA approved summer program or ABA approved semester abroad program.**

#### **1. ABA Requirements**

Second- and third-year law students who are fluent in the language of instruction may study abroad by enrolling in an ABA approved foreign summer program or semester study abroad program. (Standard 307 of ABA Standards for approval of Law Schools and Interpretations and related Criteria for Semester Abroad and Summer Programs)(See appendix.) . A list of currently approved programs can be found online at:

<http://www.abanet.org/legaled/studyabroad/foreign.html> (summer programs)

<http://www.abanet.org/legaled/studyabroad/semester.html> (semester programs)

This process for enrolling in a program that has previously been approved by the ABA is that (1) an American law school has established the program and (2) the curriculum has been previously approved by the ABA as eligible for Law School credit.

#### **2. UW Law School Requirements**

Students who wish to participate in an ABA approved program should make an appointment with the Dean of Academic Services in order to:

- a. Identify the program in which the student wishes to enroll;
- b. Discuss the proposed course load and plan of study. Law School credit hours vary from program to program. The UW is also on the quarter system whereas most law schools operate on the semester system. UW School of Law needs to determine what credit conversion is appropriate.
- c. Submit appropriate paperwork to the Law School prior to commencing study abroad
- d. Submit official copies of transcripts and other documentation to Academic Services at the conclusion of the study abroad in a timely fashion. Such documentation is necessary in order to award UW Law School credit to the student upon his or her successful completion of a program.

### **3. UW Requirements**

#### **a. Concurrent Enrollment Policy.**

Students may wish to study abroad as part of an ABA-approved program during the summer or the academic year. If they have arranged with the UWLS to receive at least ten credits for each quarter involved, they may wish to be concurrently enrolled at the University of Washington (in order to receive financial aid, insurance, etc). In this case, students will need to register for FSTDY 300 via the International Programs & Exchanges Office (IP&E) and pay a registration fee of \$200/quarter. The Law School prior to the student commencing study abroad must approve all coursework. The student may obtain the relevant paperwork from the Office of international Programs and Exchanges in Schmitz Hall.

Students will be required to pay the program tuition for study abroad but will not be required to pay additional UW tuition outside of the \$200 concurrent enrollment registration fee.

#### **b. Course, Credit and Grade Conversion**

Upon the student's return, the Law School Office of Academic Services, in consultation with the Dean of Academic Programs, will convert the courses, credits grades earned for study abroad into the equivalent course names, credits and grades for the University of Washington School of Law.

#### **c. ABA Approved Programs that are also part of official UW Program or Exchange**

Should a law student wish to study in an ABA approved summer program or semester abroad program at a university where the University of Washington has a formal exchange agreement, he or she, under certain circumstances, may be eligible to enroll in the UW program and pay UW tuition rather than the tuition of the foreign educational institution.

Note from the International Programs and Exchanges Office: Assuming that an ABA-approved program at UW partner universities can be identified, it does not follow that a student participating in such a program would be allowed to pay only UW tuition. Most of the ABA-approved programs are budgetarily self-sustaining, so a partner institution would probably not allow a UW student to pay "home tuition" at the UW (as outlined in i, ii, and iii below).

- i. The student must apply to be admitted to the UW exchange program and submit a formal application to the International Programs and Exchanges Office
- ii. Once approved the student will be eligible to pay home (University of Washington) tuition for study abroad rather than the overseas tuition (assuming the host institution is willing to accept the student on such terms)
- iii. The student **MUST** enroll concurrently in the foreign institution and with the University of Washington the student will need to register for FSTDY 300 prior to departure and pay a registration fee of \$200 per quarter.

**B. Individual Study Abroad as part of non ABA-approved program**

**1. ABA requirements for Individual Study Abroad at a partner institution (i.e. not through an ABA-approved program)**

ABA Standard 307 also governs individual study abroad in a non- ABA approved program. There are specific criteria that govern individual study abroad as well. These criteria were revised and amended in February 2003 and became effective as of August 1, 2003. (See Appendix I.)

A UW Law School student must generally study at a foreign institution that is government sanctioned or recognized, and accredited and chartered to award first degrees in law by the appropriate authority within the country.

If the foreign institution does not award a first degree in law, then it must provide assurances that it can offer to a visiting student an experience at least equal to a student at such an institution in the country where the foreign institution is located.

In either event, the foreign institution must have faculty members who possess academic credentials and experience in the legal profession similar to those of the faculty at the parent school. It must also appoint an advisor to supervise and monitor the student's study. (See below.)

**a. ABA Reporting Requirements for UW Law School**

Generally, UW Law School will be required to approve individual study abroad for each student. The Law School shall then file an annual report with the ABA reporting on the status of individual study abroad for its JD students.

Should the number of students studying at a particular foreign institution exceed 6 in a period of 3 consecutive years, a formal written agreement must be executed with the foreign institution. Should the number exceed 12 within a period of 3 consecutive years, the UW School of Law will be considered to have a cooperative agreement with the foreign institution and must establish policies and procedures that comply with the ABA requirements for Cooperative Study abroad programs. When meeting with the Dean of Academic Services or designate, a student should ascertain the status of the particular program in which he or she intends to participate under these rules. (See Appendices I.D and II.)

**b. ABA Requirements**

**i. Development of Academic Plan and Objectives for Study Abroad; Pre Approval of Plan of Study**

In order to receive credit for individual study broad, a student must receive prior academic approval from UW Law School. The student needs to develop, in consultation with the Dean of Academic Services, a written plan that defines the student's objective

for the period of study abroad and sets forth an approved course of study for the student at the foreign institution. The plan must define the educational objectives sought to be achieved by the student during the period of study abroad. The plan also shall specify the methods to be employed in evaluating the student's performance.

Academic Services has the relevant forms that need to be completed by the student in order to receive such approval

- Step One: Students who wish to participate in a non-ABA approved program should make an appointment with the Dean of Academic Services in order to:
  - Identify the institution in which the student wishes to enroll;
  - Discuss the proposed course load and plan of study. Law School credit hours vary from program to program. The UW is also on the quarter system whereas most law schools operate on the semester system. UW School of Law needs to determine what credit conversion is appropriate.
  
- Step Two: Based upon feedback from the Dean, the student will submit a revised plan of study for formal approval. As part of the approval process, the student will need to obtain the following:
  - Written assurances from the foreign institution that the School can achieve the student's proposed educational object; and
  - the name and title of the appointed advisor for each student. The advisor must be able to effectively monitor the student's study at the institution. The advisor may be a faculty member or a law school administrator at the foreign institution that has the training and experience to discharge such a responsibility.

