

Grinnell College  
Center for International Studies

# Off-Campus Study Handbook 2009-10



*Guide for Students Planning to Study Off-Campus  
During the Academic Year 2010-2011*

Office of Off-Campus Study

[www.grinnell.edu/offices/ocs](http://www.grinnell.edu/offices/ocs)

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## TABLE OF CONTENTS

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INTRODUCTION .....	1
CHOOSING AN OFF-CAMPUS STUDY PROGRAM .....	1-3
CHOICE OF OFF-CAMPUS SEMESTER .....	4
TUITION AND FEES FOR OFF-CAMPUS PROGRAMS .....	4
ELIGIBILITY TO STUDY OFF CAMPUS.....	5
APPLYING TO STUDY OFF CAMPUS .....	6-8
APPLYING FOR GRINNELL APPROVAL .....	6
APPLYING TO YOUR CHOSEN PROGRAM .....	8
APPEALS, CONDITIONS, RESIDENCE POLICY, PROGRAM CHANGES & CANCELLATIONS .....	9
TRAVEL WARNING POLICY .....	9
PAYING FOR OFF-CAMPUS STUDY .....	10-12
AFTER ACCEPTANCE TO YOUR PROGRAM.....	13-19
PROGRAM DEPOSITS .....	13
PASSPORTS & VISAS.....	13
HEALTH CONCERNS .....	14
TRAVEL ARRANGEMENTS & INFORMATION .....	15-17
CULTURE SHOCK .....	17
STUDENTS WITH DISABILITIES .....	18
ON-LINE STUDY-ABROAD HANDBOOK & RESOURCES.....	19
RETURNING TO CAMPUS PREREGISTRATION, HOUSING, TELEPHONE NUMBERS .....	20
OFF-CAMPUS STUDY PARTICIPANTS ON CAMPUS .....	22-28
CAMPUS PROGRAM ADVISERS .....	29-33
<b>APPENDIX A:</b> CONDITIONS OF GRINNELL APPROVAL..... TO STUDY OFF CAMPUS	34-35
<b>APPENDIX B:</b> CAREER DEVELOPMENT INFORMATION.....	36

# INTRODUCTION

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## **General Information**

Each year, large numbers of Grinnell students, around 60% of every graduating class are accepted onto a wide range of off-campus study programs both abroad and elsewhere in the United States. Students study abroad throughout the world: Asia, Australia, Latin America, Europe, the Middle East, Africa, and various locations in the U.S. Participation is open to all qualified students, regardless of major, and possibilities for study exist in virtually all subject areas.

Off-Campus Study is an opportunity to broaden your liberal arts education and enhance your major, concentration or other areas of academic interest. Although Grinnell recognizes that just being and studying in a new and challenging environment is a valuable learning experience, the college believes the opportunity will be even more enriching if closely integrated with your coursework on campus. During the application process, you will notice that great emphasis is placed on selecting an appropriate program compatible with your academic goals. You will be working together with your academic advisers and the OCS Office to choose a program that supplements and enhances your Grinnell education.

## CHOOSING AN OFF-CAMPUS STUDY PROGRAM

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Off-Campus Study (OCS) programs are offered in most regions of the world. You will find information on a wide range of options on the Off-Campus Study website or in the Resource Area, located outside the OCS Offices in Macy House and open from 8:00 - 5:00 PM, Monday through Friday. OCS Office staff are available on the first floor of Macy House to answer any questions you may have.

## **Featured Programs**

The programs featured in the Resource Area and on the OCS website have been carefully selected and represent some of the best opportunities available in off-campus study today. From among the broad academic and geographical range of options, most students should be able to identify a program well suited to their academic goals.

## **Types of Off-Campus Study Program**

Most programs offer you the opportunity to enhance your major, concentration, or other areas of academic interest while broadening your liberal arts education by learning about another area of the world. On some programs, the courses are linked by a common theme, such as women's studies, environmental studies or global development studies. On others, coursework may be closely connected to a particular major such as biology or economics. Some programs, however, are not particularly specialized and offer a range of coursework in the liberal arts. Programs may be organized and operated by American educational institutions, universities in the host country or a combination of both in a cooperative arrangement. Formats vary from traditional classroom-based instruction to field work, independent study and internship.

## **Program Competitiveness**

It is important to note that off-campus study programs vary considerably in competitiveness. While some are highly competitive, accepting only students with higher GPAs and specific course preparation, others may have more relaxed criteria for admission. Although prerequisites and GPA requirements are normally set by the program itself, the Off-Campus Study Board may increase or extend them. Information on eligibility is provided in the Program Summaries on the OCS website.

## **Alternative Programs**

Students wishing to attend a program not featured by Grinnell must make an appointment to discuss the possibility with the Director of Off-Campus Study and obtain the approval of the Off-Campus Study Board. Approval to apply to an

alternative program is granted only when the student and program meet the following criteria: a solid academic rationale for attending the program supported by the student's academic adviser, absence of a similar offering among programs featured by Grinnell, verification of the academic and organizational quality, and transferability to Grinnell College of academic credit awarded by the program.

**Applying to More Than One Program**

Normally, Grinnell students are allowed to apply to only one off-campus study program. Denial of admission is rare because of the screening that takes place at Grinnell during the approval process. However, permission to apply to a back-up program may be granted in cases of very highly competitive programs where the applicant is deemed to be marginally qualified. In the unusual event that a student who has applied to only one program is denied admission, the OCS Office will provide assistance in identifying an acceptable substitute program and a second application may be submitted.

**Year-Long Approval**

Approval to attend year-long programs is very limited and is granted by the Off-Campus Study Board on a competitive basis to students demonstrating exceptional academic achievement, a strong written rationale, and support for their plans from their major or intended-major departments. The Off-Campus Study Board gives preference to well-focused proposals designed to deepen the student's knowledge of a single culture within the context of a single integrated program. Successful applications to spend a full year off campus normally involve a request to study on one program in one country.

**How do I Choose An Off-Campus Study Program?**

**Assessing the Importance of Off-Campus Study**

You may already have a good idea about where and what you would like to study off campus. However, if you are just beginning to explore the possibilities, you should reflect seriously on what you are planning to do. At this point in your life and education, you are likely to be at the optimal point in your capacity to learn by living and studying in a new and challenging environment. Since an optimal point occurs by definition only once in a lifetime, and off-campus study may hold valuable personal, academic, and professional benefits, the careful choice of an appropriate program may well be one of the most important decisions you will make during your college career.

**Core Academic Rationale for Off-Campus Study**

Grinnell requires that you select a program compatible with your academic goals, clearly set out in your four-year plan and off-campus study essay. It is largely up to you to define your goals in consultation with your academic adviser. Since your choice of program has to be linked to these stated objectives, you should begin by thinking about **why you want to study off campus, i.e., your core academic rationale**. Most students choose to link their off-campus study to their major or concentration while others may wish to use the experience to enhance their understanding of other subjects studied on campus. Whatever link you choose should provide you with a solid sense of academic direction in choosing an appropriate program.

**Additional Objectives for Off-Campus Study**

In addition to the **core academic rationale** described above, your choice of program may be partly determined by **additional objectives**. For example, you may wish to broaden your liberal arts education by studying a language or taking courses not offered at Grinnell. You may also have broader educational goals connected to the experience of living in another culture. The possibility of community service, fieldwork or an internship might be an important consideration. Such additional objectives are important to consider along with your core academic rationale and should be of help in guiding you towards a program that is right for you.

## Personal Advising

### Your Academic Adviser

Since Grinnell requires that your choice of program be connected in some way with the subject areas that you have included in your four-year plan, you should start your discussion about studying off campus by talking with your academic adviser. Your adviser can help you in deciding whether off-campus study would be beneficial and may have suggestions about which aspects of your studies you may wish to deepen and enhance. Academic advisers will certainly be interested to know which programs you find attractive and may also have recommendations of their own. If you have not declared, you should meet with your current adviser and also seek advising from a professor within your intended major department.

### Campus Program Advisers

A Program Adviser is assigned to every off-campus study program featured by Grinnell College. These advisers are very familiar with the programs they represent and can provide you with detailed program information as well as answering any questions you may have. A list of Campus Program Advisers is provided in the back of the Off-Campus Study Handbook.

**The Director and Assistant Directors of Off-Campus Study are also available by appointment to help you in deciding on a program.** To set up an appointment, send a message to Richard Bright, Director of Off-Campus Study or Neela Nandyal, Assistant Director of Off-Campus Study, listing a range of times between 8:30 -11:30 and 1:30 - 4:00 p.m., Monday through Friday. (Neela Nandyal is not available on Fridays.) Appointments are scheduled on the half-hour. Be sure to mention the program(s) you would like to discuss.

### Peer Advisers

Every semester, large numbers of Grinnell students return from studying off campus. Talking with other students who have already studied on a program or in a region of interest to you is essential to making an intelligent decision about off-campus study. **You will find a list of past OCS students in the back of this handbook under 2008-2009 Off-Campus Study Participants on Campus and also in the Directory on the OCS website.** In addition to speaking with Grinnell students, you may wish to contact specific off-campus study programs to obtain contact information for recent non-Grinnell participants.

### International Students

Grinnell College is fortunate to have a diverse student body from many parts of the world. International students may be able to provide you with valuable insights and information to help you in making a decision about where to study off campus. The International Students Office will provide names of students from specified countries or regions.

