Colgate University Off-Campus Study

GUIDELINES FOR PLANNING OFF-CAMPUS STUDY

Colgate believes that cultural perspective is an important goal of a liberal arts education. To achieve this end, the University offers a wide variety of international and domestic off-campus study groups. However, Colgate University Study Groups cannot meet the academic needs and interests of all students who would like to study off campus. Some students therefore may elect to enroll in an affiliated program, a foreign college or university, or a foreign study program sponsored by another domestic institution. Other students may be served best by experiencing another culture in a non-academic setting for which no academic credit will be granted. In those cases in which students are seeking academic credit for off-campus study, Colgate is concerned that those programs be of the highest quality.

Researching the options for off-campus study, selecting a program, submitting applications and making the necessary arrangements on campus for registration, transfer of credit, housing, etc. takes a considerable amount of time. In the final analysis, however, it is time well spent, though it frequently requires careful planning, usually as much as a year before departure. We in the Office of Off-Campus Study/International Programs hope these guidelines prove useful in your planning and selection of an off-campus study opportunity.

SELECTING AN OFF-CAMPUS STUDY PROGRAM

Before you select an off-campus program, you need to decide what you are looking for in a program and how that program might fulfill your academic and personal goals. Carefully consider the following before rushing to a decision:

1. General Goals: Closely consider what you hope to achieve on an off-campus program. What aspects of off-campus study are important to you? Is your goal to achieve fluency in a foreign language? Do you want to explore your cultural heritage? Have you a long-standing personal or intellectual interest in a particular country or culture? Are you seeking to provide an international dimension to future academic study or career opportunities? Or, are you simply seeking an adventure or a break from Colgate? If so, you may want to consider internships or other non-academic, non-credit bearing programs. For an overview of the options before you, read the brief introduction "Planning for Study Abroad" in Academic Year Abroad (available in the Office of Off-Campus Study/International Programs).

2. Educational Plan: Determine how a semester off campus will fit into your course of study. Consider your educational background, academic objectives, and long-range career goals. Ask yourself how studying off-campus can become a key component of your educational experience. Also, be sure to consider the remaining courses you need to fulfill your concentration, distribution and graduation requirements. Will any of the courses you plan to take off-campus meet these requirements? If not, will the courses you need be offered in the semesters remaining before you graduate? Remember that prior approval for course work taken at foreign universities or non-Colgate study programs is not automatic and is normally granted only to those students who have completed four terms at Colgate. It is extremely helpful to discuss your course of study with your Faculty Advisor before coming to any decisions.

3. Location: Consider where you would like to study off-campus. Do you prefer to live in a particular country, region or city? Are you willing to consider other places? Would you prefer the excitement of a large international city like London or Paris, or a smaller city or town where the local culture has been less influenced by outside forces? A program in a location that suits you personally coupled with an academic program that allows you to pursue your academic course of study usually provides the ideal off-campus experience.
4. **Timing**: Most Colgate students choose to study off-campus during their junior year. However, think about your extracurricular commitments which may influence your choice of semester or year and note that many programs are offered only during one semester each year and some are offered biennially.

5. **Academic Setting**: Think about the academic setting you prefer. Would you rather take courses at a foreign institution with host-country students, or attend classes with Americans only? Would you prefer classes taught in English, or in the language of the host country? How would you assess your current foreign language ability? (In cases where the language of instruction is not English, the minimum requirement is usually two years of college-level language study or its equivalent.) Study abroad provides an excellent opportunity to sharpen foreign language skills. Note, also, that many programs require other prerequisite courses.

6. **Housing**: Consider your preference in housing. Would you prefer to live with a host family, in a dorm with host-country students, or in an apartment with other Americans? Would you like to find a program that provides housing, or would you rather be responsible for finding your own? Some programs give you an option; others do not.

7. **Finances**: Consider program costs. When you examine an off-campus program, determine exactly what the program fee covers. Are tuition, transportation, room, board, field trips, books, supplies, etc. covered by the fee — in whole or in part? **Note**: Students who receive Colgate University financial aid will continue to receive aid during participation in a Colgate Study Group. Colgate aid is not available for participation in non-Colgate or affiliated programs. Additional information about Colgate financial assistance may be obtained from the Office of Student Aid.

8. For more information about these issues or the options listed below, attend one of the twice-weekly general information meetings conducted by the Office of Off-Campus Study/International Programs. To sign up for a meeting, stop by 105 McGregory Hall or call x7216.

**RESEARCHING THE OPTIONS**

Students who plan to study off-campus have three options before them: Colgate University Study Groups, affiliated programs, and foreign study sponsored by another domestic institution or through direct enrollment in a foreign institution.