## **(ii) Review of plan of Study Once Study Abroad Completed**

The Dean for Academic Services, or designate, is required to review course materials and sufficient written work of each student to ensure that the program meets standards equivalent to those employed at the parent school.

## **2. UW Law School Requirements**

Because of the ABA requirements set forth above, a student who wishes to design an independent plan of study at a foreign law school, must first meet with the Dean of Academic services to discuss the proposed plan of study and to evaluate whether the educational institution and the proposed curriculum will satisfy ABA requirements. Consultation with the Dean should be done well in advance of the planned visit, in order to have sufficient time to evaluate the proposal and submit the relevant forms to the ABA.

Upon completion of the study abroad programs, the student must submit copies of official transcripts and related documentation in order to receive UW Law School credit for the study abroad.

### **3. UW Requirements**

#### **a. Concurrent Enrollment Policy**

Students may wish to study abroad as part of a non- ABA-approved program during the summer or the academic year and also to be concurrently enrolled at the University of Washington (in order to receive financial aid, insurance, etc). In this case, students will need to register for FSTDY 300 and pay a registration fee of \$200. All coursework must be approved by the Law School prior to the student commencing study abroad for at least 10 credits per quarter they are overseas. The student may obtain the relevant paperwork from the Office of international Programs and Exchanges in Schmitz Hall.

If a UW Law student is taking courses at a UW partner institution, see section 3.c. below. If the study is not at a UW partner institution, the student would be required to pay the tuition for study abroad at the foreign institution, but would not be required to pay additional UW tuition outside of the \$200 concurrent enrollment registration fee.

#### **b. Course, Credit and Grade Conversion**

Upon the student's return, the Law School Office of Academic Services, in consultation with the Dean of Academic Programs, will convert the courses, credits and grades earned for study abroad into the equivalent course names, credits and grades for the University of Washington School of Law.

#### **c. Programs that are also part of official UW Program or Exchange**

Should a law student wish to study in an individual study abroad program (non-ABA approved) where the University of Washington has a formal exchange agreement, he or she, under certain circumstance, may be eligible to enroll in the UW program and pay UW tuition rather than the tuition of the foreign educational institution. This is the "home tuition" model.

i. The student must apply to be admitted to the UW exchange program and submit a formal application to the International Programs and Exchanges Office

ii. Once approved the student will be eligible to pay home (University of Washington) tuition for study abroad rather than the overseas tuition (assuming the host institution is willing to accept the student on such terms)

iii. The student **MUST** enroll concurrently in the foreign institution and with the University of Washington the student will need to register for FSTDY 300 via the IP&E Office prior to departure and pay a registration fee of \$200 per quarter.

### **C. Financial Aid**

Students should consult with the Financial Aid Office at the Law School concerning financial aid for an international externship. Students will need to require a revised financial aid request as part of the process if requesting additional assistance the summer placement.

### **D. UW Office of International Programs and Exchanges**

Students may wish to visit the UW Office of International Programs and Exchanges in Schmitz Hall. Although this office caters mainly to undergraduate study abroad, it does have general information relating to foreign universities.

The office also has a list of universities with which the UW has reciprocal exchange agreements. Law Students may be able to study at the law faculty/department of one of the UW sister universities as part of the UW exchange agreements.

This will require consultation with the Dean of Academic Services at the Law School, the UW Office of International Programs and the host institution to gain approval. If approval is granted, students are able to pay UW tuition and study overseas. **Please note that studying abroad pursuant to a UW exchange agreement is done on a case by case basis.** Students who participate on any of the UW exchanges are required to attend a half-day orientation prior to departure.

This office can also provide students with information concerning travel and study abroad relating to medical care and health insurance, vaccinations, accommodation abroad, obtaining student visas, applying for student travel cards, etc.

## APPENDIX I

### ABA STANDARDS APPLICABLE TO FOREIGN STUDY OPPORTUNITIES

#### A. Standard 305. STUDY OUTSIDE THE CLASSROOM.

(a) A law school may grant credit toward the J.D. degree for courses or a program that permits or requires student participation in studies or activities away from or outside the law school or in a format that does not involve attendance at regularly scheduled class sessions.

(b) Residence and class hour credit granted shall be commensurate with the time and effort expended by and the quality of the educational experience of the student.

(c) Each student's academic achievement shall be evaluated by a faculty member. For purposes of Standard 305 and its Interpretations, the term "faculty member" means a member of the full-time, part-time or adjunct faculty. When appropriate a school may use faculty members from other law schools to supervise or assist in the supervision or review of a field placement program.

(d) The studies or activities shall be approved in advance and periodically reviewed following the school's established procedures for approval of the curriculum.

(e) A field placement program shall be approved and periodically reviewed utilizing the following factors:

(1) the stated goals and methods of the program;

(2) the quality of the student's educational experience in light of the academic credit awarded;

(3) the adequacy of instructional resources, including whether the faculty members teaching in and supervising the program devote the requisite time and attention to satisfy program goals and are sufficiently available to students;

(4) any classroom or tutorial component;

(5) any prerequisites for student participation;

(6) the number of students participating;

(7) the evaluation of student academic achievement;

(8) the qualifications and training of field instructors;

(9) the evaluation of field instructors;

(10) the visits to field placements or other comparable communication among faculty, students and field instructors.

(f) Additional requirements shall apply to field placement programs:

(1) A student may not participate before successful completion of at least one academic year of study.

(2) Established and regularized communication shall occur among the faculty member, the student, and the field placement supervisor. The field placement supervisor should participate with the faculty member in the evaluation of a student's scholastic achievement.

(3) Periodic on site visits by a faculty member are preferred. If the field placement program awards academic credit of more than six credits per academic term [9 credits in the UW quarter system] , an on site visit by a faculty member is required each academic term the program is offered.

(4) A contemporaneous classroom or tutorial component taught by a faculty member is preferred. If the field placement program awards academic credit of more than six credits per semester, the classroom or tutorial component taught by a faculty member is required; if the classroom or tutorial component is not contemporaneous, the law school shall demonstrate the educational adequacy of its alternative (which could be a pre or post field placement classroom component or tutorial).

**Interpretation 305-1:**

The nature of field placement programs presents special opportunities and unique challenges for the maintenance of educational quality. Field placement programs accordingly require particular attention from the law school and the Accreditation Committee. (August 1999)

**Interpretation 305-2:**

A law school may not grant credit to a student for participation in a field placement program for which the student receives compensation. This interpretation does not preclude reimbursement of incidental out-of-pocket expenses related to the field placement. (August 1996; August 1999)

**Interpretation 305-3:**

(a) A law school that has a field placement program shall develop, publish and communicate to students and field instructors a statement that describes the educational objectives of the program.

