This document outlines your responsibilities when participating in the International Exchange Program (IEP) of the USC Marshall Office of Global Programs and Partnerships. The IEP provides students with the opportunity to gain invaluable study abroad experiences that may enhance the global element of their Marshall MBA education. However, taking part in the IEP will require you to pay special attention to many important administrative issues that pertain to your academic standing and degree progress. Transferring academic work from one university to another is a complicated and time-consuming procedure. For this reason, it is important that you read thoroughly the terms and requirements outlined within this document. You must also sign the Student Acknowledgement and Consent form, indicating your comprehension and acceptance of these terms and requirements. Your signed form must be returned to the IEP Manager in the Office of Global Programs and Partnerships (BRI 310) by the dates listed below, depending on the term during which you are scheduled to study abroad. Please note that you are also responsible for completing and returning all forms listed in Section I (1) below, by this same date.

<table>
<thead>
<tr>
<th>Term Abroad</th>
<th>Deadline Date for Submission of Mandatory USC/Marshall Forms</th>
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<tbody>
<tr>
<td>Spring 2016</td>
<td>Wednesday–October 5, 2015</td>
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<tr>
<td>Short Term Summer and Fall 2016</td>
<td>Monday, April 18, 2016</td>
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You may receive an information packet from the partner institution you are scheduled to attend. This packet will provide detailed information on the program itself, including a course list, and information on living in the host country. Note: Some host institutions will contact and provide information to students via email rather than post mail. It is important that you keep an eye out for such e-mails, and forward them also to the IEP Manager if he/she is not already copied on it to ensure that all necessary information is kept on file.

### 1. BEFORE YOU LEAVE

#### 1. IEP REQUIRED READING AND FORMS TO COMPLETE

You are required to read through all terms and requirements of the Marshall MBA International Exchange Program, as well as all documents and materials sent to you by the partner institution at which you will be attending. Enclosed with this information packet are the following items for you to review/complete for the Marshall School of Business:

- Marshall Fellows Checklist*
- MBA International Exchange Program Terms and Requirements*
- Student Acknowledgement and Consent of IEP Terms and Requirements Form
- Health & Safety Information for USC Study Abroad Programs*
- Student Health Insurance and Emergency Information*
- Student Acknowledgement of Health Insurance/Emergency Information and Request for Coverage Form
- Medical Treatment Authorization Form
- Travel Release Form
- Informed Consent for Study Abroad Form
- Unit and Grade Conversion Form*
- USC 500O Unit Registration Form
- Proposed Schedule of Courses Abroad (Note: Due 30 days before Departure for Studies Abroad. Courses must be approved by your MBA Program Office before you register for courses at the host university and submit the proposal schedule of courses to the MBA IEP office.)
- Overseas Contact Information Form (Due by End of 1st Week of Term at Host Institution)
- Certification of Course Registration Form (Due by End of 1st Week of Term at Host Institution)

* Required reading only; No need to complete or submit.

All forms are due by the deadline date listed above, depending on term abroad, unless otherwise noted.
Marshall MBA.PM Program participants must contact the Academic Advisor for the MBA.PM Program to review their degree status and to discuss all important MBA.PM Program policies regarding their exchange student status for the approved term of their studies abroad.

If you are unable to participate in the IEP at your placement site and/or during your approved term, but notify the IEP Manager of your change in plans before the deadline date of these mandatory forms, as listed above by term of study, deferment requests may be considered for future IEP participation within the same year’s program cycle, if openings exist. Placement is not guaranteed. However, if you withdraw from the IEP after the deadline date given, you will not be eligible for future term participation within the IEP. You may not defer participation to next year’s program cycle.

2. IEP (USC/GSBA-5000) REGISTRATION
Once you have fulfilled the participation requirements outlined in the information packet from the partner institution and have returned all completed IEP forms to the Office of Global Programs and Partnerships (BRI 310) you will be registered in USC-5000. Please specify the number of units you desire and plan to take during your exchange term abroad on the Unit Registration form. Once registered for this class, you will receive confirmation of your registration via email. It is your responsibility to pay all fees by the USC fee bill deadline to avoid any finance and late fees.

