

Grinnell College  
Center for International Studies

# Off-Campus Study Handbook 2007-08



*Guide for Students Planning to Study Off-Campus  
During the Academic Year 2008-2009*

Office of Off-Campus Study

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

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## IMPORTANT NOTICES

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### CHOICE OF OFF-CAMPUS SEMESTER

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<b>Declaration of Major</b>	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 plan must reflect an intended major.
<b>First and Second-Choice Programs</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 will be made 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. Such decisions are made on a competitive basis, taking into account such factors as written rationale for studying off campus, integration of program with on-campus studies, GPA, and recommendations. <b>For details, see the instructions to the Grinnell Approval Application to Study Off Campus.</b>
<b>Inability to study off campus in fall or spring</b>	You may not be required to apply for program options in both semesters if your academic adviser believes that, for academic reasons, you aren't able to study off campus in a particular semester. In this case, the Off-Campus Study (OCS) Board will require a written explanation from your adviser. (There is a form for this purpose in the Grinnell Approval Application to Study Off Campus.) If the OCS Board agrees that there is a substantive academic impediment to your studying off campus in fall or spring, you will not be required to have a second-choice program option. Normally, the OCS Board will consider only the following reasons: (1) inability to complete the major; (2) inability to complete a concentration; (3) inability to take courses following the OCS semester in the appropriate sequence; (4) inability to complete the prerequisites for the program. Non-academic, extra-curricular, or personal reasons will not be considered compelling. <b>For details, see the instructions to the Grinnell Approval Application to Study Off Campus.</b>
<b>Yearly Limits to Total Off-Campus</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>Program Cost</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>Financial Aid</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>

## IMPORTANT NOTICES

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### OFF-CAMPUS STUDY RESIDENCE POLICY

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**Leaves of  
Absence**

- Students must be in residence during the spring semester when the Grinnell Approval Application to Study Off-Campus is due.
- 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.
- 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.

## INTRODUCTION

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**General Information** Each year, large numbers of Grinnell students, representing 55 to 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 Office, Mears 116, and open from 8:00 - 5:00 PM, Monday through Friday. OCS Office staff are available on the first floor of Mears Cottage 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 Competitive-ness** 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** you want to achieve. 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. Additional objectives such as these 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

### 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.

### 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 2006-2007 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.

While you are preparing for study away from campus, remember to use the resources available here. The OCS website - [www.grinnell.edu/offices/ocs](http://www.grinnell.edu/offices/ocs) - features a number of useful links not only to individual programs but also to sites providing a wide range of information about studying and traveling abroad.

## ELIGIBILITY TO STUDY OFF-CAMPUS

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**The Off-Campus Study Board accords the privilege of studying off campus to students who meet the following standards:**

1. **Upper-Class Standing:** First and second year students normally may not participate. 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 but those admitted as third-years are not eligible except for Grinnell College programs.
2. **Good academic standing and normal progress toward graduation.**
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. Students with lower GPAs may petition the OCS Board for consideration of their application following guidelines available from the Director of Off-Campus Study.
4. **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.)

5. **Completion of the prerequisite courses** for participating in the off-campus program as required by Grinnell College and the program itself. For example, Grinnell may set higher language prerequisites than the program itself requires or set prerequisites in addition to those required by the program.
6. **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.
7. **Strong faculty recommendations.**
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.

## 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 2008-2009 programs is Thursday, January 31, 2008.**

**You will receive a letter granting you approval to apply to either your first- or second-choice program on Friday, February 29, 2008.**

**If you change your mind after receiving Grinnell Approval and wish to apply to a program other than the one you listed on your application,** you will need to make an appointment with the Director of Off-Campus Study. You must have the approval of your adviser(s) and the Off-Campus Study Board to change programs or semesters.