In a field placement program, as the number of students involved or the number of credits awarded increase, the level of instructional resources devoted to the program should also increase. (August 1999)

**Interpretation 305-4:**

Standard 305 by its own force does not allow credit for distance education courses. (August 2002)

**B. Standard 307. PARTICIPATION IN STUDIES OR ACTIVITIES IN A FOREIGN COUNTRY.**

A law school may grant credit for student participation in studies or activities in a foreign country only if the studies or activities are approved in accordance with the Rules of Procedure and Criteria as adopted by the Council.

**C. ABA Criteria for Approval of Foreign Summer Programs of ABA Approved Law Schools**

As Amended thru December, 1999

**I. The Program**

**A.** The dean and faculty of the sponsoring law school shall assume full responsibility for formulating and administering the foreign summer program.

**B.** The academic content of the summer program must be approved by the faculty of the sponsoring school in the same manner as the curriculum of the sponsoring school's on-campus program.

**C.** The academic content of the summer program must meet the same standards, including evaluation of student performance, as the on-campus program of the sponsoring school.

**D. A substantial portion of the academic program must be related to the socio-legal environment of the host country or have an international or comparative focus.**

**E. The number of students enrolled in the program shall not exceed the number appropriate to the academic content of the program, available facilities, the number and availability of faculty members, the administrative support structure, and any special educational program goals.**

**F. Except as modified by these Criteria or by necessary implication, the ABA Standards for the Approval of Law Schools and adopted Interpretations thereof, Council and Accreditation Committee Policies, and Rules of Procedure shall apply to foreign summer programs.**

## **II. Faculty and Staff**

### **A. Program Director**

**1. The sponsoring law school must provide a director who will be present on site for the duration of the program.**

**2. Either the director or a member of the full-time faculty shall hold an academic appointment from the sponsoring law school.**

**3. The director may not participate concurrently in another program.**

**4. The director or other responsible member of the program faculty or staff shall have had some experience with the same or a similar program or possess a background that is an adequate substitute for such experience.**

### **B. Faculty**

**1. There shall be at least one faculty member assigned to full-time duties with the program. This may be the same person as the director.**

**2. Faculty members shall possess academic credentials equivalent to those of the faculty at the sponsoring law school and shall be appointed with the approval of the faculty at the sponsoring school.**

**3. Full-time and adjunct faculty teaching in the program should be fluent in English, and all course components must achieve full communication between students and faculty.**

### **C. At least one member of the full-time faculty or on-site staff must:**

**1. Be fluent in both English and the language of the host country, and**

**2. Be familiar with the country in which the program is offered.**

## **III. Educational Program**

### **A. Length of program**

**1. Foreign summer programs must provide adequate time for class preparation, reflection and intellectual maturation similar to that provided in the regular semester.**

**2. The sponsoring school shall not permit any student to earn more than 1.5 semester credit hours for each week of the program nor to attend more than 220 class minutes per day.**

**B. Credit shall be stated in terms of credit hours according to the following formula: one semester hour for each 700 minutes of class time or equivalent or one quarter hour for each 450 minutes of class time or equivalent.**

**C. When instruction is offered in a foreign language with an English translation, the time expended in class is not commensurate with class time spent when instruction is in English. For purposes of calculating required class minutes, classes in which a translation is needed may not count more than fifty (50) percent of actual class time expended.**

**D. Special requirements for awards of credit:**

**1. Class-hour credit may be awarded for extra-curricular lectures and field trips only when the content is academic in nature and related to the class for which the credit is awarded.**

**2. If credit is given for externship placements (e.g., in a law firm, government office, or corporation), then faculty supervision must be individualized and integrated with classroom work to ensure that the credit allowed is commensurate with the educational benefit to the participating student. Additionally, the program must meet the other requirements of Standard 305(d) and Interpretations thereof.**

**E. The sponsoring school determines whether specific prerequisites are required for enrollment in certain courses.**

**F. Maximum Credit for Foreign Study**

**1. Although a student in an ABA-approved law school may be permitted to take courses in foreign segment programs during the course of study toward the J.D. degree, the total credits in foreign segments shall not exceed one-third of the credits required for the J.D. degree at the school in which the student is regularly enrolled.**

**2. Granting of residency credit shall comply with the requirements of Standard 304.**

**G. The program shall include visits to legal institutions in the host country.**

**H. If course materials, including all case, statutory, and text materials needed for full understanding of the course and completion of assignments, are not self-contained, then adequate library resources must be available.**

**IV. Students**

**A. The sponsoring school determines the academic criteria for admission to the program.**

**B. Only students who have completed one year of full- or part-time law study, and who are in good standing at an ABA-approved or state accredited law school, and whose admission is consistent with Standard 501 may enroll in law study for credit in a foreign summer program under these Criteria. Nothing in this Criterion requires a law school to admit such students; that determination remains in the discretion of a law school.**

**C. Students from schools other than the sponsoring school must furnish a letter from their dean or registrar certifying their current good standing.**

**V. Physical Facilities**

**A. The program must have a staffed administrative office or other mechanism in a place that is convenient to students and through which they may communicate effectively with staff and faculty in a timely manner.**

**B. Faculty members should be provided with appropriate work space.**

**C. Classrooms must provide adequate seating with writing surfaces for students, sufficient lighting, and adequate soundproofing.**

**D. Equipment necessary for the teaching of scheduled courses and administration of the program must be provided.**

**E. If course work depends upon library facilities, then those facilities must be convenient and accessible to students during normal working hours.**

**F. Adequate facilities for studying must be available to students.**

#### **G. Housing**

**1. If housing made available by the program is significantly lower in quality, soundproofing, sanitation, or safety than housing normally used by law students in the U.S., the housing must be described and information must be provided regarding the cost of better quality housing in the same area.**

**2. If the program does not provide housing, information on the availability, approximate cost, and location of housing must be provided.**

#### **VI. Cancellation or Termination of Programs**

**A. If a program is subject to cancellation for insufficient enrollment or any other reason, the circumstances under which cancellation will occur must be disclosed in the application materials sent to prospective students.**

**B. The following conditions must be met:**

**1. For cancellation that occurs after a deposit has been paid, the program director must use his or her best efforts to make arrangements for each student enrolled to attend a similar program, if the student so desires.**