NOTE: As an IEP Marshall Fellow, you must take the course load that is required by the partner institution and within the range of units communicated to you by the Marshall IEP Manager. In accordance with the IEP partner agreements, the USC Marshall School of Business will not be able to unilaterally alter these requirements in any way. You must also adhere to the course add/drop deadline of your host institution. Students are responsible for reviewing and meeting the language requirements at specific host institutions or for specific courses of interest at their host institution.

Before you submit the proposed schedule of courses abroad and register for the courses at the host university overseas, you must obtain an approval of all the courses that you would like to take at the host university from your MBA Program Office. Please contact your academic advisor to check the approval process and obtain an approval.

Should you change your mind about participating in the IEP after you have been registered for USC-5000, but prior to beginning your coursework at the partner institution, you must drop the course via touch-tone or online web registration and alert the IEP Manager of your decision in writing. You will also need to register for courses in the upcoming semester at Marshall. This process must be completed before the USC add/drop deadline has passed. Should you fail to withdraw from USC-5000 before the add/drop deadline, you will be responsible for all associated costs and consequences.

NOTE: Although you register for USC5000, units earned abroad will appear as GSBA 5000 credit/non-credit on transcript.

IMPORTANT: As stated on the Marshall MBA International Exchange Program’s Applicant Information Packet, a minimum cumulative GPA of 3.0 and passing grades in all MBA core courses are required for participation in the IEP. Students who become listed on academic probation before their study abroad term begins will automatically be disqualified from the IEP and their registration for USC-5000 will be dropped by the IEP Coordinator. IEP participation is contingent upon the completion of ALL MBA core courses with a passing grade BEFORE the study abroad term begins. Any incompletes or failing grades in MBA core courses will automatically result in disqualification from the IEP, without exception. If for any reason you feel your academic standing and eligibility for the IEP is in question during the period in-between your acceptance offer into the IEP and your departure date for your exchange studies abroad, you will need to contact the Marshall IEP Manager immediately to discuss this situation. Also, if your study abroad plans have changed due to personal or professional commitments, please notify the Marshall IEP Manager immediately.

3. TUITION AND MISCELLANEOUS EXPENSES
USC students will pay USC tuition while attending an IEP partner institution. All expenses incurred for travel, accommodations, food, personal items, books, supplies, and insurance shall be borne by the student. Your exchange units will be billed at the Marshall unit rate set for the term of your studies abroad. The maximum number of units that can be applied to USC-5000 for credit toward your Marshall MBA degree requirements is...
fifteen (15), regardless of the number of units completed at the partner institution. However, you will be assessed USC tuition fees for all units you complete at the partner institution, which are shown on your official transcript from the host institution. This is irregardless of whether you requested registration for less units in USC-500O prior to your departure abroad, and irregardless of whether you are able to receive credit towards your MBA degree requirements for all completed courses from your studies abroad.

No language or culture courses will be transferable for graduate credit towards your MBA degree.

4. UNITS
Students must abide by all unit requirements set by the host institution, as well as those set by the Marshall School of Business. See Grade and Unit Conversion form for minimum and maximum units for each partner institution. Courses must be taken for a letter grade. Each student is responsible for understanding the USC unit conversion value and grade equivalency chart given and specific to his/her host institution.

Unit translation: All translations are based upon the unit value/grade equivalency chart on the partner institution you will be attending.

- This is essential information that may seriously impact your ability to graduate if requirements are not met.
- You are responsible for registering for no more or fewer units than you will obtain at your host institution.
- You will be charged for the number of units that appear on the transcript mailed to USC from your host institution.
- Occasionally, the host institution may change their unit value or grading system. If so, new unit values and grade conversions will apply.

IMPORTANT: All GSBA-500O units will be considered non-Marshall units. These units will count towards the set maximum of nine (9) non-Marshall units allowable for application towards the Marshall MBA degree requirements. GSBA-500O units will apply towards this 9-unit maximum, without need for petition. As an additional exception, this 9-unit maximum will be increased to cover all GSBA-500O units for semester IEP participants if non-Marshall units have not been applied before. However, participation in a semester exchange term will prohibit Marshall students from applying any additional non-Marshall units towards their Marshall MBA degree.

5. HEALTH INSURANCE AND HEALTH RELATED INFORMATION
Any questions or changes related to USC student health insurance must be directed to the USC Student Health Insurance Office at (213) 740-0551.