1. **Colgate University Study Groups**

Colgate sponsors approximately eighteen study groups each year. General information about these groups is available in the Office of Off-Campus Study/International Programs and on the OCS/IP website. More specific information about each group can be obtained from the sponsoring department or the study group director. Colgate Study Groups are offered either annually (A) or biennially (B).

<table>
<thead>
<tr>
<th>Study Group</th>
<th>Semester</th>
<th>Sponsoring Department/Program</th>
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<tbody>
<tr>
<td>Australia</td>
<td>Fall (A)</td>
<td>Environmental Studies/Geography</td>
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<tr>
<td>China</td>
<td>Spring (B)</td>
<td>East Asian Languages/Literatures</td>
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<tr>
<td>Dijon</td>
<td>Spring (A)</td>
<td>French</td>
</tr>
<tr>
<td>Dominican Republic</td>
<td>Spring (B)</td>
<td>Africana &amp; Latin American Studies</td>
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<tr>
<td>Freiburg</td>
<td>Spring (A)</td>
<td>German</td>
</tr>
<tr>
<td>Geneva</td>
<td>Fall (A)</td>
<td>Political Science/International Relations</td>
</tr>
<tr>
<td>India</td>
<td>Fall (B)</td>
<td>Interdisciplinary</td>
</tr>
<tr>
<td>Japan</td>
<td>Spring (A)</td>
<td>East Asian Languages/Literatures</td>
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<tr>
<td>London-Economics</td>
<td>Fall (A)</td>
<td>Economics</td>
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<tr>
<td>London-English</td>
<td>Fall (A)</td>
<td>English</td>
</tr>
<tr>
<td>London-History</td>
<td>Fall (A)</td>
<td>History</td>
</tr>
</tbody>
</table>
Madrid  Fall &/or Spring  Spanish
Manchester  Fall  (A)  Interdisciplinary
Moscow  Fall  (A)  Interdisciplinary
National Institutes of Health  Fall  (A)  Natural Sciences
Native American  Fall  (B)  Native American Studies
Northern Europe  Spring  (B)  Peace Studies
Scotland  Spring  (A)  Philosophy & Religion
Trinidad, West Indies  Fall  (B)  Caribbean Studies
Venice  Fall  (A)  Interdisciplinary
Wales  Spring  (A)  Natural Sciences
Washington, D.C.  Spring  (A)  Political Science

All Colgate academic regulations, financial aid, registration changes, and drop/add deadlines for each term are applicable to students enrolled in a Colgate Study Group. Participation in a study group counts as Colgate residency and students receive Colgate credit for all study group courses.

2. Affiliated Programs

Affiliated programs have special contractual agreements with Colgate University but are conducted entirely by other institutions. General information about affiliated programs is available in the Office of Off-Campus Study/International Programs and on the OCS/IP website. More specific information is available from the Colgate faculty member listed below who acts as the program's on-campus contact.

<table>
<thead>
<tr>
<th>Program</th>
<th>Semester</th>
<th>Faculty Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology Field Study, Montana</td>
<td>Summer</td>
<td>Professor Hoham or Fuller</td>
</tr>
<tr>
<td>Mystic Seaport/Maritime Studies</td>
<td>Fall/Spring</td>
<td>Professor McClennen</td>
</tr>
<tr>
<td>Sea Semester</td>
<td>Fall/Spring/Summer</td>
<td>Professor McClennen</td>
</tr>
<tr>
<td>Semester in Environmental Science</td>
<td>Fall/Spring</td>
<td>Professor Fuller</td>
</tr>
<tr>
<td>Swedish Program</td>
<td>Fall/Spring</td>
<td>Professor Bolland</td>
</tr>
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Students participating in affiliated programs pay all fees directly to the sponsoring institution; Colgate financial aid is not available for these programs. If you are accepted by an affiliated program, you must submit an application for an Academic Leave of Absence (ALOA) to your Administrative Advisor. Courses taken on an affiliated program will not be counted against Colgate's six-course transfer limit. Titles of courses taken and grades earned will be entered on the transcript; however, these grades will not be calculated into the Colgate Grade Point Average (GPA).