## CHOICE OF OFF-CAMPUS SEMESTER

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<b><i>Declaration of Major</i></b>	Declaring a major is not required for applying to study off campus, and students who have not declared are considered for approval on an equal basis with those who have. However, since you cannot complete the four-year plan in your application without at least an intended major, if you do not plan to declare before the due date, you will need to discuss your OCS plans with a professor in your intended major department and request a signature. An intended major is recognized as entirely tentative, and you may change it on your application, even after it is submitted and approved, by contacting the Off-Campus Study Office.
<b><i>First and Second-Choice Programs</i></b>	Most students are required to apply for first-choice and second-choice program options, one in the fall semester and the other in the spring. Although every effort is to accommodate your first-choice program and semester, the college must achieve a balance of students between fall and spring, and some students may not be granted their first choice. Decisions are made on a competitive basis, taking into account your essay, integration of the OCS program with on-campus studies, GPA, and recommendations. <b>For details, see Grinnell Approval Application instructions.</b>
<b><i>Inability to study off campus in fall or spring</i></b>	You may not be required to list program options in both semesters if your adviser believes that, for academic reasons, you won't be able to study off campus in a particular semester. In this case, the Off-Campus Study (OCS) Board requires that you ask your adviser to submit an Adviser Statement Form (Part VIII of the application), indicating the nature of the academic impediment. If approved by the OCS Board, you will not be required to list a second-choice program option. Normally, the OCS Board only considers the following impediments: inability to: (1) complete the major; (2) complete a concentration; (3) take courses in the appropriate sequence; (4) complete the prerequisites for the program. Non-academic, extra-curricular, or personal reasons are given lower priority than academic considerations. <b>For details, see Grinnell Approval Application instructions.</b>
<b><i>Yearly Limits to Total Off-Campus</i></b>	Meeting the minimum standards of eligibility to study off campus does not guarantee that Grinnell College approval will be granted. There may be limitations to the number of students approved to study off campus in a given year if an unusually large number of students apply. In this case, granting approval may be made competitive. Selection will be made on the basis of your written rationale for studying off campus, integration of program with on-campus studies, GPA and recommendations.

## TUITION & FEES FOR OFF-CAMPUS PROGRAMS

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<b><i>Program Cost</i></b>	Grinnell tuition is charged in place of the tuition portion of the program charge when that amount is equal to or less than Grinnell tuition. For programs whose tuition charge exceeds that of Grinnell, the college will charge the actual program tuition cost in place of its own tuition. Non-tuition costs, such as room and board and other program charges billed to Grinnell, will appear on the student's account in addition to the tuition charge.
<b><i>Financial Aid</i></b>	Grinnell makes every effort to meet students' demonstrated institutional need for off-campus study. However, students who choose to attend programs significantly more expensive than Grinnell will have to borrow or contribute more than they would if they remained on campus. <b>See "Paying for Off-Campus Study".</b>



## ELIGIBILITY TO STUDY OFF-CAMPUS

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1. **Third- or Fourth-Year Standing.** Final-semester students must request a waiver of the final-semester residence requirement from the Committee on Academic Standing. Transfer students admitted as first or second-year students are eligible in their third or fourth years, but those admitted as third-years are eligible only for Grinnell College programs.
2. **Good academic standing and normal progress toward graduation.** Students failing to make normal progress, placed on strict academic probation, or suspended or dismissed from the College lose their approval to study off campus and remain liable for all program charges incurred up to that point.
3. **Minimum cumulative GPA of 2.75** achieved by the end of the fall semester of the year the Grinnell Approval Application is submitted. This GPA-level must be maintained until the period of off-campus study begins.
4. **Completion of the prerequisite courses** for participating in the off-campus program as required by Grinnell College and the program itself. Grinnell may, for example, set higher language prerequisites than the program itself requires or set prerequisites in addition to those required by the program.
5. **Commitment to study the language of the host country or take courses taught in the language of the host country** during the off-campus semester if offered by the program and not the student's native language. This standard applies whether or not language study is required by the program itself.
6. **Academic Planning:** Although you may submit your application without declaring a major, discussing your OCS plans with a professor in your intended major is an important part of sound academic planning. If you haven't declared a major by the OCS application deadline, your four-year plans must reflect an intended major. (For details, see Applying for Grinnell Approval, page 5.)
7. **A written rationale** explaining how you plan to integrate your off-campus program with your four-year plan of study, including your major, concentration and other areas of interest.
8. **Approval of the proposed program, four-year plan, and rationale** for studying off campus by your academic adviser(s), campus program adviser, and the Off-Campus Study Board. Strong faculty recommendations.

**Students presenting a compelling academic justification, supported by the academic adviser(s) and the campus program adviser, may request, as part of the "Special Considerations" section of the application essay, an exception to a particular standard.**

# APPLYING TO STUDY OFF CAMPUS

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## **Step One      Application for Grinnell College Approval to Study Off-Campus**

Obtain approval from Grinnell College to apply to your first- or second-choice program by submitting a “**Grinnell Application**” to the Off-Campus Study Board in the academic year before you wish to study off campus. **The Grinnell Application deadline for 2010-2011 programs is Friday, December 11, 2009.**

**You will receive a letter granting approval to apply to either your first- or second-choice program on Friday, February 26, 2010.**

## **Step Two      Off-Campus Study Program Application**

With your “Grinnell Approval” in hand, you will be submitting a “**Program Application**” to the off-campus study program approved in Step One by the program’s own published deadline. Applications are normally available through the OCS website or in booklets available from the OCS Office. Detailed instructions for applying to your program may be found on page 7.

**Deadlines for Program Applications** vary by program. Fall application dates are normally in March or April. Spring dates normally fall in October or November. A small number of programs have unusually early or late deadlines. Please note that since some programs operate on rolling admission, it will be to your advantage to submit your application well in advance of the final deadline date.

Although obtaining Grinnell approval in step one does not guarantee that you will be accepted to your program, the acceptance rate for Grinnell students averages 99%. In the unlikely event that you are not admitted, the OCS Office will work with you to find an acceptable alternative program

## STEP ONE: APPLYING FOR GRINNELL APPROVAL

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### **Grinnell Approval**

1. **Read the Off-Campus Study Handbook and talk with your adviser.** You are responsible for knowing and following the procedures and policies set out in this handbook. Since the information contained here will answer most of your questions, please read the handbook thoroughly. Discuss with your adviser how off-campus study might fit into your four-year plan and ask whether he or she has particular recommendations for subject areas or specific programs.
2. **Pick up an Application for Grinnell College Approval to Study Off-Campus** and familiarize yourself with the application instructions. Obtain your application in September. Applications are available from the OCS Office or the OCS website. If you are applying for a year-long program, you will need to obtain a **Year-Program Application** by making an appointment to discuss your plans with the Director of Off-Campus Study.
3. **Visit the Off-Campus Study Resource Area or Website.** The OCS Resource Area, adjacent to the OCS Offices in Macy House has printed program information. The Off-Campus Study website offers Program Summaries that highlight program features and prerequisites as well as links to individual

program websites. OCS Office staff are available to answer questions. The Resource Area is open from 8:00-5:00, Monday through Friday.

4. **Attend Program Information Meetings.** Dates will be announced by e-mail. There will be "Regional Meetings," covering programs by continent, and "Program Meetings," featuring single programs and providing an opportunity to talk with the Program Adviser and students who have already participated.
5. **Make appointment(s) with Campus Program Adviser(s).** There is a Campus Program Adviser assigned to every program. You should make appointments to talk with the advisers who represent the different programs you are considering. **You must obtain the signature of the Campus Program Adviser for your fall and spring-semester options.** These Advisers are listed in this handbook and in the Off-Campus Study Program Summaries on the website.

**The Director and Assistant Directors of Off-Campus Study are also available by appointment to help you in deciding on a program.** To set up an appointment, send a message to Richard Bright or Neela Nandyal listing a range of times between 8:30 -11:30 and 1:30 - 4:00 p.m., Monday through Friday. Appointments are scheduled on the half-hour. Be sure to mention the program(s) you would like to discuss.

6. **Obtain approval from your Academic Adviser.** The application includes two four-year plans, one for your fall-semester program option and the other for spring. If you have declared a major, your fall and spring four-year plans, program choice(s), and essay must be approved by your academic adviser(s). Although you may submit the application without declaring a major, discussing your plans with a professor in your intended major is an important part of sound academic planning. If you haven't declared by the deadline, your four-year plans must show an intended major, and your four-year plans, program(s), and essay must be approved by both your current adviser and a faculty member in your intended major, ideally your intended adviser. **If you have declared, or intend to declare, a double-major,** signatures from both departments are required. Your Adviser in your major or intended major will determine whether credits from your program may count towards your major.
7. **Make an appointment with your Concentration Adviser (if applicable).** If you wish to receive credit from off-campus study towards a declared or intended concentration, you must obtain approval for specific off-campus program courses from your current or intended Concentration Adviser. If you do not wish to obtain concentration credit, no appointment is necessary.
8. **Request Recommendations from Faculty Members.** Give the recommendation forms included in the application to two faculty members from whom you've taken a course. Neither has to be from your major department, and one of them may be from your Adviser. However, **if your program is located in a country where the language spoken is taught at Grinnell, one of your recommendations must be from the appropriate language department.**

Please request recommendations at least seven days before the Grinnell Application deadline and ask that they be sent directly to the OCS Office.

9. **Turn in your Grinnell Approval Application,** together with two photocopies, to the OCS Office no later than 5:00 p.m, Friday, December 11, 2009.

## STEP TWO: APPLYING TO YOUR CHOSEN PROGRAM

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Before applying to your off-campus study program, you will need to have Grinnell College approval to submit an application. You will receive a letter announcing this approval on February 26, 2010.

### Applying to Your Program

Make careful note of your program application deadline. **You are responsible for meeting the deadline stated in your program materials.** Be sure to double check the date because you will not be receiving a reminder from the Off-Campus Study Office.

1. **Application Forms.** Program application forms on paper are available on individual program websites or in program booklets available in the OCS Resource Area. Some programs have applications that are entirely on-line.
2. **Submitting Your Application.** Whether your application is on paper or on-line, be sure to submit it **by the deadline listed in your approval letter**, not the deadline published on the program website. The OCS Office has moved most deadlines forward to maximize your chances of admission.

**Paper Applications:** Bring your completed application and a photocopy to the OCS Office for mailing by the **program deadline in your approval letter**. A cover-letter will be added, authorizing your application and giving your program important details about Grinnell credit transfer and billing policies. The OCS Office will supply an envelope and mail your application for you.

**On-line Applications:** Submit your application **by the deadline in your approval letter** and inform the OCS Office. The cover-letter described above will be sent to the program.

**Applications not supported by a cover-letter may not be accepted by your program or may result in billing, financial aid, or transfer-credit difficulties.**

3. **Letters of Recommendation.** Recommendation letters should be sent directly to the program by your professors unless your application instructions say otherwise. If you are instructed to include recommendations together with your application, ask your recommenders to give you the letters in sealed envelopes, signed and taped across the flap. Bring them to the OCS Office with your completed application. Please do not ask your recommenders to send their letters to the OCS Office.

Remember that the professors you ask to support your application are busy and probably have many other letters to write so be certain to allow them enough time – **at least 10 days** - to write your recommendations and mail them by the deadline. Be sure to provide the program address.