- All students are required to have sufficient health insurance protection during their involvement in any USC-sponsored study abroad program. In order to ensure proper coverage, all students going abroad will be automatically enrolled in a special overseas group insurance policy provided by the USC Student Health Insurance Office.
- The only students who will not be billed for the special Health Insurance Plan for USC Students Studying Overseas (also known as the USC Overseas Policy) are those enrolled in the standard USC Student Health Insurance Plan. This standard plan covers students overseas as well as at home, in the United States. You must enroll in the standard USC Student Health Insurance Plan by the Fall 2015 deadline or at least 2 weeks prior to your IEP program start date, whichever is earlier.
- We strongly recommend that all students contact the USC Student Health Insurance Office to verify your coverage at least 2 weeks prior to your departure date.
- Any requests to change your health coverage must be made at least 2 weeks prior to your departure date.

You may also want to consider purchasing tuition refund insurance at the time of registration for coverage in the event you must leave your host country for a medical emergency before the term of study is over. Should you decide to purchase tuition refund insurance, you must fill out a form for this coverage in the main USC Registration Building (directly east of JKP) if you are not given the option automatically to select this coverage during your initial registration for your exchange term courses at Marshall.

Please review the coverage information of the USC Health Insurance Plan for Students Studying Overseas and take note of the policy limits. This information may be obtained on the USC Student Health and Counseling Services website: http://www.usc.edu/uphc.
You are also responsible for reviewing the Student Health Insurance and Emergency Information sheet provided with this packet for additional information, and completing the Student Acknowledgement of Health Insurance/Emergency Information and Request for Coverage form to indicate your preference in the current two USC-sponsored health insurance plans. Note: If you decide to waive out of the standard USC Student Health Insurance Plan, you will be enrolled in the USC Health Insurance Plan for Students Studying Overseas to meet the USC-sponsored health insurance coverage requirement.

Students are responsible for meeting with their private physician or with the USC Student Health Center professionals in order to understand and fulfill any specific immunization requirements of their host country before departure for their studies abroad. Additional health information, including preventative measures, may be obtained through the Center for Disease Control and Prevention’s website: http://www.cdc.gov/travel.

IEP participants must also read and abide by the Health & Safety Information for USC Study Abroad Programs.

6. HOST INSTITUTION – ADDITIONAL FEES
As an IEP Marshall Fellow, you will be responsible for your own travel arrangements. In addition, partner schools may advise you of housing or program fees. Any arrangements and payment of additional fees required by the host institution will be your sole responsibility.

7. HOUSING
Although the partner institution may assist you in identifying suitable dormitories or off-campus living situations, you are responsible for your own housing arrangements overseas.

8. LOAN DISBURSEMENT
Loans will be disbursed 10 days before the start of your study abroad program for those enrolled in the Fall or Spring semesters. Money left over after the loan has been applied to your fee bill will be sent to you via direct deposit or paper check. USC Financial Services prefers you request the money be sent to you via direct deposit. Be sure to set this up by completing an ACH/Direct Deposit Refund Request at www.usc.edu/dept/fbs/sfs/forms/refreq-ach.htm If you do not request direct deposit, a paper check will be processed and sent to your local address on file. For further information, please contact Financial Services at the following numbers: Phone (213) 740-7471; Fax (213) 821-7153. You may also review general information on USC Financial Services at: http://www.usc.edu/sfs.

If your students loans are disbursed after the “last day to register and settle without a late fee” (see registration calendar for the date) you may be assessed late charges. These can be waived by contacting Julie DiMauro, in the Financial Aid Office, at fao@usc.edu, subject line: or 213-740-4444.

9. PASSPORTS
Information and passport applications can be processed at the Passport Agency in Los Angeles at the Federal Building, 11000 Wilshire Blvd., Suite 1000. Phone: (310) 575-5700. Hours are Monday-Friday, 8:00am-3:00pm (excluding federal holidays). If you do not have a current passport that is valid for at least 6 months after the end date of your program abroad, you should turn in an application immediately. Processing time is approximately 4 weeks from the time your application is received. Allowing for extra time in the mail, you should expect actual receipt of the passport in 4-6 weeks. Please try to apply well in advance. Passport info can be found at: http://travel.state.gov/.