### **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

To obtain Grinnell College approval to study off campus, please follow these steps:

1. **Read the Off-Campus Study Handbook.** 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.
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 and Website.** The OCS Resource Area, adjacent to the OCS Office (Mears 116,) 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, and during the late afternoons and evenings when Mears is open for student use.
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 of Off-Campus Study is also available by appointment to help you in deciding on a program.** To set up a meeting, call x4850 or send a message to [Bright] requesting a meeting and listing a range of times between 8:30 -12:00 and 1:30 - 4:00 p.m., Monday through Friday. Appointments are scheduled on the half-hour.
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 any credit from your program will 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, Thursday, January 31, 2008.

**Grinnell Approval**

Grinnell approval to study off campus during 2008-2009 will be announced on Friday, February 29, 2008. You will receive an **Approval Letter** from the Chair of the Off-Campus Study Board and a copy will be sent to your adviser. The Offices of the Treasurer, Student Affairs, Financial Aid, Dining Services, and the Campus Post Office will be notified that you will be studying off campus during your requested semester.

**Programs with Early Deadlines or Rolling Admissions**

Since most deadlines for fall semester programs are between mid-March and the end of May, there is normally no need to apply to your program before approval is announced on February 29. However, in the unusual instance that your program application deadline falls on or before March 1, or if your program is on rolling admissions, you should contact the Director of Off-Campus Study and ask for permission to apply to your program before March 1. Early Approval to apply is granted only to students whose programs have early deadlines or are on rolling admissions. You must turn in your completed application before Early Approval to apply can be granted. **For Details: See application instructions for Grinnell Approval Application.**

**Policy on "Travel Warnings"**

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.

## APPLYING TO YOUR CHOSEN PROGRAM

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Before applying to your off-campus study program, you must have Grinnell College approval to study off campus. You will receive a letter announcing this approval on February 29, 2008.

### 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. (Please note: opening the envelope will invalidate the transcript.)

**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 according to the grading system currently in effect on your off-campus study program. Off-campus study program grades appear on your Grinnell transcript but are not calculated into your GPA, with the exception of grades for Grinnell-in-London and Grinnell-in-Washington, D.C., which are included in your GPA.

**Only off-campus courses for which you have earned a grade of "C" or above will transfer to Grinnell. No courses may be taken on a pass/fail basis, regardless of individual program policy. Grinnell students may not take "incompletes" on off-campus study** regardless of the policy in effect on their program. Courses in which incompletes are taken will not be recorded on the Grinnell Transcript even if completed at a later date.

**If you change your mind and wish to apply to a different program** 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.

**If you wish to cancel your approval to study off campus,** 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 withdraw from the program after paying it.) 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.

**Approval to study off campus is automatically canceled for students placed on academic probation and may be canceled in case of an academic warning.**

**Once having received approval to study off campus, a student must remain in residence during the semester(s) preceding the off-campus study semester.**

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.

## 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, Dow 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 cost information for 2006-07:

	<i>On-Campus</i>	<i>IES Milan (Fall Semester)</i>	<i>ACM Florence</i>
<b>Cost:</b>	(4) 19115	23143	20533
<b>Less:</b> Expected Family Contribution	10000	10000	10000
<b>Equals:</b> Need or Eligibility for Aid	9115	13143	10533
<b>Less:</b> Additional Loan or Family Contribution - for more Expensive programs	N/A	(3) 1560	N/A
<b>Equals:</b> Adjusted need used to determine additional gift and loan assistance	9115	11583	10533
<b>Aid:</b>			
Grant:	6300	8000	7280
Loan:	(1) 1815	*5140	**3250
Work:	(2) 1000	0	0
<b>Total Aid:</b>	9115	13140	10530

\*Loan: (1) \$1,815 initial loan + (2) \$1,000 initial work + (3) \$1,560 + \$765 to cover a portion of the increased cost between on/off-campus study.

\*\*Loan: (1) \$1,815 initial loan + (2) \$1,000 initial work + \$435 to cover a portion of the increased cost between on/off-campus study.