4. **Transcript.** Complete a “Transcript Request Form” at the Registrar’s Office and ask that your transcript be sent directly to the program. You will need to supply the program address. Please remember that the Registrar requires two days notice to issue a transcript. If your program requires that the transcript be mailed together with your application, you may request that it be sent to you by campus mail for inclusion with your application materials.

<b>Appealing an OCS Board Decision</b>	The OCS Board may deny an application for failing to meet acceptable standards related to one or more of the following criteria: academic performance, written rationale for studying off campus, choice of program, and faculty recommendations. Any appeal of an OCS Board <b>denial</b> must be made in writing within ten days of the original notification and submitted to the OCS Director, who will forward the appeal letter and a copy of the application to the OCS Board Chair for review.
<b>Conditional Approval to Study Off Campus</b>	The Off-Campus Study (OCS) Board may make approval of an application subject to certain conditions, for example, the revision of a specified part of the application, such as the essay. The OCS Director will communicate the decision to the student and academic adviser for discussion as to how best to modify the application to satisfy the condition(s). The revised application will be due within ten days of the original notification, with copies to be submitted to the academic adviser, the OCS Director and OCS Board Chair.
<b>OCS Residence Policy</b>	<p>Students must be in residence during the spring semester when the Grinnell Approval Application to Study Off-Campus is due.</p> <p>Once having received Grinnell College approval to study off campus, a student must remain in residence during the semester (s) preceding the off-campus study semester.</p> <p>If student has not been in residence during the fall semester immediately preceding the spring semester when the Application for Grinnell College Approval to Study Off Campus is due, the student must spend two consecutive semesters in residence before studying off campus.</p>
<b>Changing Programs</b>	<b>If you change your mind and wish to apply to a different program</b> from the one for which you were approved, please make an appointment with the Director of Off-Campus Study. The approval of your Adviser(s) and the Off-Campus Study Board will be required to change programs.
<b>Canceling your OCS plans</b>	<b>If you wish to cancel your approval to study off campus</b> , inform the OCS Office in writing or by e-mail. If you have already applied to your program, you will also need to inform the program that you will not be participating. (Please note that the program deposit is normally non-refundable if you decide not to participate in the program after paying it. There may also be substantial additional charges, depending on how close to the start of the program you decide to withdraw.) Students must cancel their approval to study off campus before being allowed to pre-register for on-campus courses or being eligible for college housing.
<b>College policy on Travel Warnings</b>	Students who have been granted Grinnell College approval to study off-campus will not be allowed to begin a study-abroad program in a country or area considered to be unsafe by the U.S. Department of State. Should such a Public Announcement or Travel Warning advising individuals to defer travel to the region come into effect prior to the beginning of a program, students will need to work with the Off-Campus Study Office to make alternative plans. In cases where such a Public Announcement or Travel Warning is issued while a program is in progress, a decision to cancel a student's approval to study off campus may be made based on the advice of the U.S. Department of State.

# PAYING FOR OFF-CAMPUS STUDY

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## **Financial Aid**

### **FINANCIAL AID:**

Students approved for off-campus study (OCS) programs who wish to receive aid must complete the same financial aid forms as students intending to remain on campus. All financial aid deadlines and requirements still apply. Awards for the fall semester are generally mailed in June, and adjustments to awards for the spring semester are mailed in November.

Students planning to attend OCS programs other than Grinnell-in-London, Grinnell-in Washington, ACM or IES programs must provide budget information from the program to the Office of Student Financial Aid as soon as possible. Budgets generally include allowances for tuition, fees, room, board, textbooks, personal expenses and transportation. Need-based awards cannot be determined until budget information is obtained.

The family contribution is determined by using the same federal and institutional formulas for on campus and OCS programs. Grinnell makes every effort to meet student's demonstrated institutional need for off-campus study. However, based on the comprehensive cost associated with attending an off-campus program, students may have to borrow additional funds or contribute more than they would if they remained on campus.

### **How is Aid Awarded for Off-campus Study?**

#### **❖ Students receiving only merit assistance**

- ◇ Examples of merit aid: Trustee Honor Scholarship, National Merit Scholarship, Phillip L. or Paul Burgett Scholarship and Bowen Scholarship.
- ◇ These scholarships can be used for OCS, but they cannot be increased to reflect increased costs.
- ◇ With regard to the Office of Student Financial Aid, there is nothing additional you need to do in order to receive assistance while abroad.

#### **❖ Students receiving tuition remission through the ACM, GLCA or Grinnell College**

- ◇ These benefits are only applied to the Grinnell-in-London and Grinnell-in-Washington programs.

#### **❖ International students receiving aid**

- ◇ International grants, scholarships and loans can be used for OCS, but cannot be increased to reflect increased costs.
- ◇ These awards will be adjusted (reduced) if the program costs are less than the amount awarded to the student for the off-campus study program.
- ◇ With regard to the Office of Student Financial Aid, there is nothing additional you need to do in order to receive assistance while abroad.

#### **❖ Students with campus employment as part of their aid package**

- ◇ Students are not permitted to work abroad.
- ◇ Federal Work-study eligibility may be replaced by loans.
- ◇ Students with Campus Employment Eligibility or Grinnell Work-study may need to earn additional money during the summer or breaks to cover the amount normally earned on campus.

❖ **Students with need-based aid**

- ◇ Examples of need-based aid: Grinnell Grant, Federal Pell Grant, Iowa Tuition Grant, Federal Perkins Loan, Federal Subsidized Stafford Loan, Federal Work-Study.

**The following example illustrates how need-based aid eligibility is determined using 2008-09 cost information for two programs in London:**

	<i>On-Campus</i>	<i>Fordam University</i>	<i>Grinnell in London</i>
<b>Cost:</b>	(4) 23100	28691	28124
<b>Less:</b> Expected Family Contribution	10000	10000	10000
<b>Equals:</b> Need or Eligibility for Aid	13100	18691	18124
<b>Less:</b> Additional Loan or Family Contribution - for more Expensive programs	N/A	(3) 3219	N/A
<b>Equals:</b> Adjusted need used to determine additional gift and loan assistance	13100	15472	18124
<b>Aid:</b>			
Grant:	11000	13372	16024
Loan:	(1) 1000	*5319	**2100
Work:	(2) 1100	0	0
Total Aid:	13100	18691	18124

\*Loan: (1) \$1,000 initial loan + (2) \$1,100 initial work + (3) \$3,219

\*\*Loan: (1) \$1,000 initial loan + (2) \$1,100 initial work

(4) Estimated On-campus Cost: Tuition \$17,466 + Fees \$248 + Room \$1,919 + Board \$2,217 + Personal Expenses \$550 + Books \$450 + Transportation \$250 = \$23,100

**Additional Information:**

- ❖ Estimated program cost information for 2008 -09 is provided on the Off-Campus Study website at [www.grinnell.edu/offices/ocs/programs](http://www.grinnell.edu/offices/ocs/programs). Please be sure to review both the Cost Information for Families spreadsheet and the Supplement to the Cost Information for Families Spreadsheet.
- ❖ Aid will not exceed the cost of attending an off-campus study program under any circumstance
- ❖ Students are not eligible for financial aid through Grinnell College to attend a program which is not approved by the OCS Board nor is Grinnell responsible for notifying lenders that students have enrolled elsewhere
- ❖ All questions pertaining to financial aid should be addressed to the Office of Student Financial Aid at (641) 269-3250

## Program Fees

### Payment of Program Fees

1. **Advance deposits.** You will need to pay the **\$200** Grinnell College return-semester deposit that is required of all students. In addition to this deposit, when you receive the acceptance letter from your off-campus program, the program will require a separate deposit to hold your place. You are responsible for paying the program deposit directly to your program.
2. **Tuition & Fees.** Grinnell will charge its own tuition and fees for any student enrolling in an off-campus study program for which tuition is equal to or less than Grinnell's tuition. Grinnell will charge students the actual tuition of the off-campus program where tuition exceeds that of Grinnell. Room, board and other miscellaneous charges billed by the program to Grinnell College will appear as charges on the student's account, in addition to tuition. A handling fee of \$300 will also be charged.
3. **College Billing.** Some total program costs may vary due to fluctuation in the exchange rate and are subject to change without notice.

The college billing procedure for an off-campus semester is essentially the same as for a semester on campus. Bills will arrive as they normally would the last week of June and the last week of November. The invoice from the College will list Grinnell's tuition, or the program tuition, whichever is greater, a handling fee, and room, board or other fees charged by the program. Estimated program charges will be reflected in the Grinnell billing statement. Once a statement is received from the program, Grinnell will send a revised billing statement if adjustments are needed. Any credits which are applicable, such as financial aid, program deposits, or subsidies will also be included. The Grinnell College Cashier will pay the off-campus study program upon receipt of an invoice.

Payment is due Grinnell College at the same time as for any on-campus semester. Those who have selected the monthly payment plan may continue to use this plan for an off-campus semester and the payments will be adjusted accordingly.

#### Billing Questions:

DeNeil Moes  
Collection Manager  
Cashier's Office  
John Chrystal Center  
Grinnell College  
Grinnell, IA 50112-1690  
641-269-4100  
641-269-4937 (FAX)  
carstens@grinnell.edu

#### Financial Aid Questions:

Gretchen Zimmermann  
Associate Director  
Office of Student Financial Aid  
John Chrystal Center  
Grinnell College  
Grinnell, IA 50112-1690  
800-247-0113 / 641-269-3250  
641-269-4937 (FAX)  
zimmerma@grinnell.edu

## AFTER ACCEPTANCE TO YOUR PROGRAM

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### **Program Deposits**

When you receive your acceptance letter, you will be required to send in a deposit to hold your place on the program. This deposit is not an extra charge but rather part of the total program cost and is normally non-refundable. It is not paid for you by the college. After receiving your deposit, the program will send you information about flights, visa applications, housing, and other important details.

### **Passports Visas**

If your off-campus study program is not in the United States, and you are a U.S. citizen, you will need to apply for a passport. The "Passport Services Office" on the internet has answers to any questions you may have about applying for or renewing a passport. You can also download an application and a nationwide list of passport agencies. A link to the site is available on the Off-Campus Study website under "Resources".

If you've never had a passport or if your passport was issued before you were 16 and has expired, you'll have to complete an application form and submit it together with the supporting documents in person. In the immediate area, you may go to the Grinnell Post Office (641-236-5353), the Poweshiek County Recorder's Office in Montezuma (641-623-5617) or the Jasper County Courthouse in Newton (641-792-5442).