**2. If the program is canceled, all money advanced by the student shall be refunded within twenty (20) days after the date of cancellation.**

#### **C. State Department Advisories**

##### **1. Consular Information Sheets**

**a. As part of the registration materials for the program, the school shall supply the U.S. State Department Consular Information Sheet for the country(ies) in which the program will be conducted; "Areas of Instability" must be included. If the Consular Information Sheet is revised during a program to announce an "Area of Instability" in the region in which the program is being conducted, the updated information must be distributed promptly to students.**

**b. If the program is held in an "Area of Instability," students must be permitted to withdraw upon learning that the site has been declared to be such an area. Students shall be refunded fees paid except for room and board payments utilized prior to the date the site was declared an "Area of Instability."**

##### **2. Travel Warnings**

**a. If, prior to the commencement of a program, a U.S. State Department Travel Warning is issued for the country(ies) in which the program will be conducted, all registrants must be notified promptly of the warning and be given an opportunity to withdraw from the program. Students who withdraw shall receive a full refund of all monies advanced within twenty (20) days after withdrawal. In the event of program is canceled, students shall receive a full refund of all monies advanced within twenty (20) days after the cancellation.**

b. If, during the course of a program, a U.S. State Department Travel Warning is issued for the country(ies) in which the program is being conducted, students must be notified promptly of the warning and given an opportunity to withdraw from the program. Students who withdraw must be refunded fees paid except for room and board payments utilized prior to the date of withdrawal. If the program is terminated, students shall be refunded fees paid except for room and board payments utilized prior to the date the Travel Warning is issued.

## **VII. Disclosures**

**A. The following information must be provided to each prospective registrant in writing in a timely fashion, usually in the initial announcement or brochure, but, in any event, prior to the date when the student's deposit becomes non-refundable.**

- 1. Dates, location(s), description of the program, and size of enrollment;**
- 2. The nature of the relationship with the foreign institution other than the provision of facilities and minimal services;**
- 3. The number of students who participated in the program the previous year from the sponsoring institution and the number from other schools (if the program is open to other students);**
- 4. If the program is not limited to students from U.S. law schools, the countries likely to be represented and the expected number of students from those countries;**
- 5. Description of each course and number of credit hours;**
- 6. Schedule of classes with days and times for each class;**
- 7. Requirements for student performance and grading method;**
- 8. Enrollment limitations on any courses offered and criteria for enrollment;**
- 9. A statement that acceptance of any credit or grade for any course taken in the program, including externships and other clinical offerings, is subject to determination by the student's home school;**
- 10. A statement that it is unlikely that participation in a foreign summer program may be used to accelerate graduation and that students interested in acceleration consult their home schools to review this issue in light of Standard 304, Interpretation 304-4;**
- 11. Descriptive biographies of program director and each teacher;**
- 12. Name, address, telephone, and fax number of an informed contact person at the sponsoring institution;**
- 13. Complete statement of all tuition, fees, anticipated living costs, and other expected expenses;**
- 14. Description and location of classrooms and administrative offices;**
- 15. The extent to which the country, city, and facilities are accessible to individuals with disabilities; and**
- 16. Circumstances under which the program is subject to cancellation, what arrangements will be made in the event of cancellation, and prior cancellations, if any.**

**B. If changes are made in the course offerings or other significant aspects of the program, those changes must be communicated promptly to any applicant who has paid a deposit or registered for the program, and an opportunity must be provided for that person to obtain a full refund of all monies paid.**

## **VIII. Procedures for Approval**

### **A. Established Programs**

- 1. Established programs previously reviewed and approved by the Accreditation Committee will be reevaluated with a site visit every five years.**
- 2. In the interim, monitoring of the program will be accomplished by completion of an annual questionnaire.**

### **B. New Programs**

- 1. A school seeking to establish a new program must submit an application in the form and at the time required by the Consultant's Office. The application shall contain the following information regarding the impact of the program on the sponsoring school:**
  - a. A statement of finances for the proposed program, including income and expenditures, and an assessment as to the degree to which funding for the program affects the program of the parent campus;**
  - b. The current accreditation status of the sponsoring school; and**
  - c. A statement of how the program relates to the academic program and mission of the sponsoring school.**
- 2. On the basis of the written submission, the Accreditation Committee will determine whether to approve the program for its first year of operation.**
- 3. If the Accreditation Committee grants approval, the program will be evaluated with a site visit during its first year of operation. The Accreditation Committee will then determine whether to approve the program for further operation on the basis of the site evaluation and written materials submitted by the school.**

**C. Approval after the first year, if granted, is effective for five years. If it is determined that a program is no longer complying with the Criteria, its approval may be withdrawn.**

### **D. Criteria for Approval of Semester Abroad Programs for Credit-Granting Foreign Segment of Approved J.D. Program**

**As Amended thru August, 1996**

#### **I. The Program**

- A. The dean and faculty of the sponsoring law school shall assume full responsibility for formulating and administering the semester abroad program.**
- B. The academic content of the semester abroad program must be approved by the faculty of the sponsoring school in the same manner as the curriculum of the sponsoring school's on-campus program.**
- C. The academic content of the semester abroad program must meet the same standards, including evaluation of student performance, as the on-campus program of the sponsoring school.**
- D. A substantial portion of the academic program must be related to the socio-legal environment of the host country or have an international or comparative focus.**
- E. The number of students enrolled in the program shall not exceed the number appropriate to the academic content of the program, available facilities, the number and availability of faculty members, the administrative support structure, and any special educational program goals.**

**F. Except as modified by these Criteria or by necessary implication, the ABA Standards for the Approval of Law Schools and adopted Interpretations thereof, Council and Accreditation Committee Policies, and Rules of Procedure shall apply to semester abroad programs.**

## **II. Faculty and Staff**

### **A. Program Director**

**1. The program shall be directed by a full-time, on-site director who holds an academic appointment from the sponsoring law school.**

**a. The director must be on site for the duration of the program.**

**b. The director may not participate concurrently in another program.**

**2. The director or other responsible member of the program faculty or staff shall have had some experience with the same or a similar program or possess a background that is an adequate substitute for such experience.**

**3. The director shall be provided with appropriate assistance, including secretarial and student support services.**

### **B. Faculty**

**1. In addition to the director, there shall be at least one additional faculty member from the full-time faculty of the sponsoring school who is present full time for the duration of the program.**

**2. Adjunct faculty members shall possess academic credentials equivalent to those of the faculty at the sponsoring law school and shall be appointed with the approval of the faculty at the sponsoring school.**