(4) Estimated On-campus Cost: Tuition \$14,283+ Fees \$232 +Room \$1,800 + Board \$2,050 + Personal Expenses \$200 + Books \$300 + Transportation \$250 = \$19,115

**Additional Information:**

- ❖ Estimated program cost information for 2006 -07 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 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:**

Ruth Carstensen  
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 of Student Financial Aid  
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.

### **Preparing to Leave**

#### **PASSPORT**

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 either the Poweshiek County Recorder's Office in Montezuma (641-623-5617) or the Jasper County Courthouse in Newton (641-792-5442) or the Main Post Office in Des Moines, 1165 2nd Avenue, Room 228 (515-283-7742).

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. 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.

Be sure to have all necessary travel documents well before the date of departure. Make copies of your passport and visa and keep them separate from the originals.

### **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 paper trail: leave a detailed itinerary (names, addresses, and phone numbers of persons and places to be visited) with relatives or friends in the United States 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 information 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. One 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. In many 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.

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. It is also a good idea to be informed about current affairs in the United States. You will be asked questions about your personal experiences here in addition to ones concerning politics, economics, government policies, and other issues on the national scene.

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. They can answer questions and help you develop realistic expectations of the program. 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 that may require assistance while you are studying away from Grinnell, you will need to contact Joyce Stern in Academic Advising (Forum, x3702) to arrange for the review of your documentation and coordination of services. In consultation with Joyce Stern, the Off-Campus Study Office will work with the local program director to arrange the accommodations necessary during your time away. Please provide notification prior to submitting

the Grinnell Approval Application to Study Off Campus, which is due in the first week of February of the academic year before you wish to participate in a program. Accommodations, facilities, and services vary from country to country, so it is helpful to provide as much advance warning as possible.

**Miscellaneous** The excitement of travel and the newness of the environment you are in make it easy to become careless or distracted. While there is no guaranteed way to eliminate risk when traveling, the following suggestions can help increase your chances for an incident-free-trip.

**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 be required to leave your passport at the hotel reception desk overnight. If your passport is not returned the following morning, immediately report this to local police authorities and the nearest U.S. embassy or consulate.

**Passport Fraud:** Law enforcement records show that 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 lost passports, which may cause delay.

**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 you are in requires you to carry it as an identity document. When you must carry your passport, hide it securely on your person. Do not leave it in a handbag or an exposed pocket. Whenever possible, leave your passport in the hotel safe, not in an empty hotel room or packed in your luggage. One family member should not carry all the passports for the entire family.

- While the main transition abroad will be a cultural one, for many students there will be the additional stress of living in an urban setting for the first time. Students who are not used to the characteristics of a large city may find themselves initially overwhelmed. Becoming accustomed to the traffic, noise, crowds, and rhythm of the city may take time.
- All students going to large cities are advised to be cautious. Even though by reputation most cities abroad are not plagued by as much violent crime as cities in the U.S., do not be lulled into feeling safe wherever you go. You should be cautious and practice common sense about where to go and at what time of day. Traveling with at least one companion is always a good idea. If your instincts tell you a situation is uncomfortable, trust them and move along.
- Avoid demonstrations, especially in politically volatile countries. What appears to be a peaceful protest can suddenly change into a dangerous situation, and you could be caught in the middle.
- When you are in a foreign country, you are subject to its laws. Learn about

local laws and regulations and obey them. Avoid areas of unrest and disturbance. Deal only with authorized outlets when exchanging money or buying airline tickets and travelers checks. Do not deliver a package for anyone unless you know the person well and are certain the package does not contain drugs or other contraband.

