

# **APPLICATION FOR GRINNELL COLLEGE APPROVAL TO STUDY OFF CAMPUS**

## **Application Deadline**

**FRIDAY, DECEMBER 11, 2009, 5:00 PM**

### **On-line Portion of Application and Photocopies**

**Sections I and II of the application must also be entered on-line at [grinnell.edu/offices/ocs/applying](http://grinnell.edu/offices/ocs/applying). After completing the on-line form, attach a printout to the top of this application.**

**Remove the application instructions and return the original to the OCS Office in person, together with two photocopies. Copies of recommendations and waiver forms are not required.**

# APPLICATION FOR GRINNELL COLLEGE APPROVAL TO STUDY OFF CAMPUS

## • INSTRUCTIONS •

**Sections I & II must be entered both on the form and online at [www.grinnell.edu/offices/OCS](http://www.grinnell.edu/offices/OCS)**

### I. PERSONAL INFORMATION

Declaring a major is not required for applying to study off campus, and students who have not declared will be considered for approval on an equal basis with those who have. However, since you cannot complete the four-year plan in this application without 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 the appropriate department and obtain a signature. An intended major is recognized as entirely tentative, and you may change your application, even after it has been submitted and approved, by contacting the OCS Office.

### II. PROGRAM CHOICES

**You are normally required to list both a fall and a spring program unless you will be studying off campus as a senior, in which case you are exempt from listing a program in the spring.** Although every effort will be made to accommodate your first-choice program and semester, there are limits to the number of students who may study off campus in fall and spring, and some may not be granted their first choice. Decisions are made on a broadly competitive basis on the basis of many factors, including: written rationale behind your choice of program, integration of the program into your four-year plan, GPA, recommendations, and your stated preference for program or semester. In your essay in Part V, be sure to explain clearly all of your reasons for preferring a particular semester so that they may be taken into account. The Off-Campus Study (OCS) Board considers reasons related to: the program itself (if it is only offered in fall or spring), courses you may wish to be on campus to take, extra-curricular activities, and personal considerations. Please note that academic considerations are given priority.

**You may not be required to list both a fall and spring program if your academic adviser contends that, for academic reasons, you are not able study off campus in a particular semester.** The OCS Board requires a statement from your adviser on the form provided in Part VIII. **If your Adviser agrees to submit this statement, write “academic impediment” in place of the program name for that semester in this part of the application.** Only the following academic impediments to studying off campus in a particular semester are normally considered:

- Inability to complete the major
- Inability to complete a concentration
- Inability to take courses following the OCS semester in the appropriate sequence
- Inability to complete the prerequisites for the program

If the OCS Board acknowledges a substantive academic impediment preventing you from going off campus in the fall or spring, you will not be required to have a second-choice program option. Otherwise, you will need to indicate program options in both semesters in order for your application to be considered.

**\* Students applying to study off campus as seniors do not have to submit fall and spring-program choices since they are normally required to be on campus in their final semester.**

## Year-Long Programs

Students applying for a year-long program may not use this application and must obtain a separate **Year-Program Application** from the Director of Off-Campus Study. However, if you are applying for a year off campus but would still like to participate in a single-semester program if not approved for a year, you should submit a Semester-Program Application like this one at the same time. Approval to study off campus for a year is competitive, and the Off-Campus Study Board will automatically consider the Semester-Program Application if you are not granted approval for a year. This backup application may be for a single semester on the same program for which you have requested a year - if the program allows attendance for a single semester - or for a different program altogether. If the single-semester backup application involves the same program as your year-long application, you may use the same rationale for both, and only one set of recommendations - from the year-long application - is required.

Approval to attend year-long programs is limited and granted by the Off-Campus Study Board on a competitive basis to students demonstrating exceptional academic achievement, strong written rationale, and support for their plans from their major department(s.) 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 for year-long programs normally involve a request to study on one program in one country.

## Program Application Deadline

Note carefully the program application deadline and list it on this application. Approval to go ahead and apply to your program will be granted by the college on Friday, February 26. After receiving approval from Grinnell, it will be your responsibility to submit your application to your program by the particular deadline for that program. (All program applications submitted on paper must be brought to the OCS Office for mailing, and the OCS Office must be informed of all on-line applications.) If you are applying to a fall-semester program, the deadline will normally fall between March 15 and May 1. If it is a spring-semester program, the deadline will usually be in the fall, although a few spring programs, including those sponsored by ACM, have deadlines in March or April of the preceding spring. If your program lists both an early and a final admission deadline, you should plan on meeting the earlier one. The program may have filled up if you wait until the final deadline to submit your application.