3. Study at Foreign Institutions and Foreign Study Programs Sponsored by Other Domestic Colleges, Universities and Organizations

Colgate permits students the opportunity to attend another accredited institution for the purpose of off-campus study. The Office of Off-Campus Study/International Programs maintains a library of study abroad programs by other colleges and institutions. Included in this collection are general reference tools, such as Academic Year Abroad and Peterson's Study Abroad, publications by foreign institutions who accept U.S. students on a semester basis, publications about study abroad opportunities sponsored by U.S. colleges and universities, and evaluations by Colgate students of non-Colgate programs. Because the quality of study-abroad programs varies tremendously, credits from some of these programs will not transfer. You should use the following criteria in selecting a non-Colgate program:
a) The academic demands of the program should be comparable to the academic demands of Colgate.

b) The teaching faculty of the program must be well qualified in the field in which they teach.

c) The program should offer extensive orientation (either in the U.S. or immediately upon arrival abroad) and readily available advising throughout the semester.

d) The program should provide a variety of opportunities for students to learn about the culture of the host country. Immersion into the culture can be facilitated through living arrangements such as homestays, living in dorms with host-country students, or by enrollment in classes at a host institution.

e) The program should offer some arrangement for student excursions or field trips in the host country. However, Colgate does not award credit for programs that are fundamentally study tours through several countries and cultures during a single semester.

f) The program should provide access to reasonable library and cultural resources.

g) The program must be accredited by a recognized regional or (in the case of a foreign institution) national accreditation board.

h) Students who attend programs in non-English speaking countries are expected to take at least one course in the language of the country. (Note: Language departments at Colgate have specific criteria for awarding concentration credit for language courses taken on non-Colgate programs.)

i) The program should carefully evaluate student work and provide an official transcript from either the host or the sponsoring institution.

Questions about these criteria or about specific non-Colgate programs can be discussed with a member of the Off-Campus Study/International Programs staff.

Colgate students may receive credit for a maximum of six equivalent Colgate courses taken at other institutions or in non-Colgate programs. This includes all Advanced Placement credits and other college credits earned prior to entering Colgate as a first-year student, courses taken as a visiting student elsewhere, and courses taken at another institution during the summer or during the time that a student is on a leave of absence. A course must fall under the category of “Liberal Arts” and a grade of "C" or above must be earned in the course in order to transfer the course credit to Colgate. Grades for courses taken on non-Colgate programs will not appear on the Colgate transcript and will not be factored into the Colgate Grade Point Average. Transfer of credit will not be automatically approved. Thus, all courses should be pre-approved. In particular, if courses are to be applied toward concentration requirements, they must be approved in advance by the appropriate Department Chairperson. (For more information on obtaining credit for courses taken off-campus, see "Enrolling in Off-Campus Study Programs" below.) Credit will be approved only for those programs of high academic quality. The ultimate decision regarding programs of questionable quality will rest with the Office of the Dean of the Faculty.

Students participating in non-Colgate programs pay all tuition, room, board and fees to the host institution or sponsoring program. Colgate students participating in non-Colgate programs are not eligible to receive Colgate financial aid.

PROCEDURES FOR ENROLLING IN OFF-CAMPUS STUDY PROGRAMS

A. Colgate Study Groups

1. Submit application(s) to study group directors in the Fall semester for both Fall and Spring study groups. Applications for Colgate study groups are available from the department sponsoring the program, from the
study group director and from the Office of Off-Campus Study/International Programs. Deadlines for applying to Colgate study groups will be announced at informational meetings, in the student newspaper, and in the Office of Off-Campus Study/International Programs in the Fall semester only.

2. If accepted, register for the study group classes with the study group director during the Colgate pre-registration period.

3. If you receive Colgate financial aid, consult with the Office of Student Aid about your plans.

4. Make housing arrangements for your return to campus.

B. Affiliated Programs

1. Submit application. Applications for affiliated programs must be obtained from the program or the campus faculty contact. See the faculty contact for details.

2. If accepted, register for affiliated courses with the faculty contact on the normal Colgate pre-registration card.

3. You must request an Academic Leave of Absence (ALOA) between 20 January and 27 February 2004 for both the Fall and Spring semesters of the 2004-2005 academic year. Note that priority for approval of Academic Leaves of Absence will be given by date that the application is filed. You will be notified of the status of your ALOA on or about 8 March 2004. ALOA forms are available from the Office of Off-Campus Study/International Programs or from your Administrative Advisor. They must be signed by your Faculty Advisor and submitted to your Administrative Advisor by the deadline noted above.

4. Make housing arrangements for your return to campus.

C. Foreign Institutions and Foreign Study Programs Sponsored by Other Domestic Institutions

1. Obtain catalogs, program materials, and course offerings from the program(s) or university(ies) you wish to attend. You are welcome to review the collection of catalogs and materials maintained in the Office of Off-Campus Study/International Programs before you request your own copies.