- Do not buy or use illegal drugs or consort with people who do. You are subject to the laws of the country in which you are traveling. Penalties can be harsh, and many American travelers have ended up in foreign jails for having been convicted or merely suspected of carrying or using drugs. There is little the American Embassy can do on your behalf in these cases.
- Petty crime such as pick pocketing and purse snatching is common in many areas. Women should not carry purses over their shoulders. Men should not carry their wallet or passport in their hip pocket. Keep your valuables and passport in a money belt or pouch under your clothing.
- Most programs will provide more specific information on safety and precautions applicable to the site as part of your orientation. Ask the program director or local person if you have questions about the safety of a particular area or activity.
- In the event of an emergency, it is important that you know the emergency telephone number (the equivalent to 911) for the country in which you are studying. For instance, the emergency number in Vienna is 133, in Germany it is 110. If you do have an emergency, it is important to let the on-site program director know about it as soon as possible.
- Do not expect to find the same academic environment that you are accustomed to at Grinnell. Often the courses will involve only lectures and exams, with very little discussion. In European schools, it is common for professors to give one exam for an entire semester or even a year-long course. It may take more initiative on your part to keep up with the coursework under such a system. Just be aware that it is a different educational style and as such is part of your intercultural experience.
- If you will be traveling during the program leave your itinerary with the program director, your parents, or a friend. Whenever possible, do not travel alone. Also be sure someone at home has information about your return flight.

## 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	641-269-4850/4715
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.

Deleted:

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 2006 GRINNELL-IN-LONDON PARTICIPANTS ON CAMPUS 2007-2008

Audet, Kristen	DePetris, Nicholas	Medalia, Jordan	Reiersgaard, Emily
Batra, Kshitij	Elderkin, Christopher	Miller, Sean	Remissong, Matthew
Billion, Timothy	Gados, Karen	Olson, Eric	Ryan, Margaret
Blake, Molly	Gibbons, Anna Liv	Osburg, Benjamin	Smith, Emily
Bologna, Elizabeth	Ji, Lin	Postman, Max	Vitense, Kelsey
Boyer, Sarah	Krohn, Howard	Pretorius, Christopher	Walker, Sarah
Buck, Elijah	Lee, Madeleine	Randall, Katharine	Young, Lindsay
Custer, Grant	Lindgren, Joshua	Ranney, Emily	

#### FALL 2006 GRINNELL-IN-WASHINGTON PARTICIPANTS ON CAMPUS 2007-2008

Alarcon-Cordon, Camila	Herrera, Sandra	Malik, Anjali	Raimondo, Madeline
Ferrier, Evan	Huang, WanTing	Paz Arias, Graciela	Thomas, Sara

2006-2007 OFF-CAMPUS STUDY PARTICIPANTS ON CAMPUS 2007-2008

AFRICA

<b>Botswana:</b>	Pitzer in Botswana	Kaiser, Deborah
<b>Senegal:</b>	Minnesota Studies in Int'l Development	Bruckner, Christine David, Linn Garden-Monheit, Hannah Lynch, Renee Reynolds, Christina
<b>South Africa:</b>	Lexia in Cape Town Organization for Tropical Studies	Heiling, Calvin Chu, Anna Louthan, Allison Revolorio, Flor deMaria Singh, Indrani

EAST ASIA AND AUSTRALIA

<b>Australia:</b>	IES: University of Adelaide	Becker, Sofia Ingram, Katherine Lewis, Michael Lunderskov, Ian Ryan, Emma Sims, Cassandra Theobald, Kinnear Witz, Jeffrey Young, Ian
<b>China:</b>	Associated Colleges in China CIEE: Shanghai Pitzer College in China	Yuan, Sarah Lee, Jordan Seo, Seungmae
<b>Japan:</b>	ACM: Japan Study CIEE: Tokyo IES: Tokyo	Crumley, Patrick Schrager, Benjamin Wells, Caitlin Yokota-Lewis, Alyssa

SOUTH ASIA

<b>India:</b>	ACM: India Studies South India Term Abroad (SITA)	Razavi, Zach Barrett, Adam Brennen, Jonathan
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	South India Term Abroad (continued)	Brooks, Katrina Lindquist, Maria Martin, Fiona McCullough, Ann Pothoff, Margaret Ramstad, Kirby Van Oort, Madison Winer, Jeffrey
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<b>Sri Lanka:</b>	Intercollegiate Sri Lanka Program (ISLE)	McKinley, Alexander Neubert, Christopher
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### EUROPE