In addition to the completed application, you will need to have a certified copy of your birth certificate or a previous U.S. passport, proof of identity, such as a driver's license, and two official passport photos, which may be taken at any local photography studio or the Grinnell post office. For the current passport fee, please consult the Passport Services website listed above.

Apply for the passport as soon as you know you will be going abroad. Processing time varies and may take longer during the summer months (see the Passport Services website for current information). You will need your passport to apply for a visa, which is permission to reside in the country where you will be studying for the period of your program. Visa requirements and fees vary from country to country. Your program will provide you with information on obtaining the specific visa you will need for study abroad. In most cases, you will need to mail your passport to the consulate or embassy of the country in order to obtain a visa stamp.

Make copies of your passport and visa and keep them separate from the originals. Taking precautions to safeguard your passport is essential.

### **International Student Identity Card**

Purchase of an International Student Identity Card (ISIC) is recommended. It serves as proof of student status and entitles you to numerous discounts on travel, lodging, entrance fees, etc. In addition, it provides very basic health/accident and life insurance, including valuable coverage for medical evacuation. However, the health insurance should not be considered as a substitute for a comprehensive policy, such as is available through Grinnell College. For more information about the cost and benefits of the card go to [www.statravel.com](http://www.statravel.com). ISIC cards are available from STA Travel offices nationwide, including Ames: 515-296-2326 and Iowa City: 319-341-3456.

## Health Concerns

Inform yourself of any health risks that may be associated with your intended destinations and the immunizations or medications that may be required or recommended. To obtain the most recent information, it is best to check with local Travel Clinic or the Centers for Disease Control and Prevention website. The Travel Clinics closest to Grinnell include two in Des Moines and one in Iowa City. Contact information may be obtained from Grinnell College Health Services at x3230. Another resource for travel-related health information is Shoreland's Travel Health Online.

If you have a chronic medical problem, bring along a health record that includes your health care provider's name and address and a summary of your medical history. Although you of course have the right to keep your personal medical information private, it is strongly recommended that you inform the Off-Campus Study Office and your on-site program director of any existing health problems. In an emergency situation it is crucial that this information be available.

**Health Insurance:** You are strongly urged to consult with your medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and if it will cover emergency expenses such as a medical evacuation. U.S. medical insurance plans seldom cover health costs incurred outside the United States unless supplemental coverage is purchased. However, many travel agents and private companies offer insurance plans that will cover health care expenses incurred overseas, including emergency services.

If you have Grinnell College student health insurance and do not continue it while you are off campus, pre-existing conditions will not be covered if you re-enroll in the student policy upon return. A pre-existing condition means any condition which originates, is diagnosed, treated or recommended for treatment within the 12 months immediately prior to your effective date of coverage. This would include conditions diagnosed or treated under Grinnell College health insurance before you leave campus and also any health condition that might arise during your off-campus study semester if you drop your college insurance for that semester.

Useful medical information for international travelers, including overseas insurance programs, is provided on the web by the U.S. Department of State Bureau of Consular Affairs: Medical Information for Americans Traveling Abroad. A link to this site is available on the Off-Campus Study website under "Resources."

**Medications/prescriptions:** For prescription medication, take a supply that will last the entire semester. Label all bottles clearly and bring the actual prescription with the generic name of the drug in case you need to have it filled while abroad. This will also help avoid problems with customs. Taking reasonable amounts of nonprescription drugs, such as aspirin and stomach remedies, is a wise precaution when studying in remote regions of the world.

**Special Needs:** Students traveling to underdeveloped regions need to be aware of their own personal health risks, such as susceptibility to infection or medications that should be avoided. It is wise to check with your health care provider if you have special medical needs.

**Glasses/contacts:** You should take along an extra pair of glasses or contacts as well as the prescription for them. This is especially important if you wear contacts, because the type of lens you wear may not be available abroad. Contact lens solutions are available in most countries, but not everywhere. You may want to take a good supply.

## **Travel Arrangements**

You are usually free to make your own travel arrangements, although some programs require or offer the option of a group flight for participants. Start checking into air fares as soon as you find out the exact dates of the program and when you are expected to be there. The earlier you book the reservation the more likely it is there will be seats available for a reasonable fare. It is always wise to consult more than one travel agent so you can get the lowest rate possible.

**STA Travel** offices offer student discount rates to holders of the International Student Identity Card (ISIC). You can find information about discounted student airfares on the web at [www.statravel.com](http://www.statravel.com).

When booking your ticket, always ask about the penalty for changing the return or canceling your ticket. You may want to get an open-ended ticket so that you can decide about the return date once you are abroad. Contact the airline periodically during the semester to learn of any schedule changes and to reconfirm your flight.

### **Phone Numbers for STA Travel Offices:**

ILLINOIS  
Chicago: 773-880-8051

MINNESOTA  
Minneapolis: 612-624-8978

IOWA  
Ames: 515-296-2326

WISCONSIN  
Madison: 608-280-8906

The STA Travel website also offers information on travel throughout the world as well as rail, air, and bus passes, which are useful if you plan to do much traveling before or after the program. Travel passes cannot be purchased abroad, so you must decide if you will need one before you leave. For ideas and suggestions on international travel, commercially available travel guides by country or region are invaluable. Burling Library has an extensive selection of "Lonely Planet" series guides on reserve.

## **Youth Hostels**

Traveling doesn't have to mean hotels that cost \$200 a night. With a Hosteling International card you can stay in such cities as Paris, New York, or Sydney at very reasonable prices. Plus they have fully equipped do-it-yourself kitchens, which not only save you money but also are great for meeting fellow world travelers. So if you're looking for a less expensive way to travel, take a look at the International Youth Hostel Federation Booking Network: [www.yhabooking.com](http://www.yhabooking.com).

## **Travel Information, Advisories, and Warnings**

**U.S. State Department Travel Advisory Information.** You should make sure to obtain the latest update on the countries to which you plan to travel concerning such topics as political stability, crime, internal travel advisories and other important information for international visitors.

The U.S. Department of State Bureau of Consular Affairs has Consular Information and Travel Advisories available on the web. This service will provide you with the most recent travel information specifically written for American citizens. A link to this and other websites mentioned in this section are available on the Off-Campus Study website under "Resources."

**Country Information.** “Background Notes” are published on each country of the world by the U.S. Department of State Bureau of Public Affairs. They contain information about the people, culture, geography, history, government, economy, and political conditions, including reading lists and maps. These publications are available on the OCS website under “Resources.”

The **Office of American Services and Crisis Management (ACS)** on the web exists to serve Americans traveling abroad: ACS administers the Consular Information Program, which informs the public of conditions abroad that may affect their safety and security. ACS supports the work of overseas embassies and consulates in providing emergency services to Americans in cases of arrest, death, crime, victimization, repatriation, medical evacuation, temporary financial assistance and welfare-and-whereabouts cases. ACS assists in non-emergency matters of birth, identity, passport, citizenship, registration, judicial assistance, and estates. ACS can facilitate the transfer of funds overseas to assist citizens in need, repatriate the remains of loved ones who have died overseas, assist with medical bills, assist victims of crime, and help citizens detained in foreign prisons. ACS also administers a repatriation loan program to bring home destitute Americans and provides Crisis Response Teams, which work on task forces convened to deal with natural or man-made disasters.

## **Packing**

When you start packing, keep in mind that you will have to carry all of your luggage by yourself. Don't take more than you can manage. Pack everything and see if you can carry it for at least half a mile. If you can't, take some items out and try again. Most travel guidebooks have good suggestions on what to pack and what to leave behind. Don't forget that climate is the determining factor with regard to what clothing is necessary. To lighten your luggage, you'll want to take clothing that can be worn in layers to add warmth as the seasons change.

Leave plenty of room in your luggage for gifts and souvenirs that you will want to purchase. Label each suitcase very clearly, putting tags on the inside and the outside. Include both your home address and the program address. Many students find it useful to bring a backpack for short trips during the semester when you can travel more lightly.

### **Some Things to Leave Behind:**

**Your Itinerary:** leave a detailed itinerary of names, addresses, and telephone numbers of persons and places to be visited with relatives or friends so you can be reached in an emergency. Also, leave a photocopy of your passport information page.

**Other Important Numbers:** It is a good idea to make a list of all important numbers: your passport as well as your credit card, travelers checks, and airline ticket numbers. Leave a copy at home and carry a copy with you.

## **Finances While Abroad**

Try to simplify your finances as much as possible. In most countries, American credit cards and debit cards may be used to withdraw cash in the local currency from ATM machines. Be sure that your particular card is widely honored at your intended destination and check the credit limit and the expiration date before you leave. Another way to take your money is in the form of traveler's checks drawn in the local currency. Remember to record the numbers of the checks issued to you and keep the records separate from the actual checks. Get some of the local currency in cash to take with you for immediate use. It is also a good idea to have a credit card for emergencies, travel, or larger purchases.

It is a good idea to keep a record of your card number and the telephone number of the issuing bank in case your credit card is lost or stolen. Do not plan on writing personal checks from your account in the States. They will generally take weeks to clear the bank and may not even be accepted in many places. A few programs have made special arrangements with a local bank so that you may use personal checks. You will be notified in the program orientation literature if this is the case.

## **Enriching the Experience**

Take some time to learn about the country you'll be calling home for a semester. In addition to whatever language study you've undertaken, gather information about geography, customs, political system, national issues, family life, etc. An excellent source of information on current events worldwide is the BBC World Service: [www.bbc.co.uk/worldservice](http://www.bbc.co.uk/worldservice), which also provides up-to-date country profiles.

While you are preparing for study away from campus, remember to use the resources available at the college and on the OCS website. "Lonely Planet" travel guides are available on reserve in Burling Library or at [www.loneyplanet.com](http://www.loneyplanet.com). These are "street-smart" guides for the independent traveler and are particularly popular with students studying abroad. Talking to students who have been on your program can also be very helpful, and you will find them listed by country on the OCS website. Also, you may wish to contact international students here to discuss aspects of life in their home country. Faculty program advisers are also available to provide you with information, especially what you can expect from the academic side of the program.