**3. Full-time and adjunct faculty teaching in the program should be fluent in English, and all course components must achieve full communication between students and faculty.**

**4. Faculty members shall be provided with adequate secretarial support services.**

**5. At least one member of the full-time faculty or on-site staff must:**

**a. Be fluent in both English and the language of the host country, and**

**b. Be familiar with the country in which the program is offered.**

## **III. Educational Program**

**A. These Criteria apply to semester-long foreign programs offered by a law school.**

### **B. Maximum Credit for Foreign Study**

**1. Although a student in an ABA approved law school may be permitted to take courses in foreign segment programs during the course of study toward the J.D. degree, the total credits in foreign segment programs shall not exceed one-third of the credits required for the J.D. degree at the school in which the student is regularly enrolled.**

**2. Granting of residency credit shall comply with the requirements of Standard 304.**

**C. Credit shall be stated in terms of credit hours according to the following formula: one semester hour for each 700 minutes of class time or equivalent or one quarter hour for each 450 minutes of class time or equivalent.**

**D. Language of instruction**

**1. If instruction is not in English, students must be fluent in the foreign language in which courses are taught or provided with a translation.**

**2. When instruction is offered in a foreign language with an English translation, the time expended in class is not commensurate with class time spent when instruction is in English. For purposes of calculating required class minutes, classes in which a translation is necessary may not count more than fifty (50) percent of actual class time expended.**

**E. Special requirements for award of credit:**

**1. Class-hour credit may be awarded for extra-curricular lectures and field trips only when the content is academic in nature and related to the class for which the credit is awarded.**

**2. If credit is given for externship placements (e.g., in a law firm, government office, or corporation), then faculty supervision must be individualized and integrated with classroom work to ensure that the credit allowed is commensurate with the educational benefit to the participating student. Additionally, the program must meet the other requirements of Standard 305(d) and Interpretations thereof.**

**F. The sponsoring school shall determine whether specific prerequisites are required for enrollment in certain courses.**

**G. The program shall include visits to legal institutions in the host country.**

**IV. Library**

**A. In accordance with Standards 601 and 702, the program must have or must provide acceptable access to a library and study facility adequate for its academic program. This requirement may entail development and supervision of the library holdings by the sponsoring law school librarian.**

**B. Library holdings must be adequate to support the course offerings of the academic program, including any research component.**

**V. Students**

**A. The sponsoring school determines the academic criteria for admission to the program.**

**B. Only students who have completed one year of full- or part-time law study, and who are in good standing at an ABA-approved or state accredited law school, and whose admission is consistent with Standard 501 may enroll in law study for credit in a semester abroad program under these Criteria. Nothing in this Criterion requires a law school to admit such students; that determination remains in the discretion of a law school.**

**C. Students from schools other than the sponsoring school must furnish a letter from their dean or registrar certifying their current good standing.**

**VI. Physical Facilities**

**A. An administrative office or offices must be provided through which students can effectively communicate with staff and faculty in a timely manner.**

**B. The faculty shall be provided with office space adequate to achieve the purposes of the program.**

**C. Classrooms must provide adequate seating with writing surfaces for students, sufficient lighting, and adequate soundproofing.**

**D. Equipment necessary for the teaching of scheduled courses and administration of the program must be provided.**

**E. Adequate facilities for studying must be available to students.**

#### **F. Housing**

**1. If housing made available by the program is significantly lower in quality, soundproofing, sanitation, or safety than housing normally used by law students in the U.S., the housing must be described and information must be provided regarding the cost of better quality housing in the same area.**

**2. If the program does not provide housing, information on the availability, approximate cost, and location of housing must be provided.**

#### **VII. Cancellation or Termination of Programs**

**A. If a program is subject to cancellation for insufficient enrollment or any other reason, the circumstances under which cancellation will occur must be disclosed in application materials sent to prospective students.**

**B. If a program is subject to cancellation, application materials must include information regarding what arrangements will be made in the event of cancellation, as well as any history of prior cancellations.**

**C. If the program is canceled, all money advanced by the student shall be refunded within twenty (20) days after the date of cancellation.**

#### **D. State Department Advisories**

##### **1. Consular Information Sheets**

**a. As part of the registration materials for the program, the school shall supply the U.S. State Department Consular Information Sheet for the country(ies) in which the program will be conducted; "Areas of Instability" must be included. If the Consular Information Sheet is revised during a program to announce an "Area of Instability" in the region in which the program is being conducted, the updated information must be distributed promptly to students.**

**b. If the program is held in an "Area of Instability," students must be permitted to withdraw upon learning that the site has been declared to be such an area. Students shall be refunded fees paid except for room and board payments utilized prior to the date the site was declared an "Area of Instability."**

##### **2. Travel Warnings**

**a. If, prior to the commencement of a program, a U.S. State Department Travel Warning is issued for the country(ies) in which the program will be conducted, all registrants must be notified promptly of the warning and be given an opportunity to withdraw from the program. Students who withdraw shall receive a full refund of all monies advanced within twenty (20) days after withdrawal. In the event the program is canceled, students shall receive a full refund of all monies advanced within twenty (20) days after the cancellation.**

**b. If, during the course of a program, a U.S. State Department Travel Warning is issued for the country(ies) in which the program is being conducted, students must be notified promptly of the warning and given an opportunity to withdraw from the program. Students who withdraw must be refunded fees paid except for room and board payments utilized prior to the date of withdrawal. If the program is terminated, students shall be refunded fees paid except for room and board payments utilized prior to the date the Travel Warning is issued.**

## **VIII. Disclosures**

**A. The following information must be provided to each prospective registrant in writing in a timely fashion, usually in the initial announcement or brochure, but, in any event, prior to the date when the student's deposit becomes non-refundable.**

- 1. Dates, location(s), description of the program, and size of enrollment;**
- 2. The nature of the relationship with the foreign institution other than the provision of facilities and minimal services;**
- 3. The number of students who participated in the program the previous year from the sponsoring institution and the number from other schools (if the program is open to other students);**
- 4. If the program is not limited to students from U.S. law schools, the countries likely to be represented and the expected number of students from those countries;**
- 5. Description of each course and number of credit hours;**
- 6. Schedule of classes with days and times for each class;**
- 7. Requirements for student performance and grading method;**
- 8. Enrollment limitations on any courses offered and criteria for enrollment;**
- 9. A statement that acceptance of any credit or grade for any course taken in the program, including externships and other clinical offerings, is subject to determination by the student's home school;**
- 10. Descriptive biographies of program director and each teacher;**
- 11. Name, address, telephone, and fax number of an informed contact person at the sponsoring institution;**
- 12. Complete statement of all tuition, fees, anticipated living costs, and other expected expenses;**
- 13. Description and location of classrooms and administrative offices;**
- 14. The extent to which the country, city, and facilities are accessible to individuals with disabilities; and**
- 15. Circumstances under which the program is subject to cancellation, what arrangements will be made in the event of cancellation, and prior cancellations, if any.**