<b>Austria:</b>	IES Vienna	Marcel, Winifred
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<b>Czech Rep.:</b>	ACM: Central European Studies	Boeckholt, Christine
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<b>Denmark:</b>	Denmark International Study Program	Liszewski, Walter Newman, Zachary
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<b>England:</b>	ACM: London & Florence	Bell, John Ricci, Christian
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	London School of Economics	Patki, Dhiren Rojas, Demetrio Vulpe, Valeria Wang, Qian
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	University of Manchester	Bottles, Julia
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<b>France:</b>	American University Center of Provence	Basler, Sean Burris, Zair Burton, Laura Dane, Calvin Feil, Halley Grabowski, Marta Harris, Kathryn McMurray, Julia Montgomery, David Pike, Alexandra Sayle, Hanna
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	AUCP: Marseille	Deavers, Laura
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	Hamilton College Junior Year in France	Blatz du Rivage, Juliana Malarkey, Daniel
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	IES: Nantes	Adekeye, Olajumoke West, Nicholas
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	Sarah Lawrence College in Paris	Shadel, Brent
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<b>Greece:</b>	College Year in Athens	Halliburton, Benjamin Lancaster, Samuel Parks, Mitchell
<b>Germany:</b>	IES: Berlin	Poulin, James Spear, Nicole
	IES: Freiburg	Ault, Julia Baldwin, Thomas Link, Alison O'Rourke, John Scharr, Matthew
	IES: Freiburg (European Union)	Kanol, Mine
<b>Hungary:</b>	Budapest Semester in Mathematics	Boney, William Eaton, Anne Orr, Ian
<b>Italy:</b>	ACM: Florence	Gates, Nathaniel Newman, Elizabeth
	IES: Milan	Block, Margaret Cowan, Sara Schein, Stevie
	IES: Rome	Baker, Amanda Cotham, John Drake, Amy Johnson, Katherine Stewart, Emily Weiner, Rebecca Willborn, Emily
<b>Poland:</b>	Lexia in Krakow	Straughn-Morse, Sidonie
<b>Russia:</b>	ACTR: Moscow	Montague, Wyatt Wajda-Levie, Morgan Wennngren, Claire
<b>Spain:</b>	CIEE: Seville	Krist, David Rankin, Luke Walker, Shannon
	Hamilton College in Madrid	Pierce, Sarah
	IES Madrid	Carson, Emily Etzkorn, Rachel Krukowski, Johanna Lewis, Amanda
<b>Sweden:</b>	The Swedish Program	Amphlett, Allison Engh, Rachel Hoegh, Brigham Knap, Christopher

The Swedish Program (continued)

Rothbaum, Amy  
Younes, Jelal

#### LATIN AMERICA & CARIBBEAN

<b>Argentina:</b>	CIEE: Buenos Aires	Klooster, Benjamin Newhouse, Jocelyn
<b>Chile:</b>	CIEE: Santiago IES: Santiago	Anthony, Brigitte Kossoy, Alexandra
<b>Costa Rica:</b>	ACM: Tropical Field Research ACM: Latin American Culture and Society Organization for Tropical Studies ICADS	Kealy, Medora Taylor, Rebecca Sipfle, Emily Fenster, Michael Houlihan, Brenna Salander, Madison Ayling, John Foss, Vicki Sindewald, Erin Twomey, Mary Zwiebel, Jamie
<b>Ecuador:</b>	Minnesota Studies in Int'l Development	Berger, Allison Brooks, Alexander Fowler, Sarah McLaughlin, Rebecca Parker, Heather Sheilds, Nora Skelly, Eleanor Souza, Phoebe
<b>Mexico:</b>	Rutgers University in Mexico	Cohn, Benjamin Toop, Rebecca

#### MIDDLE EAST

<b>Jordan:</b>	CIEE: Jordan	Ross, Ashley
<b>Turkey:</b>	Global Partners in Turkey	Balasubrahmanyam, N. Lienemann, Laura Lubarsky-Ford, Daniel Pokhrel, Raji Polta, Andrew Spradlin, Diana

