

Application for Grinnell College Approval to Study Off Campus

Return original of this application and two photocopies to the Off-Campus Study Office by Wednesday, January 31, 2007, 5:00 p.m. Sections I and II must be completed both on this application and on-line at www.Grinnell.edu/offices/ocs. Enter each program into the on-line form and attach a printout of the information to the top of this application.

I. PERSONAL INFORMATION

Name _____ Username _____

Preferred First Name _____

P.O. Box _____ Grad Yr. _____ ID # _____ Major _____
 Declared Intended

Current Adviser(s) _____ Concentration _____
 Declared Intended

II. PROGRAM CHOICES

Fall 2007: *First Choice Second Choice

Program name listed in Program Summaries _____

Fall-Semester Program Application Deadline** _____

Spring 2008: First Choice Second-Choice

Program name listed in Program Summaries *** _____

Spring-Semester Program Application Deadline _____

* You are normally required to list both a fall and spring program. See application instructions, Part II, for details.

** If the program has an early and a final deadline, list the earlier one. If on rolling admissions, write "rolling".

*** If your program is the same in both semesters, write "same".

Applications for year-long approval must be made on a separate application form available from the OCS Director.

III. APPROVAL SIGNATURES

STUDENT: Your signature indicates you have discussed your off-campus study plans with the Campus Program Adviser and your academic adviser(s) and have read the application instructions and OCS Handbook.

Student _____ Date _____

FACULTY: Your signature indicates that you have discussed this OCS program with the student:

Fall-Semester Program -

Campus Program Adviser: _____ Date _____

Spring-Semester Program -

Campus Program Adviser: _____ Date _____

Academic Adviser(s): .Signatures required in Part VII A & B for approval of Fall and Spring four-year plans.
.Signatures also required in Part VI A & B if OCS courses to count towards major.

Name _____

IV. RECOMMENDATION FORMS

List the two faculty members who will be submitting the recommendation forms included in this application.

1. _____ 2. _____

V. ESSAY

Be sure to read Part II of the application instructions before starting this section. State the rationale behind your proposal to study off campus for your first and second-choice programs. Essays will be carefully considered, along with recommendations, GPA, and four-year plan, in determining which students are granted their program and semester choices. **Organize your paper in sections, labeled with the headings listed below.**
(Maximum length: 4 pages)

- **Rationale: Fall-Semester Program**

What is the name of the program? Is it your first choice, second choice, or is it equally preferred?

Explain your program choice for this semester in terms of its connection to your major, concentration or other areas of interest, as expressed in past or intended college coursework. Describe how you believe this program will supplement or deepen your studies at Grinnell. Give examples of specific ways in which you will have prepared yourself, both academically and personally, for this off-campus experience. Discuss any additional objectives you wish to accomplish that may not be directly related to your coursework at the college, e.g., studying a language or taking other courses not offered at Grinnell, participating in an internship, doing an independent study.

Do not discuss semester preference in this section. See "Additional Considerations Regarding Choice of Semester".

If your Adviser is providing a statement to the OCS Board indicating that you cannot, for academic reasons, study off campus in this semester, write "academic impediment" in this section. (See instructions, parts VII & VIII.)

- **Rationale: Spring-Semester Program**

Follow the directions given above under Fall-Semester Program. If your program is the same in both semesters, write "same as above" in this section. If you will be a senior and can study off campus only in the fall, write "senior" in this section.

- **Additional Considerations Regarding Choice of Semester**

If you have reasons, other than your first-choice program itself, for preferring to study off campus in that semester, please provide a detailed explanation here. You may cite any reason, including extra-curricular or personal ones. Along with the major factors mentioned at the beginning of this section, the reasons behind your preference will be taken into account in determining whether you are granted your first choice. Please note that compelling academic reasons are given higher priority.

- **Special Considerations**

In this section, please include any special circumstances, academic or personal, that you would like the OCS Board to take into account when considering your application to study off campus.

Name _____

VI-A PROPOSED OCS COURSES FOR FALL-SEMESTER PROGRAM

PROGRAM NAME: _____

- The attached Application Instructions for this section are very important; please read them thoroughly before proceeding.

APPROVAL SIGNATURES

Major and Concentration Advisers: Your signature next to any course listed below indicates that your department or concentration has given *advance* approval for the course to count towards the major or concentration upon completion. See details in note below.