**B. If changes are made in the course offerings or other significant aspects of the program, those changes must be communicated promptly to any applicant who has paid a deposit or registered for the program, and an opportunity must be provided for that person to obtain a full refund of all monies paid.**

## **IX. Procedures for Approval**

### **A. Established Programs**

- 1. Established programs previously reviewed and approved by the Accreditation Committee will be reevaluated with a site visit every five years.**
- 2. In the interim, monitoring of the program will be accomplished by completion of an annual questionnaire.**

## **B. New Programs**

1. A school seeking to establish a new program must submit an application in the form and at the time required by the Consultant's Office. The application shall contain the following information regarding the impact of the program on the sponsoring school:

a. The number of full-time faculty teaching at the parent campus during each semester of the year in which the program would first be offered and whether this number is changed either semester as a result of the semester abroad program;

b. A statement of finances for the proposed program, including income and expenditures, and an assessment as to the degree to which funding for the program affects the program of the parent campus;

c. The current accreditation status of the sponsoring school; and

d. A statement of how the program relates to the academic program and mission of the parent campus.

2. On the basis of the written submission, the Accreditation Committee will determine whether to approve the program for its first year of operation.

3. If the Accreditation Committee grants approval, the program will be evaluated with a site visit during its first year of operation. The Accreditation Committee will then determine whether to approve the program for further operation on the basis of the site evaluation and written materials submitted by the school.

C. Approval after the first year, if granted, is effective for five years. If it is determined that a program is no longer complying with the Criteria, its approval may be withdrawn.

## **E. ABA Criteria for Student Study at a Foreign Institution**

(adopted 2/8/2003; effective 8/1/2003)

### **Preamble**

Standard 307 provides that a law school may not grant credit toward the J.D. degree for studies or activities in a foreign country unless those studies are approved in accordance with the Rules of Procedure and Criteria adopted by the American Bar Association's Council of the Section of Legal Education and Admissions to the Bar.

The three sets of Criteria approved by the Council provide a framework for law schools to grant students credit toward the J.D. degree for studies abroad. They seek to provide flexibility for a school to design programs and to permit study abroad consistent with the school's standards, culture and mission while maintaining a level of oversight of the school's program of legal education that is consistent with the role and scope of the Standards for the Approval of Law Schools.

These Criteria implicitly recognize that the primary responsibility for determining the quality of the educational experience that its students will receive during a study abroad experience rests on the faculty and administration of the law school.

The ABA's oversight role with regard to foreign study is important for at least two reasons. They provide assurance of a sound legal educational experience at a foreign institution that has not been reviewed for compliance with the Standards for the Approval of Law, is distant from the student's home school, and operates in a legal culture quite different from our own. They also provide assurance of a sound educational experience in study abroad sponsored by approved law schools. This is significant because most law schools allow their students to enroll for credit toward the J.D. degree in a foreign summer or semester

abroad program sponsored by other approved schools relying on the ABA review and approval process to assure the soundness of those programs.

#### **I. The Program**

**A. An ABA-approved law school may allow students to receive credit for law study at a foreign institution consistent with these Criteria.**

**1. A school that approves 6 or fewer students over a consecutive three-year period for study at a particular foreign institution shall file an annual report with the Consultant's Office identifying the students, institutions, courses taken, credit hours granted, grades received, and names of advisors at both the parent school and the foreign institution.**

**2. A school that approves 7 to 12 students over a consecutive three-year period for study at a particular foreign university, law school, institute or program shall:**

**a. Have a formal written agreement with the foreign institution that details the number and qualifications of students and describes the selection process, academic and other advising (at both the parent school and the foreign institution), course selection, grading, evaluation, attendance, and other relevant matters;**

**b. File this report and amendments or renewals with the Consultant's Office; and**

**c. File an annual report with the Consultant's Office that identifies the students who participated in the program that year, courses taken, credit hours granted, grades received, and names of advisors at both the parent school and the foreign institution.**

**3. A school that approves more than 12 students over a consecutive three-year period for study at a particular foreign institution is engaged in a Cooperative Program and shall comply with the provisions of Section II below.**

**4. The relevant three-year period is the three academic years prior to the current year. If a law school has exceeded the thresholds in subsections 1 and 2 above and wishes to send students to that foreign institution in the current year, then it must file the written agreement or apply for approval of a cooperative program by October 15 of the current academic year.**

**5. The program or course of study approved for credit toward the J.D. degree must be related to the socio-legal environment of the country in which the foreign institution is located or have an international or comparative focus.**

**6. A law school may not award credit for study at a foreign institution that does not comply with these Criteria.**

#### **B. The Parent School**

**1. The parent school must be a school that is approved by the American Bar Association.**

**2. Before approving any student's foreign study under these Criteria, the parent school shall develop and publish a statement that defines the educational objectives it seeks to achieve in allowing students to study abroad for credit toward the J.D. degree.**

**3. The parent school shall assume responsibility for approving course work and monitoring the study undertaken by any student who participates in a foreign study program. A faculty member or a law school**

administrator who has the training or experience to permit effective approval and monitoring of foreign study by law students may discharge this responsibility.

### C. The Foreign Institution

1. The foreign institution will generally be one that is government sanctioned or recognized, if educational institutions are state regulated within the country; recognized or approved by an evaluation body, if such an agency exists within the country; or chartered to award first degrees in law by the appropriate authority within the country.
2. If the foreign institution does not award a first degree in law, then it shall provide assurances to the parent school that the quality of the educational experience that it can offer to a visiting student is at least equal to the experience that would be available to a student at such an institution in the country where that foreign institution is located. An institution that provides law training in a country to individuals who are graduates of institutions that award a first degree in law may be such an institution.
3. The foreign institution shall appoint an advisor for each student who shall effectively supervise and monitor the student's study at the institution. That advisor may be a faculty member at the foreign institution or a law school administrator at the foreign institution who has the training or experience to discharge this responsibility.
4. The foreign institution shall have faculty members who possess academic credentials and experience in the legal profession similar to those of faculty at the parent school.