2. After researching the options, prepare a Statement of Intent that includes the following information:

   a) Options for both the Fall 2004 and Spring 2005 semesters. Indicate your first choice of semester that you wish to study abroad and provide a brief rationale for that choice.

   b) Your reason for choosing the geographic region in which you wish to study.

   c) Your academic reason for selecting the particular program(s) to which you will be applying.

   d) The courses you plan to take if accepted. You should list four courses and four alternates for each of the programs to which you will be applying.

   e) The type of credit you wish to receive for these courses. If you would like to receive concentration credit, specify the particular course or courses – for both your first and alternate courses – which you will be asking to transfer into your concentration.

   f) A description of how the proposed coursework will integrate with your concentration and/or academic program. This is especially important.

3. Schedule an appointment with an advisor in the Office of Off-Campus Study/International Programs to
review your statement. Bring all program materials with you to this meeting. If the statement provides all the information requested above and if the program warrants approval in accordance with the criteria listed on page 4, you will be given a Statement of Support for Off-Campus Study, an Academic Leave of Absence (ALOA) form, and a Transfer of Credit Application.

4. Present your Statement of Intent, Statement of Support for Off-Campus Study, and Academic Leave of Absence forms to your Faculty Advisor. Your advisor will need to review the catalogs and other program materials you have collected. Be sure to take course descriptions, syllabi, term length and other pertinent information with you. Discuss your plans for off-campus study with your advisor – in particular how those plans relate to your concentration, and obtain your advisor's signature on both the Statement of Support and the Academic Leave of Absence forms.

In cases where you plan to take courses for concentration credit, you should discuss those courses with the appropriate Department Chairperson or Program Director to determine if concentration credit may be awarded.

5. Take your ALOA form to your Administrative Advisor. Signed ALOA applications will be accepted beginning 20 January 2004 and ending 27 February 2004 for the Fall 2004 and Spring 2005 semesters. You will be notified of the status of your ALOA on or about 8 March 2004. If you are granted the leave of absence, you will subsequently be billed a $300 deposit to reserve a place for you in the semester of your projected return. When you return as projected, the deposit will be applied to that term's tuition bill. Failure to return as planned will result in forfeiture of the $300 deposit. No leave of absence is required for summer terms.

6. After approval of your leave of absence, submit application(s) to the program(s) of your choice.

7. Upon acceptance to an off-campus study program, submit your Transfer of Credit Application to the Registrar's Office, together with your Statement of Support and your Statement of Intent. If you are seeking concentration credit for a course taken off-campus or if you are seeking transfer credit for a course taken in the Natural Sciences and Mathematics, obtain the signature of the appropriate Department Chairperson for those courses only.

8. Make housing arrangements for your return to campus.

9. Be certain to request from the study abroad program that an official transcript be mailed to the Registrar's Office upon completion of your course work. Credit will be granted only for courses with grades of "C" or better. No credit is guaranteed for courses or programs not approved in advance of enrollment.

**DEADLINES TO REMEMBER**

1. Program Application – this varies from program to program. Be sure to inquire about application deadlines from your program provider as soon as possible.

2. Academic Leave of Absence – applications must be submitted to your Administrative Advisor between 20 January and 27 February 2004 for both the Fall 2004 and Spring 2005 semesters, with priority given by date that the application is submitted. Notification of academic leave approval will be given on or about 8 March 2004.

3. Transfer of Credit Application – for a Summer program: prior to May 1
   for a Fall program: prior to May 10
   for a Spring program: prior to December 10
SOURCES OF INFORMATION

For Colgate Study Groups

1. Sponsoring Department/Division/Program
2. Office of Off-Campus Study/International Programs and OCS/IP website
3. Study Group Director

For Affiliated Programs

1. On-campus faculty contact (see page 3 above)
2. Program materials in the Office of Off-Campus Study/International Programs and on OCS/IP website
3. Program offices (off-campus)

For Non-Colgate Programs

1. General resources: Academic Year Abroad, Peterson's Study Abroad
2. Catalogs and brochures in the Office of Off-Campus Study/International Programs

QUESTIONS?

Call the Office of Off-Campus Study/International Programs at x7216 to set up an appointment, or e-mail your questions to: Off-Campus Study.
PROCEDURES AND CHECKLIST

COLGATE STUDY GROUPS:

_____ Submit application to Study Group Director
_____ Make housing arrangements for return to campus

AFFILIATED PROGRAMS:

_____ File ALOA between 20 January and 27 February 2004
_____ Submit application to program
_____ Make housing arrangements for return to campus

FOREIGN INSTITUTIONS AND STUDY ABROAD PROGRAMS:

_____ Prepare Statement of Intent and meet with a study abroad advisor from the Office of Off-Campus Study/International Programs
_____ Statement of Support (signed by Faculty Advisor and Off-Campus Study/International Program study abroad advisor)
_____ File ALOA between 20 January and 27 February 2004
_____ Submit application to program
_____ Submit Transfer of Credit application to Registrar
_____ Make housing arrangements for return to campus

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