- .All off-campus courses must be listed, whether or not to count towards a major or concentration.
- .Courses with signatures next to them will be counted towards your major or concentration.
- .Courses without signatures will be counted as credit towards graduation.

ADVISER'S SIGNATURE (IF COURSE IS APPROVED TO COUNT TOWARDS MAJOR OR CONCENTRATION)	SEMESTER CREDITS	COURSE TITLE

NOTE: Not all departments and concentrations grant approval in advance for credit from off-campus study courses. In this case, approval of credit may be determined by the department after completion of the coursework. No signatures should appear in this section unless credit is being approved in advance.
If your major or concentration does not approve credit from off-campus study in advance, your 4-year plan must indicate that you can complete your major or concentration without credit from off campus.

VII-A FOUR-YEAR PLAN INCORPORATING FALL-SEMESTER OCS PROGRAM

- Write "OCS" in the appropriate fall semester rather than repeating the OCS courses included in Part VI.
- Put an "M" in front of courses which count towards your major. Put a "C" in front of courses which count towards your concentration.
- You must list a minimum number of courses in humanities, social studies, and science. See Part VII of the instructions for details.
- If you wish to count advanced placement credit or transfer courses towards the total, please attach a separate sheet listing those courses.

Dept./Course #	M/ C	Course Title	Dept./Course #	M/ C	Course Title
1st Year FALL			SPRING		
2nd Year FALL			SPRING		
3rd Year FALL			SPRING		
4th Year FALL			SPRING		

Academic Adviser (s): Approve the four-year plans for both fall and spring-semester off-campus study options unless you determine that, for academic reasons, this student cannot study off campus in a particular semester. If there is a substantive academic impediment preventing this student from studying off campus in either semester, the OCS Board requires a written explanation. A form for this purpose is included in part VIII of this application.

Academic Adviser Approval of Four-Year Plan Incorporating Fall-Semester Off-Campus Program	
If declared: Academic Adviser (s) _____	Date _____
_____	Date _____
If not declared: Current Adviser _____	Date _____
<i>and</i> Intended Academic Adviser _____	Date _____

Name _____

VI-B PROPOSED OCS COURSES FOR SPRING-SEMESTER PROGRAM

PROGRAM NAME: _____

- The attached Application Instructions for this section are very important; please read them thoroughly before proceeding.

APPROVAL SIGNATURES

Major and Concentration Advisers: Your signature next to any course listed below indicates that your department or concentration has given *advance* approval for the course to count towards the major or concentration upon completion. See details in note below.

- .All off-campus courses must be listed, whether or not to count towards a major or concentration.
- .Courses with signatures next to them will be counted towards your major or concentration.
- .Courses without signatures will be counted as credit towards graduation.

ADVISER'S SIGNATURE (IF COURSE IS APPROVED TO COUNT TOWARDS MAJOR OR CONCENTRATION)	SEMESTER CREDITS	COURSE TITLE

NOTE: Not all departments and concentrations grant approval in advance for credit from off-campus study courses. In this case, approval of credit may be determined by the department after completion of the coursework. No signatures should appear in this section unless credit is being approved in advance.
If your major or concentration does not approve credit from off-campus study in advance, your 4-year plan must indicate that you can complete your major or concentration without credit from off campus.

VII-B FOUR-YEAR PLAN INCORPORATING SPRING-SEMESTER OCS PROGRAM

- Write "OCS" in the appropriate fall semester rather than repeating the OCS courses included in Part VI.
- Put an "M" in front of courses which count towards your major. Put a "C" in front of courses which count towards your concentration.
- You must list a minimum number of courses in humanities, social studies, and science. See Part VII of the instructions for details.
- If you wish to count advanced placement credit or transfer courses towards the total, please attach a separate sheet listing those courses.

Dept./Course #	M/ C	Course Title	Dept./Course #	M/ C	Course Title
1st Year		FALL	SPRING		
2nd Year		FALL	SPRING		
3rd Year		FALL	SPRING		
4th Year		FALL	SPRING		

Academic Adviser (s): Approve the four-year plans for both fall and spring-semester off-campus study options unless you determine that, for academic reasons, this student cannot study off campus in a particular semester. If there is a substantive academic impediment preventing this student from studying off campus in either semester, the OCS Board requires a written explanation. A form for this purpose is included in part VIII of this application.