**Detailed instructions for submitting your program application are provided in the OCS Handbook.**

**If you have a very early program deadline, such as February 1 or February 15, or are applying to a program on rolling admission that tends to fill up very early\***, you may request **“Early Approval”** when submitting this application so that you can apply to your program soon after your return to campus after winter break. To do this, please write **“Early Approval”** across the top of the first page of the application.

\*Not all programs on rolling admission fill up early. During the fall semester, the OCS Office will send out a list of programs for which you should request Early Approval when submitting this application.

## **III. APPROVAL SIGNATURES**

**Academic Adviser:** Since Grinnell requires that your choice of program be connected in some way with subject areas in your four-year plan, you should start your discussion about studying off campus with your academic adviser. Your adviser can help you decide whether off-campus study would be beneficial and may have suggestions about academic areas 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 will need to meet with your current adviser and also seek advising from a professor within your intended major department. You will eventually be asking your adviser(s) for a

signature approving your essay, OCS courses in Part VI A & B, and two four-year plans incorporating fall and spring-semester off-campus study program options in Part VII A & B. (See page 6 of the application instructions for details.)

**Program Adviser signature:** There is a Program Adviser 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 Program Advisers is provided in the back of the Off-Campus Study Handbook and on the Off-Campus Study website in each program summary. You should discuss any programs you are considering with the appropriate Program Adviser and must obtain the signature of the Program Adviser for your first and second-choice program. The signature indicates that you have met to discuss the program and are considered to be a viable candidate. Final approval of your program choice and application is determined by your academic adviser and the Off-Campus Study Board.

#### IV. RECOMMENDATION FORMS

Please fill out the top portion of the two recommendation forms included at the back of this application and request recommendations from faculty members from whom you have taken a class. One may be your Academic Adviser. It isn't required that you have a recommendation from your major or intended-major department, but **if your program is located in a country where the language spoken is taught at Grinnell, one must be from a professor in that department.** Recommendations should be sent directly to the Off-Campus Study Office. Please be sure to give your professors the forms at least ten days in advance of the application deadline.

#### V. ESSAY

Your written academic rationale for studying off campus is a very important. **Follow the directions in the Essay section of the application (part V), stating the rationale behind your proposal to study off campus for both your first and second-choice programs.** The essay will be carefully considered, together with recommendations, GPA, and four-year plans, when approving applications and determining which students are awarded their first-choice semesters.

#### VI. A. PROPOSED OCS COURSES FOR FALL-SEMESTER PROGRAM B. PROPOSED OCS COURSES FOR SPRING-SEMESTER PROGRAM

Provide a complete list of the courses you intend to take while on your fall-semester and spring-semester off-campus study programs. Courses are normally listed in program information available in the OCS Resource Area or on program websites.

For some programs, especially universities (e.g., U.K., France, Germany, Spain, Australia, Argentina, Chile, Ecuador, Mexico), where courses vary from year to year, updated information on availability of courses is generally available from your specific program office or website. You should call, send an e-mail message or consult the program website to obtain the latest course listings. However, a definitive list of courses for a given semester is often not available far enough in advance for you to be able to complete this section of the application with any degree of certainty. However, your program can normally provide a probable list of courses, and you should ask your adviser to approve a tentative OCS course-plan in this section with a view to making changes later if necessary.

**Your academic adviser and the Off-Campus Study Board must approve any changes you make to your course-plan after receiving approval to study off campus. For the university programs**

**mentioned above, 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 you do this, both first choice and alternative courses must be listed in this section. Put an asterisk (\*) by alternative courses.**

If a pre-approved set of alternative courses has not been arranged, however, you must 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 acceptable to your adviser, the OCS Office will then verify with the OCS Board that the course is transferable to Grinnell. Neglecting to secure approval for course changes may result in your credit not being transferred.

### **Approval Signatures for OCS Courses to Count as Major or Concentration Credit**

Departments and Concentrations determine their own policies regarding the acceptance of credit from off-campus study programs. Where major or concentration credit is allowed, approval is given on a course-by-course basis and may be granted in advance, on the basis of course descriptions and syllabi, or determined after your return to campus, based on course materials that may be requested.

**If you would like for credit from an OCS course to count towards your declared or intended major or concentration, request an approval signature from your academic or concentration adviser next to the specific course(s) in Part VI. Signatures should appear next to OCS courses only if credit is being approved in advance of your taking the courses, based on the course title and description.**

If credit towards the major or concentration is not approved in advance, your four-year plan must indicate that the major or concentration could be completed without credit from the program.