10. VISAS
You are responsible for researching and knowing what documents are required to be in your possession for the country in which you will be studying. Contact the Embassy/Consulate of the exchange country in which you will be studying for this information. If you need a letter from USC Marshall explaining your participation in the IEP, please specify what information needs to be included in this letter in order for the Consulate to process your visa. The USC Marshall IEP Manager will prepare this letter for you. Please note that in some cases it may take up to 8 weeks to get a Visa. — APPLY EARLY!
II. WHILE YOU ARE AWAY

1. GRADES

At the Partner Institution:
You must take your courses overseas for a grade. You must take course work that is equivalent to graduate business school level work at USC. Be careful that you do not take any course work that is repetitive of your first year core courses taken at USC, or of any other course work you have already taken towards your MBA, as you will not receive credit for it. Try to take advantage of courses with an international perspective or those that are not available to you at USC.

At USC:
Grades for your overseas coursework will be based upon a Credit/No Credit system. In order to receive credit at USC, you must have the equivalent of a passing grade at the partner institution. Please review the grade equivalency/unit value chart on the partner institution at which you will be attending.

The partner institution holds all authority over your assigned grades. The Marshall School of Business cannot dispute a grade you receive from the partner institution. Please note that on occasion, students do not pass IEP courses. If you fail a course, you will not receive a tuition refund for the associated units. You will still be required to pay the USC per unit costs and a grade of “No Credit” (NC) will be recorded on your transcript. Although this grade will not affect your GPA, you will need to replace any units required to fulfill the Marshall MBA Program degree requirements.

A grade of “Incomplete” (IN) should be avoided, as it will be next to impossible to make up the work or retake an exam once you return to the U.S. Your exchange courses and units can only be completed and graded by the partner institution. A Marshall professor will not be able to accept your work in order to fulfill any IEP course requirements. Therefore, leaving the partner institution before the end of the semester could seriously affect your academic standing. You must be aware of the partner institution’s specific withdrawal deadline, and confer with the IEP Manager and your Academic Advisor, well in advance of making any changes.

2. REGISTRATION FOR FUTURE SEMESTERS AT MARSHALL

If you are returning to USC to complete your Marshall coursework, you will need to register for your next semester while you are abroad. Please be certain to check your Marshall email account for updated information on the registration policies and schedules, which will be sent by the Academic Advisor of your specific MBA Program Office. All IEP Marshall Fellows will be required to independently register for future semesters at Marshall. If you have any questions concerning your degree progress, please contact your Academic Advisor.

3. COMMUNICATIONS

While abroad, you are required to maintain communications with the IEP Manager and your respective MBA Program Office. As most, if not all, communications sent to you will be via email, you must regularly check your Marshall Outlook account. Remember, online access to this account is available through the following website: http://outlook.usc.edu. The IEP Manager and your respective MBA program staff will only be able to advise you on your degree progress and any urgent matters that may arise if they are aware of your status. Due to time differences and costly expenses, you may want to avoid placing telephone calls. However, please feel free to remain in contact via email. By providing your local, overseas contact number to the IEP Manager, phone contact with you may be initiated by a Marshall staff member whenever necessary.

4. FINANCIAL AID

a) If your exchange semester at the host institution overlaps with more than one semester at USC, you cannot enroll in any other courses at USC during both overlapping semester at USC. Breaching this rule will result in losing your financial aid for both overlapping semesters.

b) For Marshall MBA Program students: Grace Kim, Associate Director, MBA Admissions, will be your USC MBA Financial Aid liaison. Please direct any financial aid questions or concerns to her at (213) 740-0685, or via e-mail at grace.kim@marshall.usc.edu. It is very important that you discuss your individual fellowship requirements with your Financial Aid Advisor in order to understand any changes in the fellowship policies, or details of them that we in the Marshall MBA Program are not familiar with.
IMPORTANT: If you are currently receiving a Marshall School of Business scholarship or fellowship, you MUST contact Grace Kim to discuss the impact of your participation in the IEP on your Marshall scholarship/fellowship. These scholarships/fellowships will in no way be extended beyond your initially intended graduation month/year in order to cover Marshall units still necessary beyond your Class graduation date due to your participation in the IEP. Therefore, please plan accordingly and in advance of your exchange term to ensure that your degree requirements will be met by your Class’s graduation month/year. For example, all Marshall MBA Program students in the Class of 2014 must meet all degree requirements by the end of the Spring 2015 semester (May 2015).