Academic Adviser Approval of Four-Year Plan Incorporating Spring-Semester Off-Campus Program

If declared: Academic Adviser (s) _____ Date _____

_____ Date _____

If not declared: Current Adviser _____ Date _____

and Intended Academic Adviser _____ Date _____

VIII.

ADVISER STATEMENT

APPLICATION FOR GRINNELL COLLEGE APPROVAL TO STUDY OFF CAMPUS

academic impediment to studying off campus in fall or spring of 2007-08

**Please Return to Off-Campus Study Office, Mears 116
by Monday, January 22, 2007 ***

To: Off-Campus Study Board
From: Academic Adviser name: _____
Re: OCS applicant name: _____

There exists an academic impediment to this student studying off campus in: Fall 2007 Spring 2008

Academic Adviser signature _____

Please note the information below and cite the reason(s) on the back of this form or attach a separate page.

Academic Adviser (s): A student may, for academic reasons, not be able to study off campus in a particular semester .
If there is a substantive academic impediment preventing this student from participating in an off-campus study program in the fall or spring semester of next year, the Off-Campus Study Board requires a written explanation.

Normally, the Off-Campus Study Board will consider only the following reasons:

- . Inability otherwise to complete the major
- . Inability otherwise to complete a concentration
- . Inability to take courses in the appropriate sequence
- . Inability to complete the prerequisites for the program

Non-academic, extra-curricular or personal considerations should not be included.

*Since students must apply for both a fall and a spring off-campus study option unless exempted from this requirement by the Off-Campus Study Board, it is important to submit this form as far possible in advance of the deadline of January 22, 2007. This may be done at any time during the fall semester.

FACULTY RECOMMENDATION

APPLICATION FOR GRINNELL COLLEGE APPROVAL TO STUDY OFF CAMPUS

Please Return to Off-Campus Study Office, Mears 116
by Wednesday, January 31, 2007

Name of Applicant _____ Class Year _____
Last First

Fall 2007 Program Name: _____

Spring 2008 Program Name: _____

Provider of Recommendation (Print name): _____

APPLICANT: I hereby waive my right to inspect and review this recommendation and understand that the document will be used only for the purpose of evaluating my qualifications to study off-campus. This form will not be made available to any other institution or private party without my permission, and I understand that it will not be made a part of my permanent student record.

Signature of Applicant _____ Date _____

To the Student: Give this recommendation to a professor from whom you have taken a course; choose someone who you think can best respond to the questions and categories listed below. **If your program is located in a country where the language spoken is taught at Grinnell, one of your recommenders must be from the appropriate language department.** Make certain to discuss your OCS plans with the recommender and provide any further information requested. Be sure your recommender is aware of the deadline for returning this form to the OCS Office.

To the Recommender: If this student is approved to study off campus, s/he will be participating in one of the programs named above. The Off-Campus Study Board requests your evaluation of his/her academic and personal qualifications. **It is not required that this form be accompanied by a letter.** However, if you do not recommend this student, or if your recommendation is qualified in any way, please explain on the other side or on an additional page. **Please indicate in the space below how long and in what capacity you have known the applicant:**

	No Information	Below Average	Average	Good	Very Good	Outstanding
Intellectual ability	_____	_____	_____	_____	_____	_____
Academic motivation	_____	_____	_____	_____	_____	_____
Preparation for class	_____	_____	_____	_____	_____	_____
Independence	_____	_____	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____	_____
Tact	_____	_____	_____	_____	_____	_____

Highly Recommend
 Recommend
 Recommend with qualification
 Do not recommend

Signature _____ Date _____

||

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APPLICATION FOR GRINNELL COLLEGE APPROVAL TO STUDY OFF CAMPUS

***Application Deadline:
Wednesday, January 31, 2007, 5:00 PM***

On-line Portion of Application and Photocopies

Sections I and II of this application must also be entered online at www.grinnell.edu/offices/ocs.
When you have completed the online form , attach a printout to the top of the application.
(Please remove the instructions.)