## **WHILE YOU ARE AWAY**

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### **Culture Shock**

Most students going abroad to study do so because of a desire to learn about another culture on a personal level. Classroom experiences are just a part of the daily encounters with the new culture. Much of what is distinctive about the culture of your host country will be new or different to you. Typically, such differences will be the source of both excitement and irritation to you during your stay abroad. Almost everyone who goes abroad for any length of time will experience culture shock to some degree. There are four basic phases of culture shock, which fortunately are predictable and manageable. Being familiar with them before you go will help you cope with the symptoms.

**Phase 1: Euphoria.** During this initial phase everything will be exciting and new. Any cultural differences or physical discomforts will be easily overcome. You will be thrilled with your new "wonderful" surroundings and very happy you made the decision to study abroad.

**Phase 2: Irritation & Depression.** The excitement wears off and the enthusiasm may turn into frustration, irritation, and depression. It is not as easy to adapt to the culture as you expected and you may experience trouble in communication and/or interpretation of behavior. Feelings of homesickness, loneliness, and withdrawal are common. Physical symptoms may also be present due to changes in eating and sleeping habits. The length and degree of this stage varies with each individual. Most people only experience some of the symptoms. However, if you have recently been experiencing emotional distress, the fatigue and anxiety associated with this phase of culture shock can make matters worse. For this reason, off-campus study should not be seen as an opportunity to get away from emotional problems.

**Phase 3: Gradual Adjustment.** You are now able to see both positive and negative aspects of the culture and have a better perspective on both. You have an improved understanding of things and will be able to function much better with increased self-confidence. There should be an improvement in both mental and physical health.

**Phase 4: Adaptation or Biculturalism.** You now feel you can function capably in two cultures. Once again you enjoy some of the things which were new to you. It probably will take several months to get to this stage, just in time for you to return home!

There are a few things you can do to help deal with the effects of culture shock. As mentioned earlier, you should take time before you leave to learn as much as you can about the country. Once there, get a map and explore the city to find out where the essentials are: grocery, post office, bus stop, bank. This will help you establish a sense of familiarity, which will make you more comfortable. Keep an open mind about different ways and customs and be receptive to differences in lifestyle instead of comparing everything to life at home. Make it a priority to establish a circle of friends, especially from among people who share your interests. Volunteering and joining clubs, sports teams and religious groups are all good ways to meet people.

## **Sexual Harassment**

The Off-Campus Study Office would like to make you aware of Grinnell College policy concerning sexual harassment while you are on an approved absence from the college to participate in an off-campus study program: Grinnell College policy reprehends any harassment based on sex, race, color, age, creed, national or ethnic origin, disability, or sexual or affectional preference. However, students participating in off-campus study programs operated by institutions other than Grinnell College should be aware that they will be subject to the particular regulations of those programs during their period of participation. Additionally, students will also be affected by the laws of the city, state or country in which the program operates. Consequently, Grinnell College regulations and judicial procedures with respect to sexual harassment do not apply to Grinnell students who are studying on non-Grinnell programs. Students participating in the Grinnell-in-London, Grinnell-in Washinton D.C. or the Ninth Semester program, however, will be subject to Grinnell College policies concerning harassment.

## **Student with Disabilities**

Students with disabilities are encouraged to pursue opportunities to study off campus. If you have a documented disability and may require accommodation while you are on your program, you should contact Academic Advising to discuss the services that you will need. The OCS Office will work with the program director to make the necessary arrangements. Please notify Academic Advising and the OCS Office prior to submitting the Grinnell Approval Application to Study Off Campus. Since accommodations, facilities, and services vary from country to country, it is essential to let the program know of your needs well in advance.

## **Safeguarding your passport**

**Protect Your Passport:** Your passport is the most valuable document you will carry abroad. It confirms your U.S. citizenship. Guard it carefully. Do not use it as collateral for a loan or lend it to anyone. It is your best form of identification. You will need it when you pick up mail or check into hotels, embassies or consulates.

When entering some countries or registering at hotels, you may be asked to fill out a police card listing your name, passport number, destination, and local address. You may also be required to leave your passport at the hotel reception desk overnight.

**Passport Fraud:** U.S. passports are sometimes used for illegal entry into the United States or by criminals whose names become associated with illegal activities. To protect the integrity of the U.S. passport and the security of the person bearing it, consular offices overseas have found it necessary to take precautions in processing a replacement for a lost passport that may result in significant delay. Be sure to keep a record of your passport number in case it is lost or stolen.

**Safeguard Your Passport:** Carelessness is the main cause for losing a passport or having it stolen. You may find that you have to carry your passport with you because either you need to show it when you cash travelers checks or the country where you are studying requires you to carry it as an identity document. When you must carry your passport, hide it securely on your person, ideally in an underclothes pouch. Do not carry it in a bag, purse or pocket.

One of the very best resources on the internet is the Study Abroad Student Handbook published by The Center for Global Education:

<http://studentsabroad.com>

The site also provides a To-Do List, a FAQ Sheet, and a Resource Page, featuring a multitude of links to extensive resources on virtually any study abroad topic.

# RETURNING FROM OFF-CAMPUS STUDY

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**Preregistration** Students who are off-campus during the fall semester pre-register for their spring semester classes at Grinnell during the normal fall pre-registration period the preceding spring. Those who are gone during the spring will be sent pre-registration materials by the Registrar's Office to sign up for fall courses.

Students who pr-register while studying off campus will not be notified of class closings until they return to campus at the beginning of the following semester. You will not be allowed to make any schedule changes until Registration day.

**Housing** You will receive information about housing for your return semester from the Student Affairs Office while you are away. You must complete a form indicating your preference for housing and return it to the housing office by the appropriate deadline.

If you have changed your plans about returning to campus, you should notify the Student Affairs Office in writing as soon as possible.

## Useful Telephone Numbers

Accounting	641-269-4100
Dean of the College	641-269-3460
Financial Aid	641-269-3250
Grinnell-in-London	641-269-4640
Grinnell-in-Washington, DC	641-269-4640
Off-Campus Study	641-269-4850/4640/4715
Off-Campus Study (fax)	641-269-4718
Registrar	641-269-3450
Student Affairs	641-269-3700
Switchboard	641-269-4000
Treasurer	641-269-3500

## Dealing with Reverse Culture Shock

**Returning to Planet Iowa from Off-Campus Space.** Although you are returning to a place you thought you knew well, it hasn't remained constant in your absence. Even more dramatic may be the change in you. The result can be a feeling of alienation which is often painful. The more successful your off-campus experience, the harder it tends to be to reintegrate yourself into the campus community.

**What are the problems you may encounter when you return from an off-campus experience?** The feeling of alienation cited above manifests itself in many ways. Students tend to view old friends and the college setting in light of their recent new and exciting experiences. The result is often disappointment and frustration. When you were studying in a different environment, you may have felt very special and developed personally in ways you hadn't imagined before you went. On returning to campus, however, friends seem absorbed in their own lives that went on in your absence and appear uninterested in hearing about your experiences. You may become bored and impatient with "business as usual" at the college. These strained feelings and longing for the place and people you left behind can sometimes lead to problems with your social life and coursework.

These comments demonstrate the personal anxiety often associated with re-entry:

“My first week home was spent making plans to go back .”

“It took me about six months to feel normal again. I was often very upset.”

“I returned so transformed. Reverse culture-shock was greater than the adjustment I needed to make while I was studying off campus.”

## **Facilitating Re-Entry**

Stay in touch with parents and friends and talk with them about what you are experiencing as well as your feelings about coming back home.

**Keep a diary or scrapbook.** When experiencing a new culture, seeing new places, and meeting new friends, everything is so immediate and vital that it seems you could never forget it. In reality, memories fade quickly. Try to capture them in words. When you re-read your descriptions, it will help you to relive your experiences and reduce the sense of loss many feel after leaving their off campus programs. Continue this diary after your return to campus. Doing so will help you to understand how your perspectives have changed and provide you with new insights into your experience off campus, your own country, Grinnell College, and yourself. Telling someone else about things is sometimes easier than keeping a journal. Your messages and letters will become a valuable record of how you spent your time off campus and how you’ve changed.

When you return, **volunteer to speak to other students** who may be interested in studying off campus. In advising others, you will undoubtedly also impress yourself with how much you’ve learned. Get together with other students who have studied off campus and compare experiences. Discussing your insights, feelings and adventures will help you to understand them and to keep them alive and real.

**Extend hospitality to international students,** faculty and visitors to campus. Remember that they are having similar experiences to those you had when studying off campus and may welcome the opportunity to talk about them. Students often find that now that they have lived with people very different from themselves in a distant land, they suddenly have something in common with international visitors at home.

**Keep up on developments in the area where you studied** through reading newspapers available in the library and on the internet. Seek out on-line discussion groups involving people from your host country and subscribe to mailing lists dealing with topics about the country that interest you. Check out library holdings for books and articles.

**Correspond with friends in your host country.** One of the best parts of an off-campus experience is the friends you make. Invite them to the United States. Make every effort to keep these friendships alive.

Always remember that in addition to other students, there are many people on campus who can talk with you about your experiences, ideas, and feelings. Many members of faculty have spent considerable amounts of time in other cultures and would be happy to meet with you. The Director of Off-Campus Study is always available as well, as are the advisers in the Student Affairs Office.

You have had a powerful experience. Because of how you’ve changed, coming home may be an intellectual and emotional challenge. You’ve learned more than

you thought and changed in ways that you hadn't expected. It is normal to be confused while trying to understand and integrate all of your new experiences. Dramatic changes in perspective can alter your beliefs and attitudes, causing you to question your sense of self and purpose. In this sense, off-campus study is not only an academic and cultural experience but also an intensely personal one. But there is a great reward for having gone through all of this. You've gained a much more profound understanding of other places and other people, your own country and yourself. In doing so, you have completed a rite of passage and become a citizen of the world.

- Adapted with permission from the "Adviser's Guide: Re-entry for Study Abroad Students," American Institute for Foreign Study, Greenwich, Connecticut.

## OFF-CAMPUS STUDY PARTICIPANTS ON CAMPUS

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### GRINNELL-IN-LONDON & GRINNELL-IN-WASHINGTON, D.C.