### **Course Credit Toward Majors in Languages Taught at Grinnell**

If you have been taking a language at Grinnell outside of your major or intended major and are planning to study in that language while off campus, you should note that the language credit you earn will not necessarily count towards the major if you later decide to change to, or add, a major in that language after returning to campus. Most language departments at Grinnell have approved specific off-campus programs and courses for major credit. Although non-majors may attend programs other than these, credit from such programs towards any language major you may wish to declare in the future is not guaranteed. If you are not planning on attending a language-department approved program and would like to retain the option of declaring a language major after returning from off-campus study, you should discuss the possibility of counting credit from that program towards the major with the chair of the department before going off campus.

### **General Rules Concerning Credit from Off-Campus Study Programs**

Course credit listed in program information is usually, but not necessarily, equivalent to the Grinnell credit. For example, credits from programs on the unit system (one credit per course) will be converted into four semester-credits on the Grinnell College transcript. Please note that many programs operating on the same semester-credit system as Grinnell offer only three credits per course, not four, as is the norm here, so you may be limited to a total of 15 credits for the semester.

The number of off-campus study credits transferable to Grinnell College is subject to prior approval. Credits in excess of 18 will be assessed a Grinnell 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 non-Grinnell

programs are not calculated into the GPA. Grades and credits from Grinnell-in-London and Washington 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. Additionally, you may not take “incompletes” while studying off campus, regardless of the policy in effect on your program.** A course initially reported as incomplete will not be recorded on the Grinnell transcript even if finished at a later date.

## **VII. A. FOUR-YEAR PLAN INCORPORATING FALL-SEMESTER OCS PROGRAM B: FOUR-YEAR PLAN INCORPORATING SPRING-SEMESTER OCS PROGRAM**

Submit two four-year plans, one incorporating your fall-semester program and the other your spring-semester program. If you have declared your major(s), these plans must be approved by your academic adviser(s). If you haven't declared, the plans must be approved by both your current academic adviser and a professor from your intended major department, ideally your future academic adviser. If you have declared (or are intending to declare) a double-major, make sure to obtain signatures from both departments. **The signature(s) at the bottom of each four-year plan indicate approval of your OCS program choice, essay, OCS course choices, and overall four-year plan.**

**If your four-year plan indicates an intention to graduate in fewer than eight semesters, you must have been approved for accelerated (“early”) graduation before final approval to study off campus can be granted.** If you submit your application without prior permission to graduate early, your approval to study off campus will be made conditional upon such permission being granted.

**You may not be required to submit four-year plans for both fall and spring if your academic adviser agrees that, for academic reasons, you are not able to study off campus in a particular semester.** The Off-Campus Study Board requires a written explanation from your adviser, and a form for this purpose is provided in Part VIII of the application. If the Off-Campus Study Board acknowledges a substantive academic impediment preventing you from going off campus in fall or spring, you will not be required to have a second-choice program option. Since a waiver of this requirement is subject to approval, it is important to ask your adviser to submit the statement well in advance of the deadline but no later than Monday, December 7, 2008. The OCS Board normally recognizes only the following academic impediments to studying off campus in a particular semester:

- Inability to complete the major
- Inability to complete a concentration
- Inability to take courses following the OCS semester in the appropriate sequence
- Inability to complete the prerequisites for the program

## **VIII. ADVISER STATEMENT**

If you cannot study off campus in a particular semester for any of the reasons explained in Part VII, the Off-Campus Study (OCS) Board requires a written explanation from your academic adviser, on the form provided. Since this statement is subject to approval by the OCS Board, it should be submitted during the fall semester, but no later than Monday, December 7, 2008, four days before the off-campus study application deadline of Friday, December 11.

## **IX. WAIVER FORMS**

Your Grinnell Approval Application to Study Off Campus must be submitted together with a “Waiver, Release, and Indemnification Agreement” (Waiver Form), signed by both you and your parent(s) or guardian(s). The Waiver Form is not included with this application but is available on-line at [grinnell.edu/offices/ocs/applying](http://grinnell.edu/offices/ocs/applying) or from the OCS Resource Area outside the Off-Campus Study Offices in Macy House, 1205 Park Street.

**Before turning in the application, double-check to make sure all parts have been filled out and signed. Remember to include the waiver form and complete the on-line portion of the application:**

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

**Please detach the instructions and staple the printout from the on-line form to the front of the application as a cover-sheet.**

**Submit the application to the Off-Campus Study Office in person, together with two photocopies. Photocopies of recommendations, waiver forms and application instructions are not required.**