Return the original of this application to the OCS Office in person together with two photocopies.
(Photocopies of instructions, recommendations and waiver forms 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

I. PERSONAL INFORMATION

Major

You are normally expected to declare a major before submitting this application. Students without a major will be given lower priority in the approval process. If you haven't declared a major, you must list an intended major. Qualified applicants who have not declared will receive final approval only after declaring a major and after all students who declared by the deadline have been approved.

II. PROGRAM CHOICES

Semester and Program

You are normally required to list both a fall and a spring program.* 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 a given semester, and some may not be granted their first choice. Such decisions are made on a competitive basis, taking into account many factors, including: rationale for studying off campus, integration of program with on-campus studies, liberal arts balance in four-year plan, GPA, and recommendations.

You may not be required to list both a fall and spring program if your Academic Adviser believes that, for academic reasons only, you cannot 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 your Adviser has provided a statement, write “academic impediment” in place of the program name for that semester.** If the Off-Campus Study Board agrees that there is 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 waiver of this requirement is subject to approval, it is important to ask your adviser to submit the form well in advance of the deadline, ideally before winter break. If not approved, you will be required to indicate program options in both semesters. The OCS Board normally considers only the following academic reasons:

- 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

The Off-Campus Study Board understands that you may prefer a particular semester for non-academic reasons. In this case, although you are still required to list a program in both semesters, be sure to explain the reasons for your preferred semester in your essay (Part V). Your preference will be taken into account, but please note that academic considerations are given higher priority.

* 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 will need to 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 that 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. Only one set of recommendations - from the year-long application - is required.

Approvals to attend year-long programs are very limited in number and are 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 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 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 Thursday, March 1. After receiving approval to apply, it will be your responsibility to submit your application to your program by the particular deadline for that program. (All program applications must be brought to the OCS Office for mailing.) 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.

For the few programs whose application deadlines fall before March 1, the date when Grinnell normally grants approval, or if your program is on rolling admissions, you should contact the Off-Campus Study Director about being granted "**Early Approval**" so that you can apply to your program before March 1. Early Approval is granted only to students whose programs have early deadlines or are on rolling admissions. **If you have a very early program deadline, such as February 1 or February 15, or are applying to a program on rolling admissions that tends to fill up very early**, you may apply to your program *before* January 31, 2007, the deadline for submitting the Grinnell Approval Application. In all cases, you must already have turned in your completed Grinnell Approval Application before Early Approval can be granted.

III. APPROVAL SIGNATURES

Program Adviser Signature: The names of program advisers may be found in the Off-Campus Study Handbook or on the Off-Campus Study website. Discuss any programs you may be considering with the appropriate Program Advisers. You will need to obtain the signatures of the Program Advisers for your first and second-choice programs, indicating that you have met and discussed the programs with them.

Academic Adviser signature: In addition to obtaining a signature from the Program Adviser(s), make an appointment with your **Academic Adviser** to discuss which of the programs you are considering would best complement your four-year plan of study in the liberal arts. Ask your adviser to approve your OCS courses in Part VI A & B and your two four-year plans incorporating fall and spring-semester off-campus study program options in Part VII A & B.

IV. RECOMMENDATION FORMS

Please fill out the top portion of the recommendation forms included in this application and give them to two faculty members from whom you have taken a class; one recommendation may be from your Academic Adviser. It isn't required that either recommendation be 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 the appropriate language department.** Your professors will return your recommendations directly to the Off-Campus Study Office. **Please be sure to give them the forms at least ten days in advance of the application deadline.**

V. ESSAY

This written statement is a very important. Follow carefully the directions on the application form and state the rationale behind your proposal to study off campus for your first and second-choice programs. This section will be considered carefully, along with recommendations, GPA, and four-year plan, in determining which students are granted their program and semester choices.

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

Listing Courses

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

For some programs, especially university programs (e.g., U.K., France, Germany, Spain, Australia, Argentina, Chile, Mexico), where the courses offered vary from year to year, updated information is generally available from your specific program office. You should call, send an e-mail message or consult the program website to obtain the latest course listings. However, a definite list of course offerings for a given semester is occasionally not available far enough in advance for this application. In such cases, your program will normally provide you with probable course offerings, and you may ask your adviser to approve a tentative list of courses based on these. You may need to return to your adviser to change courses after the definitive listing is published or contact him or her while off campus to obtain final approval before enrolling in courses.