#### FALL 2008 GRINNELL-IN-LONDON PARTICIPANTS ON CAMPUS 2009-2010

Ayupova, Saida	Fleck, Alissa	Levine, Jordan	Scheibel, Jordan
Bateman, Thomas	Frazin, Nora	McKee, Erin	Schneider, Daniel
Bernstein, Rebecca	Goering, Nelson	Miller, Elizabeth	Scribner, Marjorie
Bexley, Unique	Goldenberg, Elyse	Monaco, Barbara	Suydam, Valerie
Cargas, Madeleine	Graham, Erika	Nieh, Hamish	Svendsen, Kevin
Carlino, Ryan	Horowitz, Matthew	Pimlott, Kathryn	Tetenbaum, Joshua
Fine, Julia	Isa Adaniya, Angelica	Richardson, Jonathan	Underwood, Amanda
Finkelstein, Ben	Kruse, Carly	Rideout, Molly	York, Kerry

#### FALL 2008 GRINNELL-IN-WASHINGTON PARTICIPANTS ON CAMPUS 2009-2010

Lu, Carlos	Mesele, Tolcha	Penner, Alyssa
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## 2008-2009 OFF-CAMPUS STUDY PARTICIPANTS ON CAMPUS 2009-2010

### AFRICA

<b>Ghana:</b>	CIEE: Development Studies Program	Bonham, Camille Simms, Mary
<b>Senegal:</b>	Minnesota Studies in Int'l Development	O'Grady, Mairead Sheu, Dorothy Stephenson, Andrew
<b>South Africa:</b>	IES: South Africa  Lexia in Cape Town  Organization for Tropical Studies	Allen, Madeleine  Leas, Zoe Otto, Andrew Stragand, Samuel  Montgomery, David Nielsen, Matthew Roberts, Elizabeth Zarov, Ben
<b>Tanzania:</b>	ACM Tanzania: Human Evolution and Ecology	Miller, Ben Tibbetts, Kelzee Vaughan, Caitlin

### EAST ASIA AND AUSTRALIA

<b>Australia:</b>	IES: University of Adelaide	Blair, Kyle Bowen, Elizabeth Hart-Anderson, Madeline Howard, Katherine Iurino, Kathryn Moore, Michele Sather, Dylan Stayer, Caroline
<b>China:</b>	Associated Colleges in China  CIEE: Nanjing	Chun, Heidi Rydell, Allison Wolf, Alexander  Krejsa, James
<b>Japan:</b>	IES: Nanzan University	Bekker, Jonathon Matallana, Paula
<b>Taiwan:</b>	CIEE: Taipei, Taiwan	Packard, Sarah

## SOUTH ASIA

<b>India:</b>	ACM: India Studies	Najera, Adriana
	South India Term Abroad (SITA)	Anderson, Virginia Bailey, Caroline Barbadoro, Katherine Bosworth, Kelly Hougland, Erica Kast, Blake Kober, Michael Mercer, Victoria Porter, Dean Strassberg, Sierra Sullivan, Mark
<b>Sri Lanka:</b>	Intercollegiate Sri Lanka Program (ISLE)	Kishman, Andrew Lyons, Rebecca Von Schoenborn, Damian

## EUROPE

<b>Austria:</b>	IES Vienna	Campbell, Tori Hederman, Timothy
<b>Belgium::</b>	Leuven, European Culture and Society Program	Reese, Lucile
<b>Denmark:</b>	Danish Institute for Study Abroad (DIS)	Brunson Jr., Winnon Caldwell, Abigail Cashman, Kevin Davidson, William Evans, Sarah Karapetyan, Arpi Kumar, Snehal Liu, Xiaoni McDoniel, Meghan Pain, Meredith Rotzer, Filippas Schiller, Lucy Zhang, Yiqian
<b>England:</b>	London School of Economics	Galer-Unti, Caitlin
	Oberlin-in-London	Good, Benjamin
	Royal Holloway College (CEA)	Mays, Richard
	University of Bristol	Liu, Huiting
	University of Manchester	Lee, Ivy

<b>France:</b>	AUCP: Aix -en-Provence	Brost, Elizabeth Claycomb, Sally Dean, Katharine Ellington, Zachary Nguyen, Adrian Jacques Rubinstein, Jared Sargent, Alison Stephenson, Maxwell Strole, Nicholas
	AUCP: Marseille	Dagenais, Alison
	Hamilton College Junior Year in France	Becerra, Gizeh Park, Rebecca
	IES: Nantes	Birget, Andrea Connolley, Kathleen Garcia-Vicente, Julieta McCoy, Anna Weeks, Anne Zyskowski, Robert
<b>Greece:</b>	College Year in Athens	McConnaughay, Kevin Rennard, Deborah Summers, Emily
<b>Germany:</b>	IES: Berlin	Archer, James Kabir, Imran Rassenfoss, John
	IES: Freiburg	Liebl, Hanna
<b>Hungary:</b>	Budapest Semester in Mathematics	Dankner, Jacob Oztan, Bahattn Tolga Reese, Julia Tosuratana, Wasimon
	Bard College Central European Univ.	Somogyi, Allison
<b>Italy:</b>	ACM: Florence	Vallas, Alysia Watson, Hannah
	ICCS: Sicily	Durray, Anne

	IES: Milan	Blankenship, Michael
	IES: Rome	Avitt, Timothy Brilliant, Sarah Gerriettes, Jocelyn Moryl, Chloe Pierce, Nathaniel Reitman, Hannah
	Pitzer College in Italy	Kamraczewski, Margaret
<b>Poland:</b>	Lexia in Krakow, Poland	Reisberg, Jacob
<b>Russia:</b>	ACTR: Moscow	Scott, Catherine Shybut, Mikel
<b>Spain:</b>	Hamilton College in Madrid	Cummins, William Kory, Rose Sample, Anastasia
	IES: Barcelona	Henning, Amy
	IES: Granada	Camp, Lily Hadow, Amy Hagen, Philip Kahn, Rebecca Monteiro, Aarti
	IES: Madrid	Dooms, Claire Friel, Anna Helterline, Caitlin Rauzi, Hayley
<b>Sweden:</b>	The Swedish Program	Brolsma Whitfield, Rachel Peitz, Alexandra Zillner, Abigail

#### LATIN AMERICA & CARIBBEAN

<b>Argentina:</b>	CIEE: Buenos Aires	Koenning, Scott Ponder, Evan
<b>British West Indies:</b>	SFS: Marine Resource Mgmt.	Meinert, James
<b>Chile:</b>	CIEE: Santiago	Jobe, Emily Peterson, Emma

	CIEE: Valparaiso	Neely, Chloe
	IES: Santiago	Hagen-Atwell, Hannah Kathan, Samuel
<b>Costa Rica:</b>	Organization for Tropical Studies	Fort-Hodges, Hart Hart-Cooper, William Iberle, Benjamin
	ICADS	Gallo-Chasanoff, Muriel Pavlovic, Nathan
<b>Ecuador:</b>	IES: Quito	Cartagena, Thelma Clarke, Matthew Leslie, Frances Wingfield, Orion
	Minnesota Studies in Int'l Development	Baker, Nichole Colter, Nora Freeberg, Amelia Im, Joo Hyun Nelson, Eleanor Rossi, Margaret Wheeler, Lindsey
<b>Mexico:</b>	ISA: Merida	Arambula, Gustavo

#### MIDDLE EAST

<b>Egypt:</b>	American University in Cairo	Davis, Thomas Manemann, Michelle Roberts, Emily Swanson, Gregory Von Schlegell, Hanna Wilson, Laura
<b>Turkey:</b>	CIEE: Ankara	Schechter, Jason

#### USA

<b>Waterford, CT:</b>	National Theatre Institute	Hemme, Gillian
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# OFF CAMPUS STUDY PROGRAM ADVISERS

## 2009-2010

### AFRICA: SUB-SAHARAN Botswana, Ghana, Senegal, South Africa, Tanzania

#### **BOTSWANA: CULTURE AND SOCIETY IN AFRICA (ACM)**

**Program Adviser:** Professor Grey, x3147,  
Carnegie 309

#### **GHANA: MINNESOTA STUDIES IN INTERNATIONAL DEVELOPMENT**

**Program Adviser:** Director of Off-Campus Study,  
x4850, Macy 108

#### **SENEGAL: MINNESOTA STUDIES IN INTERNATIONAL DEVELOPMENT**

**Program Adviser:** Professor Ireland, x4295, ARH  
330D

#### **SOUTH AFRICA: CAPE TOWN PROGRAM (LEXIA)**

**Program Adviser:** Professor Prevost, x4958,  
Mears 306; OCS Director Richard Bright, x4850,  
Macy 108

#### **SOUTH AFRICA: UNIVERSITY OF CAPE TOWN (IES)**

**Program Adviser:** Professor Prevost, x4958,  
Mears 306; OCS Director Richard Bright, x4850,  
Macy 108

#### **SOUTH AFRICA: ORGANIZATION FOR TROPICAL STUDIES**

**Program Adviser:** Professor K. Jacobson,  
x4359, Science 1205

#### **TANZANIA: HUMAN EVOLUTION & ECOLOGY (ACM) (fall)**

**Program Adviser:** Professor Bentley-Condit,  
x4305, Goodnow 301

### AUSTRALIA

#### **NORTH QUEENSLAND: TROPICAL RAINFOREST MANAGEMENT (SFS)**

**Program Adviser:** Professor Campbell, x4932,  
Science 1824

### UNIVERSITY OF MELBOURNE

**Program Advisers:** Professor Fennell, x3164,  
Steiner 207; OCS Director Richard Bright, x4850,  
Macy 108

### EAST ASIA China and Japan

#### **CHINA: BEIJING (ACC)**

**Program Advisers:** Chinese Department Faculty

#### **CHINA: BEIJING PROGRAM (IES)**

**Program Advisers:** Chinese Department Faculty

#### **CHINA: BEIJING (CIEE)**

**Program Advisers:** Chinese Department Faculty

#### **CHINA: BEIJING**

#### **PITZER COLLEGE IN CHINA**

**Program Adviser:** Professor Lindgren, x3041,  
Science 2010

#### **HANGZHOU (MIDDLEBURY)**

**Program Advisers:** Chinese Department Faculty

#### **CHINA: HARBIN (CET)**

**Program Advisers:** Chinese Department Faculty

#### **CHINA: NANJING & TAIPEI (CIEE)**

**Program Advisers:** Chinese Department Faculty

#### **CHINA: TAIPEI (CIEE)**

**Program Advisers:** Chinese Department Faculty

#### **JAPAN: NANZAN UNIVERSITY (IES)**

**Program Adviser:** Professor Schimmel, x4498,  
Carnegie 406

#### **JAPAN: WASEDA UNIVERSITY (ACM) (year)**

**Program Adviser:** Professor Schimmel, x4498,  
Carnegie 406

#### **JAPAN: TOKYO - SOPHIA UNIVERSITY (CIEE) (spring)**

**Program Adviser:** Professor Schimmel, x4498,  
Carnegie 406

**SOUTH ASIA**  
**India and Sri Lanka**

**INDIA: DELHI (IES)**

**Program Adviser:** Professor Prevost, x4958, Mears 306; OCS Assistant Director, Neela Nandyal, Macy 107, x4640; OCS Director, Richard Bright, Macy 108, x4850.