## USA

<b>Atlanta:</b>	Morehouse College	Davenport, Eric
<b>Atlanta:</b>	Spelman College	Chatman, Chevon Tripp, April
<b>Chicago:</b>	ACM: Newberry Seminar	Erb, Veronica
	ACM: Semester in the Arts	Starling, Jessica
	ACM: Urban Studies	Aho, Kirsten Boilini, Colette Glenn, Nikisha
<b>Knoxville, TN:</b>	Oak Ridge National Laboratory	Hu, Yuan
<b>Woods Hole:</b>	Semester in Environmental Science	Keledjian, Amanda Vincent, Angela

### Personal Advising

#### Peer Advisers

Every semester, large numbers of Grinnell students return from studying off campus and are generally enthusiastic about sharing their experiences. The names of such students currently on campus are listed on the preceding pages. Talking with peers who have already studied on a program or in a region of interest to you is essential to making an informed decision about off-campus study. In addition to speaking with Grinnell students, you may wish to contact specific off-campus study programs to obtain the names and contact information of recent non-Grinnell participants. Written program evaluations from past off-campus study students are kept on file in the OCS Resource Room.

#### Campus Program Advisers

An adviser is assigned to every off-campus study program featured in the Resource Room. These advisers can provide you with more information and help to answer your questions. Their names can be found in the next section of this handbook.

#### 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.

#### Director of Off-Campus Study

The Director of Off-Campus Study is available to help you in deciding among program options. To set up a meeting, call X4850, stop by the OCS Office (Mears 116), or send an E-mail message to Richard [Bright] listing a range of times convenient for you between 8:00 AM to noon and 1:00 - 4:30 PM, Monday through Friday. Appointments are on the half-hour.

# OFF CAMPUS STUDY PROGRAM ADVISERS

## 2007-2008

### AFRICA

Botswana, Ghana, Madagascar, 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, Mears 116

#### **MADAGASCAR: CONSERVATION AND ECOLOGY (SIT)**

**Program Adviser:** Director of Off-Campus Study,  
x4850, Mears 116

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

**Program Adviser:** Director of Off-Campus Study,  
x4850, Mears 116

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

**Program Adviser:** Professor Drake, x3270,  
Mears 317

#### **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 307

### AUSTRALIA

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

**Program Adviser:** Professor Eckhart, x4354,  
Science 1603

### UNIVERSITY OF ADELAIDE

**Program Advisers:** Professor Sharpe (science),  
x3008, Science 2035  
Director of Off-Campus Study (humanities &  
social studies) , x4850, Mears 116

### 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

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

**Program Advisers:** Chinese Department Faculty

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

**Program Advisers:** Chinese Department Faculty

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

**Program Advisers:** Chinese Department Faculty

#### **CHINA: TAIPEI (ICLP)**

**Program Advisers:** Chinese Department Faculty

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

**Program Adviser:** Professor Shimmel

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

**Program Adviser:** Professor Shimmel

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

**Program Adviser:** Professor Schimmel

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

**INDIA: INDIA STUDIES (ACM) (fall)**  
**Program Adviser:** Professor T. Dobe, x3228,  
Steiner 105

**INDIA: SOUTH INDIA TERM ABROAD**  
**Program Adviser:** Professor Gilday, x4227,  
Steiner 302

**SRI LANKA: INTERCOLLEGIATE SRI  
LANKA EDUCATION (ISLE) (fall)**  
**Program Adviser:** Professor Gilday, x4227,  
Steiner 302

**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, Mears 116

**Denmark**

**COPENHAGEN: DENMARK INT'L STUDY  
PROGRAM (DIS)**  
**Program Adviser:** Director of Off-Campus Study,  
x4850, Mears 116

**England**

**BRISTOL: UNIVERSITY OF BRISTOL (spring)**  
**Program Adviser:** Director of Off-Campus Study,  
x4850, Mears 116

**LONDON: GRINNELL-IN-LONDON (fall)**  
**Program Adviser:** Director of Special International  
Programs, x4640, Mears 111