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. In the case of 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 such pre-approval 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 the OCS Office, by letter, fax, E-mail, or telephone. The OCS Office will contact your adviser, the Registrar, and

the OCS Board and let you know whether the course change is acceptable to your adviser and the Off-Campus Study Board. Failure to secure approval for course changes may result in your credit not being transferred to Grinnell.

Approval Signatures for Courses Approved to Count Towards Your Major or Concentration

Individual academic departments determine their own policies for accepting credit from off-campus study to count towards the major. This also applies to concentrations. You should make sure that you are aware of the policies of your major department or concentration. When major or concentration credit is allowed, approval is required on a course-by-course basis.

- If you wish to receive credit from off-campus study towards your declared or intended major or concentration, request an approval signature from your Academic Adviser or Concentration Adviser next to the specific course(s). Write the name of the major or concentration next to the signature.

Not all departments and concentrations grant approval in advance for credit from off-campus study courses. In this case, the department/concentration may rule on approval of credit after you have completed your off-campus courses and returned to Grinnell. Normally, this will require a review of your off-campus coursework. No signatures should appear in this section unless credit is being approved in advance.

If your major or concentration does not approve credit from off-campus study in advance, your four-year plan must indicate that you will be able to complete your major or concentration without credit from off-campus study.

Course Credit

Course credits listed in program information are 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, and on these programs 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 that you earn will be evaluated on the grading system currently in effect on your off-campus study program. **Only grades of “C” or above will transfer to Grinnell.** Credits and grades for courses transferable to Grinnell from off-campus study programs will be recorded on your Grinnell College transcript but not calculated into your GPA.

No courses may be taken on a pass/fail basis. Additionally, you may not take “incompletes” on off-campus study regardless of the policy in effect on your program. A course in which an incomplete is taken will not be recorded on the Grinnell transcript even if it is completed at a later date.

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 as language-major credit if you decide to change to a major (or add a second 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.

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

You must submit two four-year plans, one incorporating your fall-semester program and the other your spring-semester program. If you have declared your major, these plans should be approved by your Academic Adviser; if not, by both your *current* Adviser and your *intended* Adviser. **If you have declared, or are intending to declare, a double-major, you must obtain signatures from Advisers in both departments.** The signature(s) at the bottom of each four-year plan indicate this approval.

You may not be required to submit four-year plans for both fall and spring if your Academic Adviser believes that, for academic reasons only, you cannot 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 agrees that there is a substantive academic impediment preventing you from participating in an off-campus study program in fall or spring, you will not be required to submit a four-year plan for both semesters. **Since waiver of the two-plan requirement is subject to approval, it is important that you ask your Adviser to submit an explanation to the OCS Board for a decision well in advance of the deadline. This may be done at any time during the fall semester by returning the completed form in Part VIII to the OCS Office.** Normally the OCS Board will consider only the following reasons:

- 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

The Off-Campus Study Board requires that students indicate in their four-year plan **a minimum of three four-credit courses in each of the three academic divisions – Humanities, Social Studies, and Science - over four years.** (Transfer and AP courses count; OCS program courses may count but are subject to approval.) **For students applying as sophomores, the OCS Board requires that at least two courses in each division be completed by the end of the fourth semester; for those applying as juniors, it is required that at least two courses in each division be completed by the end of the sixth semester.** Your agreement to complete at least three courses in each division over four years as part of your application to study off campus is regarded as a signed contract between you, your Adviser and the Off-Campus Study Board and is to be fulfilled before graduation.

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.

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 Board will require a written explanation from your Academic Adviser, using the form provided. Ideally this statement should be submitted during the fall semester, but no later than Monday, January 22, 2007, 10 days *before* the general off-campus study application deadline of January 31.

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 www.grinnell.edu/offices/ocs/applying or from the OCS Resource Area outside the Off-Campus Study Office in Mears 116.

Before turning in the application, double-check to make sure all parts have been filled out and signed and that you have included the waiver forms. Remember to complete the on-line portion of the application at:

www.grinnell.edu/offices/ocs/applying

Please be sure to detach the instructions and staple the printout from the on-line form to the front of the application.

The original application is to be submitted to the Off-Campus Study Office in person, together with two photocopies. (Photocopies of recommendations, waiver forms and application instructions are not required.)