**INDIA: INDIA STUDIES (ACM) (fall)**

**Program Adviser:** Professor Prevost, x4958, Mears 306; OCS Assistant Director, Neela Nandyal, Macy 107, x4640; OCS Director, Richard Bright, Macy 108, x4850.

**INDIA: SOUTH INDIA TERM ABROAD**

**Program Adviser:** Professor Prevost, x4958, Mears 306; OCS Assistant Director, Neela Nandyal, Macy 107, x4640; OCS Director, Richard Bright, Macy 108, x4850.

**SRI LANKA: INTERCOLLEGIATE SRI LANKA EDUCATION (ISLE)**

**Program Adviser:** Professor Gilday, x4227, Steiner 302; Professor Prevost, x4958, Mears 306; OCS Assistant Director, Neela Nandyal, Macy 107, x4640; OCS Director, Richard Bright, Macy 108, x4850.

**EUROPE & RUSSIA**

**Belgium, Denmark, England, France, Germany  
& Austria, Greece, Hungary, Italy, Poland,  
Russia, Spain, Sweden**

**Belgium**

**LEUVEN: PROGRAM IN EUROPEAN CULTURE & SOCIETY and INSTITUTE OF PHILOSOPHY: KATHOLIEKE UNIVERSITEIT, LEUVEN**

**Program Advisers:** Professor Schrift (Philosophy), x3161, Steiner 311; Director of Off-Campus Study (non-Philosophy), x4850, Macy 108

**Denmark**

**COPENHAGEN: DANISH INSTITUTE FOR STUDY ABROAD (DIS)**

**Program Adviser:** OCS Director Richard Bright, x4850, Macy 108; Professor Seawell, x3175, Science 1607; Professor Levandoski, x4544, Science 2009; Professor Marzluff, x4314, science 2208

**England**

**BRISTOL: UNIVERSITY OF BRISTOL (spring)**

**Program Adviser:** OCS Director Richard Bright, x4850, Macy 108

**LONDON: GRINNELL-IN-LONDON (fall)**

**Program Adviser:** Assistant OCS Director Neela Nandyal, x4640, Macy 107; Professor Montgomery, x3146, Carnegie 208; Professor Mease, x3129, ARH 116D

**LONDON: LONDON & FLORENCE ARTS IN CONTEXT (ACM) (spring)**

**Program Adviser:** Professor Chasson, x3079, Bucksbaum 246; Professor Delmenico, x4546, Bucksbaum 268

**LONDON: LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE (year only)**

**Program Adviser:** Professor Munyon, x3106, Carnegie 206

**MANCHESTER: UNIVERSITY OF MANCHESTER (spring)**

**Program Adviser:** OCS Director Richard Bright, x4850, Macy 108

**France**

**AIX-EN-PROVENCE & MARSEILLE PROGRAMS (AUCP)**

**Program Advisers:** French Department Faculty

**NANTES PROGRAM (IES)**

**Program Advisers:** French Department Faculty

**PARIS: HAMILTON COLLEGE JUNIOR YEAR IN FRANCE (year only)**

**Program Advisers:** French Department Faculty

**PARIS: SARAH LAWRENCE PROGRAM**

**Program Advisers:** French Department Faculty

### Germany and Austria

#### **AUSTRIA: VIENNA (IES)**

**Program Advisers:** Professor Barber, x3154,  
ARH 231C; Professor McIntyre (Music), x4916,  
Bucksbaum 256

#### **GERMANY: BERLIN (IES)**

(spring recommended)

**Program Adviser:** Professor Barber, x3154,  
ARH 231C

#### **GERMANY: FREIBURG (IES)**

(spring recommended)

**Program Adviser:** Professor Barber, x3154,  
ARH 231C

#### **GERMANY: FREIBURG - EUROPEAN UNION PROGRAM (IES)**

**Program Adviser:** Professor Barber, x3154,  
ARH 231C; OCS Director Richard Bright, x4850,  
Macy 108

#### **GERMANY: MUNICH - WAYNE STATE UNIVERSITY (spring recommended)**

**Program Adviser:** Professor Barber, x3154,  
ARH 231C

### Greece

#### **GREECE: COLLEGE YEAR IN ATHENS**

(semester or year)

**Program Advisers:** Professor Hughes, x3056,  
ARH 311B

### Hungary

#### **HUNGARY: BUDAPEST SEMESTER IN MATHEMATICS (ST. OLAF)**

**Program Adviser:** Professor E. Moore, x4205,  
Science 2416

### Italy

#### **CATANIA: INTERCOLLEGIATE CENTER FOR CLASSICAL STUDIES IN CATANIA, SICILY (ICCS)**

**Program Advisers:** Professor M. Cummins,  
x3305, ARH 311D

#### **FLORENCE: FLORENCE PROG. (ACM) (fall)**

**Program Adviser:** Professor Chasson, x3079,  
Bucksbaum 246

#### **FLORENCE: LONDON & FLORENCE (ACM) (spring)**

**Program Advisers:** Professor Chasson, x3079,  
Bucksbaum 246; Professor Delmenico, x4546,  
Bucksbaum 268

#### **MILAN: MILAN PROGRAM (IES)**

**Program Advisers:** Professor McIntyre (Music),  
x4916, Bucks 256; Mr. Gross (ALSO program)  
x3152, ARH 217D

#### **ROME: INTERCOLLEGIATE CENTER FOR CLASSICAL STUDIES IN ROME (ICCS)**

**Program Adviser:** Professor M. Cummins, x3305,  
ARH 311D

#### **ROME: ROME PROGRAM (IES)**

**Program Adviser:** Director of Off-Campus Study,  
x4850, Macy 108

### Poland

#### **POLAND: KRAKOW (LEXIA)**

**Program Adviser:** Professor Armstrong, x4896,  
ARH 232D

### Russia

#### **ACTR: RUSSIA - MOSCOW & ST. PETERSBURG**

**Program Adviser:** Professor Armstrong, x4896,  
ARH 232D

### Spain

#### **GRANADA: INSTITUTE FOR THE INT'L EDUCATION OF STUDENTS (IES)**

**Program Adviser:** Professor Valentín, x3112,  
ARH 220A

#### **MADRID: HAMILTON COLLEGE IN SPAIN**

**Program Adviser:** Professor Valentín, x3112,  
ARH 220A

#### **MADRID: INSTITUTE FOR THE INT'L EDUCATION OF STUDENTS (IES)**

**Program Adviser:** Professor Valentín, x3112,  
ARH 220A

**SALAMANCA: INSTITUTE FOR THE INT'L EDUCATION OF STUDENTS (IES)**

**Program Adviser:** Professor Valentín, x3112, ARH 220A

**Sweden**

**STOCKHOLM: The Swedish Program**

**Program Adviser:** Director of Off-Campus Study, x4850, Macy 108

LATIN AMERICA & THE CARIBBEAN  
Argentina, Chile,  
Ecuador, Costa Rica, Mexico, Nicaragua,  
British West Indies

**Argentina**

**ARGENTINA: ADVANCED SOCIAL SCIENCES PROGRAM, BUENOS AIRES (CIEE)**

**Program Adviser:** Professor Benoist, x3057, ARH 220D

**British West Indies**

**BRITISH WEST INDIES: MARINE RESOURCE STUDIES (SCHOOL FOR FIELD STUDIES)**

**Program Adviser:** Professor Campbell, x4932, Science 1824

**Chile**

**CHILE: SANTIAGO or VALPARAISO - COOPERATIVE LATIN AMERICAN STUDIES PROGRAM (CIEE)**

**Program Adviser:** Professor Benoist, x3057, ARH 220D

**CHILE: SANTIAGO PROGRAM INSTITUTE FOR THE INT'L EDUCATION OF STUDENTS (IES)**

**Program Adviser:** Professor Aparicio, x4548, ARH 220C (spring)

**Costa Rica**

**COSTA RICA & NICARAGUA: SEMESTER INTERNSHIP AND RESEARCH PROGRAM (ICADS)**

**Program Adviser:** Professor Roper, x3017, Goodnow 204

**COSTA RICA: ORGANIZATION FOR TROPICAL STUDIES (DUKE UNIVERSITY)**

**Program Adviser:** Professor Campbell, x4932, Science 1824

**COSTA RICA: LATIN AMERICAN CULTURE & SOCIETY (ACM) (fall)**

**Program Adviser:** Professor Roper, x3017, Goodnow 204

**COSTA RICA: TROPICAL FIELD RESEARCH SEMESTER (ACM) (spring)**

**Program Advisers:** Professor Roper (non-biology), x3017, Goodnow 204; Professor Campbell (biology), x4932, Science 1824

**Ecuador**

**ECUADOR: MINNESOTA STUDIES IN INTERNATIONAL DEVELOPMENT**

**Program Adviser:** Professor Roper, x3017, Goodnow 204

**ECUADOR: QUITO PROGRAM INSTITUTE FOR THE INT'L EDUCATION OF STUDENTS (IES)**

**Program Adviser:** Professor Aparicio, x4548, ARH 220C (spring)

**Mexico**

**MEXICO: MERIDA PROGRAM IFSA- BUTLER UNIVERSITY**

**Program Adviser:** Professor Benoist, x3057, ARH 220D

**MEXICO: BAJA - CENTER FOR WETLAND STUDIES (SCHOOL FOR FIELD STUDIES)**

**Program Adviser:** Professor Campbell, x4932, Science 18

**MIDDLE EAST & NORTH AFRICA**  
Egypt, Israel, Jordan, Kuwait, Morocco &  
Turkey

**EGYPT: AMERICAN UNIVERSITY IN CAIRO**

**Program Advisers:** Professor Kamp, x3140, Goodnow 208; Professor Prevost, x4958, Mears 306; Professor Yousef, x4625, ARH 217C

**EGYPT: AMIDEAST**

**Program Advisers:** Professor Kamp, x3140, Goodnow 208; Professor Prevost, x4958, Mears 306; Professor Yousef, x4625, ARH 217C