### D. Educational Program

1. Only students who have completed one year of full-time or part-time study and are in good standing at the parent school may participate in foreign study under these Criteria. The parent school may set additional academic requirements for foreign study under these Criteria.
2. The student's academic program must be approved in advance by the parent school. The student and the student's advisor shall develop a written plan to define the educational objectives a student seeks to achieve during a period of study abroad. That plan shall specify the methods to be used in evaluating the student's attainment of those objectives.
3. If the foreign study is not at an institution with which the parent school has a formal written agreement, then the parent school shall obtain written assurance from the foreign institution that the school's and the student's proposed educational objectives can be achieved at that institution.
4. The parent school shall review course materials and sufficient written work of the student to ensure that the program meets standards equivalent to those employed at the parent school.
5. The parent school shall assure that a student approved for foreign study under these Criteria is fluent in the language of instruction.

### E. Academic Credit; Residency

1. Maximum credits toward the J.D. degree for all foreign study shall not exceed one-third of the credits required for the J.D. degree at the parent school.
2. The granting of residency credit shall comply with the requirements of Standard 304.
3. An exception to the Standards relating to class minutes and length of program is inherent in these Criteria.
4. No credit shall be awarded for:

a. Activities such as visits to legal and government institutions except in instances in which the content of such activities is academic in nature and is related to the course in which the credit is awarded.

b. Externship placements (e.g., in a law firm, government office, or corporation).

c. Distance Education courses.

F. Fees

1. Any fee imposed by the parent school or the foreign institution shall be rationally related to the cost of administering the service for which the fee is charged.

2. The parent school shall make known to students any costs in addition to tuition that are charged by the foreign institution, including any fee that is charged for transferring or receiving credit earned at the foreign institution.

G. Upon receiving notification from the foreign institution of cancellation of a course in which a student had been approved to enroll under these Criteria, the parent school shall reexamine the student's study in light of the school's stated program for foreign study and the student's stated educational objectives for study abroad. The parent school shall determine whether the approved foreign study continues to satisfy those objectives.

H. Except as modified by these Criteria or by necessary implication, the ABA Standards for Approval of Law Schools, Council and Accreditation Committee Policies, and Rules of Procedure shall apply to study pursuant to these Criteria.

## II. Cooperative Programs

A. A law school that approves more than 12 students to study at a particular foreign institution in a three-year period as described in Section I.A.3. and 4. shall apply for approval of a Cooperative Program in the current year prior to approving any additional students for foreign study at that institution.

B. Cooperative Program Agreement. The cooperative program shall be governed by a written agreement between the parent school and the foreign institution that is consistent with all sections of these Criteria.

C. Program Director

1. An on-site director who shall be responsible to both the parent school and the foreign institution shall direct the cooperative program at its foreign site. The director shall either be a member of the law faculty from either the parent school or the foreign institution or a full-time administrator at either the parent school or the foreign institution who has the training or experience necessary to discharge this responsibility effectively.

a. If the director is a faculty member or administrator from the foreign institution, the person shall have spent a substantial period of time in residence at an ABA-approved school and shall have visited the parent school and demonstrated familiarity with its academic program prior to application for approval of the cooperative program.

b. If the director is a faculty member or administrator from the parent school, that person shall have spent a substantial period of time in residence at the foreign institution prior to application for approval of the cooperative program.

c. If the director is a faculty member or administrator from the parent school, that person may not participate concurrently in another foreign program.

2. The director shall be provided with appropriate assistance including secretarial and student support services.

D. Cooperative programs shall include visits to legal institutions in the host country.

E. The foreign institution shall have library resources that are both accessible and adequate to meet the needs of students enrolled in the cooperative program. If course work to be undertaken by students in the program depends on access to U.S. legal materials, the parent school is responsible for making such materials available.

F. Students

1. Enrollment in the foreign segment of an approved cooperative program shall be limited to the parent school's own students. A cooperative program, however, may involve an exchange of students between the parent school and the foreign institution.

2. The number of students enrolled in the program shall not exceed the number appropriate to the academic content of the program, available facilities, the number and availability of faculty members, the administrative support structure, and any special educational programs or goals.

G. Physical Facilities

1. An administrative office or offices must be provided through which students may communicate effectively with staff and faculty.

2. Classrooms shall be adequate to provide meaningful communication and exchange between students and faculty.

3. Students shall be provided with adequate space for study.

H. Housing

1. If housing is made available by the program and it is significantly lower in quality, soundproofing, sanitation, or safety than housing normally used by law students in the U.S., the housing must be described and information must be provided regarding the cost of better quality housing in the same area.

2. If the cooperative program does not provide housing, information on the availability, approximate cost, and location of housing must be provided.

I. Cancellation, Termination, Material Change in a Cooperative Program

1. Upon receiving notification from the foreign institution of cancellation of a course in which a student had been approved to enroll under these Criteria, the parent school shall reexamine the student's study in light of the school's stated program for foreign study and the student's stated educational objectives for study abroad. The parent school shall determine whether the approved foreign study continues to satisfy those objectives.

2. If a cooperative program is subject to cancellation for insufficient enrollment or any other reason, the circumstance under which cancellation will occur must be disclosed in the application materials sent to prospective students. If the program is canceled, all money advanced by the student shall be refunded within twenty (20) days after the date of cancellation.

J. Disclosures

1. The following information must be published to each prospective registrant in a timely fashion, usually on a website for that purpose, in the initial announcement or brochure, or in writing directly to

prospective registrants, but, in any event, prior to the date when the student's must commit or pay a nonrefundable deposit, whichever is earlier.

- a. Dates, location(s), description of the program and anticipated size of enrollment;
  - b. The nature of the relationship with the foreign institution other than the provision of facilities and minimal services;
  - c. The number of students who participated in the program the previous year and the number of visiting students from other U.S. law schools, if any;
  - d. If the foreign institution has visitors from non-U.S. law schools, the countries likely to be represented and the expected number of students from those countries;
  - e. Description of the curriculum available to the students and academic calendar of the foreign institution;
  - f. Requirements for student performance and grading methods;
  - g. Enrollment limitations, if any, on any courses offered and criteria for enrollment;
  - h. A statement that acceptance of any credit or grade for any course taken in the program is subject to determination by the parent school;
  - i. Descriptive biographies of the program director and the faculty of the foreign institution;
  - j. Name, address, telephone and fax number, if available, of an informed contact person at the parent school;
  - k. Complete statement of all tuition, fees, anticipated living costs, and other expected expenses;
  - l. The extent to which the country, city, and facilities are accessible to individuals with disabilities; and
  - m. Circumstances under which the program is subject to cancellation, what arrangements will be made in the event of cancellation and information regarding prior cancellations, if any.
2. If changes are made in any significant aspects of the cooperative program, those changes must be communicated promptly to any applicant who has paid a deposit or registered for the program, and an opportunity must be provided for that person to obtain a full refund of all fees paid.