*For Marshall MBA PM Program students:* Please contact the USC Financial Aid Office at (213) 740-1111 (M-F, 8:30am - 5pm) or via email at fao@usc.edu.

5. **EARLY RETURNS TO THE UNITED STATES**

The University of Southern California reserves the right to cancel or suspend the Marshall MBA International Exchange Program for any events or circumstances that may, in USC’s determination, place any student at risk of mental, emotional or physical harm or bodily injury, including but not limited to war, political upheaval, riots, public health risks or other events in or around the location of the Program. USC may rely on travel advisories issued by the U.S. State Department in determining whether to cancel or suspend the Program. USC may cancel or suspend the Program or substitute classes due to low enrollments or unavailability of faculty or facilities.

USC continues to monitor world events on a daily basis to be certain that the University acts in the best interests of its students abroad. If students are required to return home to the United States due to the University’s cancellation of a program abroad, the University will work with them to secure transportation back to the United States. Tuition credit will also be provided, as appropriate, for those courses that cannot be completed based on the academic circumstances of each student.

If a student wishes to return home due to personal concerns about health and safety before a program’s official end and without formal program cancellation by the University, he/she should contact the IEP Manager immediately. Besides financial issues, the student will need to discuss academic matters with the program coordinators, faculty and/or administrators at the home and host institutions. Transportation costs and arrangements will be the responsibility of the student. In addition, tuition credit will not be automatic, but will require a formal request for Extraordinary Tuition Credit made by the student directly to the USC Office of Student Affairs. Such requests will be reviewed and determinations will be made by the USC Office of Student Affairs. If a tuition credit is granted, academic credit will not apply.

### III. **BEFORE YOU RETURN TO MARSHALL**

**TRANSCRIPT ORDERS**

Upon completion of your exchange program, you are required to have your host institution send an official transcript to the USC Marshall IEP Manager, certifying satisfactory completion of elective course work from the exchange partner institution. Please be sure to request an OFFICIAL copy of your transcript to be sent immediately and directly to the Office of Global Programs and Partnerships, Attn: IEP Manager, to ensure adequate processing time.

Marshall and USC will be unable to record your overseas work until the Office of Global Programs and Partnerships receives an official transcript from your host institution. The Office of Global Program and Partnerships cannot request the transcript for you.

Please be aware that transcripts from abroad may not be received for weeks to months after your transcript request is made. Partner institutions predominately operate on a different schedule than USC and the Office of Global Programs and Partnerships. Unfortunately, for this reason, no guarantees may be given as to when your GSBA-5000 credits will be recorded. Therefore, your transcripts from abroad may delay your degree conferment date, affect the ability of Marshall staff to assess your degree progress status, and/or impact your ability to register wisely for your remaining term(s) at Marshall.

A transcript for Fall semester courses taken abroad may not be received until May, and a Spring transcript may not be received until August. Be aware that this may delay your official graduation date, or degree conferment date, to a later term. We advise that you monitor this process at least until your official transcript has been received in the
Office of Global Programs and Partnerships. After that the Office of Global Programs and Partnerships will send your transcript to your MBA Program Office to start the process of transferring the study aboard credits to USC credits. Confirmation of transcript sent to your MBA Program Office will be sent to you by the MBA IEP Manager via your Marshall email account.

IV. AFTER YOUR RETURN TO MARSHALL OR THE UNITED STATES

1. POST-IEP EVALUATION
All IEP participants must complete a Post-IEP Evaluation on their study abroad experience at the conclusion of their program before transcripts from their host institutions will be processed. The Marshall IEP Manager will send a link with the evaluation.

2. TRANSCRIPT PROCESSING
Students are advised to monitor the processing of their transcripts from the host institutions and reconciling all financial balances related to their studies abroad by checking their student account information via OASIS.

Please direct questions regarding your participation in the IEP, and return all forms to:

Kanokwan (Aum) Leonard
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Marshall School of Business
University of Southern California
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