**ISRAEL: THE HEBREW UNIVERSITY OF JERUSALEM**

**Program Adviser:** Professor Rietz, x4558, Steiner 103

**JORDAN: AMIDEAST**

**Program Advisers:** Professor Kamp, x3140, Goodnow 208; Professor Prevost, x4958, Mears 306; Professor Yousef, x4625, ARH 217C

**KUWAIT: AMIDEAST**

**Program Advisers:** Professor Kamp, x3140, Goodnow 208; Professor Prevost, x4958, Mears 306; Professor Yousef, x4625, ARH 217C

**MOROCCO: AMIDEAST**

**Program Advisers:** Professor Kamp, x3140, Goodnow 208; Professor Yousef, x4625, ARH 217C; Professor Ireland, x4295, ARH 330D; OCS Director Richard Bright, x4850, Macy 108

**MOROCCO: IES**

**Program Advisers:** Professor Kamp, x3140, Goodnow 208; Professor Yousef, x4625, ARH 217C; Professor Ireland, x4295, ARH 330D; OCS Director Richard Bright, x4850, Macy 108

**TURKEY: LEXIA IN ISTANBUL**

**Program Advisers:** Professor Kamp, x3140, Goodnow 208; Director of Off-Campus Study, x4850, Macy 108

**NORTH AMERICA**  
United States

United States

**ATLANTA: MOREHOUSE COLLEGE**

**Program Adviser:** Professor Cavanagh, x3110, HHH 201

**ATLANTA: SPELMAN COLLEGE**

**Program Adviser:** Professor Cavanagh, x3110, HHH 201

**CHICAGO: ARTS PROGRAM (ACM)**

**Program Adviser:** Professor Delmenico, x4546, Bucksbaum 268

**CHICAGO: BUSINESS, ENTREPRENEURSHIP AND SOCIETY (ACM)**

**Program Adviser:** Professor B. Ferguson, x3132, Carnegie 205

**CHICAGO: NEWBERRY SEMINAR IN THE HUMANITIES (ACM) (fall)**

**Program Adviser:** Professor Cavanagh, x3110, HHH 201

**CHICAGO - URBAN STUDIES (ACM)**

**Program Adviser:** OCS Director Richard Bright, x4850, Macy 108

**KNOXVILLE, TENNESSEE: OAK RIDGE NATIONAL LABORATORY (ACM) (fall)**

**Program Adviser:** Professor Robertson, x3039, Science 1204

**WASHINGTON, D.C.: GRINNELL-IN-WASHINGTON, D.C. (fall)**

**Program Adviser:** OCS Assistant Director Neela Nandyal, x4640, Macy 107; Professor Roper, x3017, Goodnow 204

**WATERFORD, CONNECTICUT: NATIONAL THEATER INSTITUTE**

**Program Adviser:** Theatre Department Faculty

**WOODS HOLE, MASSACHUSETTS: MARINE BIOLOGICAL LABORATORY - SEMESTER IN ENVIRONMENTAL SCIENCE**

**Program Adviser:** Professor Campbell, x4932, Science 1824



## APPENDIX A: CONDITIONS OF GRINNELL APPROVAL

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### Conditions of Grinnell Approval to Study Off Campus

1. Students who need to cancel their Grinnell Approval for any reason must inform the Off-Campus Study Office in writing. You may do so by E-mail. If you decide to drop your approval, you should inform the OCS Office immediately so that you can be reinstated as a student for the semester for which you were granted leave. Approval for students placed on academic probation is automatically cancelled. Approval for students who receive an academic warning may be cancelled at the discretion of the Committee on Academic Standing.
2. Students must remain in residence at Grinnell during the semester(s) preceding the off-campus study semester.
3. If you are a graduating senior you must request a waiver of the final-semester residence requirement from the Committee on Academic Standing.
4. **Grinnell College students and their parent(s)/guardian(s) are required to sign a Waiver, Release, and Indemnification Agreement prior to studying off campus, which includes the understanding that Grinnell is not liable for financial loss or loss of academic credit caused by any difficulty encountered while registered for or enrolled in a college-approved program. Included are losses resulting from actions taken by program sponsors or Grinnell College based on Travel Warnings, Public Announcements or other advice received from the U.S. State Department.**
5. **Students who have been granted Grinnell College permission to study off-will not be allowed to begin a study-abroad program in a country or area considered to be unsafe by the U.S. Department of State. Should such a Public Announcement or Travel Warning advising individuals to defer travel to the region come into effect prior to the beginning of a program, students will need to work with the Off-Campus Study Office to make alternative plans. In cases where a Public Announcement or Travel Warning is issued while a program is in progress, a decision to cancel a student's approval to study off campus may be made based on the advice of the U.S. Department of State.**
6. Your approval is transferable to another program only with permission of the Off-Campus Study Board. All transfers of approval must be processed through the OCS Office. Your approval will be canceled if:
  - a) you are placed on academic probation by the Committee on Academic Standing at the end of this or any subsequent semester prior to your leave;
  - b) you have not paid the **\$200** advance tuition deposit for your next semester of enrollment at Grinnell, which is due April 1, whether you will be studying off campus in the fall or the spring.

continued

## Academic Credit

**Your academic adviser, the Registrar, and the Off-Campus Study Board must approve any changes you may make to your course-plan after receiving approval.** You can minimize the potential inconvenience of contacting your adviser from off campus by working out an agreement in advance on acceptable sorts of substitute courses you may take if your first choices are not available. If a pre-approved set of alternative courses has not been arranged, however, you will be expected to obtain approval for any change in course-plan while you are studying off-campus. This can be done by contacting your adviser and the OCS Office by e-mail. If the course change is approved by your adviser, the OCS Office will then confirm with the Registrar and the OCS Board that the course is acceptable and transferable to Grinnell. **Neglecting to secure approval for course changes may result in your credit not being transferred to Grinnell.**

The number of off-campus study credits transferable to Grinnell College is subject to prior approval. Credits in excess of 18 per semester will be assessed an overload charge.

All credits are evaluated according to the grading system in effect on your off-campus program. For non-Grinnell programs, grades and credits for courses in which you earn a "C" or above appear on your transcript. Grades for courses below a "C" appear but no credit is transferred. Grades from courses taken on non-Grinnell programs are not calculated into the GPA. Grades and credits from Grinnell-in-London and -Washington, DC appear on your transcript and are calculated into the GPA, regardless of the grade earned.

No courses may be taken on a pass/fail basis. You may not take incompletes off campus, regardless of the policy of your program. A course initially reported as incomplete will not be recorded on the Grinnell transcript even if finished at a later date.

The Committee on Academic Standing will review your record following program completion if you should earn:

- a) fewer than the minimum full-time load of 12 credits each semester; *OR*
- b) a total credit accumulation or grade point average which is insufficient for normal progress toward graduation.

## Financial Aid Billing

All specific questions pertaining to financial aid should be addressed to the Office of Student Financial Aid. Students who attend Grinnell on a tuition-remission basis may apply the tuition-remission benefits only to the cost of the Grinnell-in-London and Grinnell-in-Washington, D.C. programs.

**Grinnell will be responsible for collecting fees and forwarding them to the program, except for the confirming program deposit which is due immediately upon acceptance and is to be paid directly by the student. A handling fee for this and other administrative services will be included in the Cashier's billing.**

## Return Semester Arrangements

You will receive a letter from the Office of Student Affairs about housing for your return semester. **You must pay the \$200 advance tuition deposit in order to receive housing forms and pre-registration notification.** Fall OCS students will pre-register for the return semester during the spring pre-registration period. Spring OCS students will receive detailed pre-registration instructions from the Registrar via e-mail. The Student Handbook, Grinnell College Catalog, and Schedule of Courses are available on the Grinnell College website.

## APPENDIX B: CAREER DEVELOPMENT OFFICE INFORMATION

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The Career Development Office (CDO) has many opportunities that will be taking place during each academic year. So that you don't miss anything while studying off campus, we highlight a few possibilities here but encourage you to check the CDO webpage - [www.grinnell.edu/offices/cdo](http://www.grinnell.edu/offices/cdo) - for a complete listing of programs and deadlines.

### **Graduate School Deadlines and Test Dates**

For graduate school registration and test dates, please go to their specific websites.

Each graduate and professional school has a different date for their application deadlines. Most are due by January of the year you want to enter, although some are as early as mid-fall the year before. For example, if you were interested in starting grad school in the fall of 2010, applications would likely be due no later than January 2010.

Part of the application process usually involves submitting test scores. Which test you take depends on the subject you are going to study. The GRE ([www.gre.org](http://www.gre.org)) and GMAT ([www.gmat.org](http://www.gmat.org)) are offered as computer-based tests year-round at test centers throughout the world. Registration bulletins and booklets are available in the CDO or online.

The LSAT ([www.lsat.org](http://www.lsat.org)) and subject GRE tests are still offered as paper-based tests. There are various test dates and locations worldwide. If you cannot access registration materials online the CDO will be happy to mail them to you.

For more information regarding graduate and professional schools, please consult the Graduate and Professional School Guide at [www.grinnell.edu/offices/cdo/students/graduateschoolinformation](http://www.grinnell.edu/offices/cdo/students/graduateschoolinformation).

### **Job and Interview Opportunities**

Job and interview opportunities are posted on the CDO website and on PioneerLink. Students may easily register personal and academic information, upload resumes, application letters, access employer profiles and search for jobs.

### **PioneerLink**

PioneerLink lists a variety of internships and jobs posted both directly for Grinnell students and through a nationwide network of colleges and universities. To read more about what is offered by PioneerLink, please go to: [www.grinnell.edu/offices/cdo/students](http://www.grinnell.edu/offices/cdo/students).

Contact the Career Development Office at [career@grinnell.edu](mailto:career@grinnell.edu) for assistance with job and interview questions.

### **Summer Internships (GRINNELLINK, Grant Programs, Endowed Funding and CDO Open Funding)**

To be eligible to apply for summer internships, students will need to be in good academic standing and currently enrolled, have second, third or fourth-year student status at the time of the internship. Funding is based upon the student's budget proposal, which is part of the application process. Students must be accepted by an internship site, submit an application, application letter, resume, unofficial transcript and other supporting documentation to the Career Development Office by the posted deadline date. Students interested in a summer Grant Program will also need to meet with a career counselor in the CDO.