**K. State Department and Travel Advisories**

**1. Consular Information Sheets**

- a. The parent school shall provide each student with the U.S. State Department Consular Information Sheet for any country in which the student will reside during study abroad; "Areas of Instability" must be included. If the Consular Information Sheet is revised during the program to announce an "Area of Instability" in the region in which the program is being conducted, the updated information must be distributed promptly to students.
- b. If the program is held in an "Area of Instability" students must be permitted to withdraw upon learning that the site has been declared to be such an area. Students shall be refunded fees paid except for room and board payments utilized prior to the date the site was declared an "Area of Instability."

**2. Travel Warnings**

a. If, prior to the commencement of a program, a U. S. State Department Travel Warning is issued for the country(ies) in which the program will be conducted, all registrants must be notified promptly of the warning and be given an opportunity to withdraw from the program. Students who withdraw shall receive a full refund of all monies advanced within twenty (20) days after withdrawal. In the event the program is canceled, students shall receive a full refund of all monies advanced within twenty (20) days after the cancellation.

b. If, during the course of a program, a U. S. State Department Travel Warning is issued for the country(ies) in which the program is being conducted, students must be notified promptly of the warning and given an opportunity to withdraw from the program. Students who withdraw must be refunded fees paid except for room and board payments utilized prior to the date of withdrawal. If the program is terminated, students shall be refunded fees paid except for room and board payments utilized prior to the date the Travel Warning is issued.

### III. Procedures for Approval, Review and Monitoring of Cooperative Programs

A. Established programs previously reviewed and approved by the Accreditation Committee will be reevaluated with a site visit every seven years.

#### B. New Programs

1. A school or schools seeking to establish a new program must submit an application in the form required by the Consultant's Office by October 1 of the year preceding the first offering of the new program. The application shall contain the following information regarding the impact of the program on the sponsoring school:

a. A statement of finances for the proposed program, including income and expenditures, and an assessment as to the degree to which funding for the program affects the program of the parent campus;

b. The current accreditation status of the sponsoring school; and

c. A statement of how the program relates to the academic program and mission of the sponsoring school.

2. On the basis of the written submission, the Accreditation Committee will determine whether to approve the program for its first year of operation.

3. If the Accreditation Committee grants approval, the program will be evaluated with a site visit during its first year of operation. The Accreditation Committee will then determine whether to approve the program for further operation on the basis of the site evaluation and written materials submitted by the school.

C. Approval after the first year, if granted, is effective for five years. If the program continues to be approved following that review, then the program will be subject to continuing review in accordance with paragraph A. above.

#### D. Monitoring of Approved Programs

1. If it is determined that a program is operating out of compliance with these Criteria, approval may be withdrawn by the Accreditation Committee.

2. To assist the Accreditation Committee in monitoring foreign summer programs, a questionnaire shall be filed each year. New programs shall file a new program questionnaire by October 1, approved programs and programs subject to a site visit shall file the appropriate questionnaire by October 15.

3. The Accreditation Committee may ask for further information or direct a site visit of an approved program in any year where responses to the questionnaire suggest that the program is out of compliance with these Criteria or that the program has so substantially changed its focus or operation that its

compliance with the Criteria cannot be determined without further information and, potentially, a site visit. Examples of actions or changes that might trigger this review include:

- a. failure to timely file the annual questionnaire;
  - b. submitting an incomplete questionnaire;
  - c. number and nature of the concerns raised in the most recent review of the program;
  - d. significant change in location of the program (country, city, or specific location);
  - e. changes in the curriculum that significantly reduce the comparative or international focus of the program;
  - f. continuing turnover in the administration of the program;
  - g. significant change in the enrollment in the program;
  - h. adding a new externship program or a substantial increase in the enrollment in existing externship programs; and
  - i. a persistent pattern of complaints by students in the program regarding the quality of the educational experience or the administration of the program.
- E.** If an approved program is not offered in two consecutive years, approval is withdrawn and the sponsoring school(s) must reapply for approval of the program as a new program. This requirement may be waived by the Accreditation Committee for good cause shown.

**APPENDIX II**

**Guidelines for UW Law School Student Participation in Overseas Externships or Study Abroad.**

<b>Program of Study</b>	<b>ABA Requirements</b>	<b>UW Law School Requirements</b>	<b>UW Affiliation possible?</b>	<b>Tuition</b>
Intl Public Service Externship	Compliance with Standard 305 (equivalent to domestic externship)	See Law School Overseas Externship guidance – site visit required if over 9 credits	Yes via concurrent enrollment in FSTDY 300 and payment of \$200 fee per quarter	Student pays UW Law Tuition but waiver under discussion.
Study Abroad in ABA approved summer or semester abroad program	Compliance with Standards 307	Meeting with Academic Dean to receive approval for course work and plan of study	Yes via concurrent enrollment in FSTDY 300 and payment of \$200 fee per quarter	Student pays tuition charged by ABA approved program
Individual study abroad at foreign university with non ABA approved program	Compliance with Standard 307 (Note: Law School may not send more than 12 students to one university within 3 consecutive years); Study must be at properly accredited institution that offers primary law degrees or equivalent.	Meeting with Academic Dean to receive approval for course work and plan of study	Yes via concurrent enrollment in FSTDY 300 and payment of \$200 fee per quarter	Student pays tuition charged by the foreign university.
Study abroad through ABA program or non-ABA approved program at foreign university where UW also has formal exchange agreement	Compliance with requirements set forth by ABA for ABA-approved programs OR Individual Study	Meeting with Academic Dean to receive approval for course work and plan of study; Also need specific approval for participation in UE exchange.	Yes – need to apply to formally to participate in UW Exchange program and. Concurrent enrollment in FSTDY 300 required and payment of \$200 fee per quarter	UW Law School Tuition (referred to as home tuition)

## Appendix III

### Law School Externship Guidelines and Forms

The UW Externship requirements can be found at

<http://www.law.washington.edu/Career/PS/exStudResp.html>

Copies of the UW Externship Forms can be downloaded from the following UW Law School URL:

<http://www.law.washington.edu/Career/PS/forms/index.html>