**LONDON: LONDON & FLORENCE  
ARTS IN CONTEXT (ACM) (spring)**  
**Program Adviser:** Professor Chasson, x3079,  
Bucksbaum 246 (fall) , Director of Off-Campus  
Study, x4850, Mears 116 (spring)

**LONDON: LONDON SCHOOL OF  
ECONOMICS AND POLITICAL SCIENCE**  
(year only)  
**Program Adviser:** Professor Munyon, x3106,  
Carnegie 206

**MANCHESTER: UNIVERSITY OF  
MANCHESTER (spring)**  
**Program Adviser:** Director of Off-Campus Study,  
x4850, Mears 116

**France**

**AIX-EN-PROVENCE: AMERICAN  
UNIVERSITY CENTER OF PROVENCE**  
**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, Bucks 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

**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 311A

#### Hungary

**HUNGARY: BUDAPEST SEMESTER IN MATHEMATICS (ST. OLAF)**  
**Program Adviser:** Professor E. Moore, x4205, Science 2416

#### Italy

**FLORENCE: FLORENCE PROGRAM (ACM)** (fall)  
**Program Adviser:** Professor Chasson, x3079, Bucksbaum 246 (fall), Director of Off-Campus Study, x4850, Mears 116 (spring)

**FLORENCE: LONDON & FLORENCE (ACM)** (spring)  
**Program Adviser:** Professor Chasson, x3079, Bucksbaum 246 (fall), Director of Off-Campus Study, x4850, Mears 116 (spring)

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

**ROME: INTERCOLLEGIATE CENTER FOR CLASSICAL STUDIES IN ROME (ICCS)**  
**Program Advisers:** Professor M. Cummins, x3305, ARH 311D

**ROME: ROME PROGRAM (IES)**  
**Program Adviser:** Director of Off-Campus Study, x4850, Mears 116

#### Poland

**POLAND: KRAKOW (LEXIA)**  
**Program Adviser:** Professor Armstrong, x4716, Mears 113

#### Russia

**ACTR: RUSSIA - MOSCOW & ST. PETERSBURG**  
**Program Adviser:** Professor Armstrong, x4716, Mears 113

#### Spain

**GRANADA: INSTITUTE FOR THE INT'L EDUCATION OF STUDENTS (IES)**  
**Program Adviser:** Professor Fernández, x3158, ARH 217B (fall); Professor Valentín, x3112, ARH 220A (spring)

**MADRID: HAMILTON COLLEGE IN SPAIN**  
**Program Adviser:** Professor Fernández, x3158, ARH 217B

**MADRID: INSTITUTE FOR THE INT'L EDUCATION OF STUDENTS (IES)**  
**Program Adviser:** Professor Fernández, x3158, ARH 217B

**SALAMANCA: INSTITUTE FOR THE INT'L EDUCATION OF STUDENTS (IES)**  
**Program Adviser:** Professor Fernández, x3158, ARH 217B (fall); Professor Valentín, x3112, ARH 220A (spring)

#### Sweden

**STOCKHOLM: The Swedish Program**  
Program Adviser, Professor Caulkins, x4716, Goodnow 301

**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 Eckhart, x4354,  
Science 1603

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 (fall) ; Professor Benoist, x3057, ARH  
220D (spring)

Costa Rica

**COSTA RICA: ICADS - SEMESTER  
INTERNSHIP AND RESEARCH PROGRAM  
(internship option in Nicaragua)**

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

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

**Program Adviser:** Professor J. Brown, x3096,  
Science 1204

**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 Eckhart (biology), x4354, Science 1603

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 (fall); Professor Benoist, x3057, ARH  
220D (spring)

Mexico

**MEXICO: MERIDA PROGRAM  
RUTGERS UNIVERSITY**

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

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

**Program Adviser:** Professor Eckhart, x4354,  
Science 1603

**MIDDLE EAST**  
Egypt, Israel & Turkey

**EGYPT: AMERICAN UNIVERSITY IN CAIRO**

**Program Adviser:** Professor Kamp, x3140,  
Goodnow 208; Director of Off-Campus Study,  
x4850, Mears 116

**ISRAEL: THE HEBREW UNIVERSITY OF  
JERUSALEM**

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

**TURKEY: GLOBAL PARTNERS PROG. (fall)**  
**Program Adviser:** Professor Kamp, x3140,  
Goodnow 208; Director of Off-Campus Study,  
x4850, Mears 116

<b>NORTH AMERICA</b> <b>United States</b>
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**United States**

**ATLANTA: MOREHOUSE COLLEGE**  
**Program Adviser:** Professor Cavanagh, x3110,  
Mears 313

**ATLANTA: SPELMAN COLLEGE**  
**Program Adviser:** Professor Cavanagh, x3110,  
Mears 313

**CHICAGO: ARTS PROGRAM (ACM)**  
**Program Adviser:** Professor C. Connelly, x4108,  
Fine Arts 266

**CHICAGO: NEWBERRY SEMINAR IN THE  
HUMANITIES (ACM) (fall)**  
**Program Adviser:** Professor Cavanagh, x3110,  
Mears 313

**CHICAGO - URBAN STUDIES (ACM)**  
**Program Adviser:** Professor K. Erickson, x3330,  
Carnegie 111

**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:** Director of Special  
International Programs, x4640, Mears 111

**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 1609

# OFF CAMPUS STUDY PROGRAM ADVISERS 2007-2008

## 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 re-instated 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.

**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.**

**Credits in excess of 18 will be assessed a Grinnell overload charge.** All credits that you earn will be evaluated according to the grading system currently in effect on your off-campus study program. Off-campus study program grades appear on your Grinnell transcript but are not calculated into your GPA, with the exception of grades for Grinnell-in-London and Grinnell-in-Washington, D.C., which are included in your GPA. **Course credits listed by programs are usually but not necessarily equivalent to Grinnell credit.** The Registrar will determine the number of credits per course transferable to Grinnell based on equivalency to Grinnell credits.

**Only off-campus courses for which you have earned a grade of "C" or above will transfer to Grinnell. No courses may be taken on a pass/fail basis, regardless of individual program policy. Grinnell students may not take "incompletes" on off-campus study** regardless of the policy in effect on their program. Courses in which incompletes are taken will not be recorded on the Grinnell Transcript even if completed 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. The 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 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 CDO web page ([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 2008, applications would likely be due no later than January 2008.

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 information is available in the CDO or online.

The LSAT ([www.lsac.org](http://www.lsac.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.

### **Job and Interview Opportunities**

Job and interview opportunities are posted on the eRecruiting website (<http://grinnell.erecruiting.com>), which is linked off the CDO web page. Students may easily register personal and academic information with eRecruiting, upload resumes and cover letters, access employer profiles, search for jobs, and select interview times all from a single software application on eRecruiting.

To become eligible to apply for these jobs and interview opportunities, you must attend one of many online recruiting workshops offered throughout the year. These workshops will be advertised on CDO web page, in the Campus Memo, and on the Grinnell College calendar.

Contact Valorie Larsson ([larsson@grinnell.edu](mailto:larsson@grinnell.edu)) for assistance with job and interview questions.

### **Summer Internships (Established Paid and Grant Programs)**

To be eligible to apply for summer internships, students will need to be in good academic standing and have second, third or fourth-year student status at the time of the internship. Grants of up to \$2,800 may be awarded for an approved consecutive 8-week internship. Students must be accepted by an internship worksite, submit an application, essay, resume and 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 Amy Graves. Established Paid and Grant Program internship opportunities will be announced and advertised on the CDO web page. Please check deadlines carefully to be assured full consideration.

**If you have questions, please e-mail [career@grinnell.edu](mailto:career@grinnell.edu).**