Application for Grinnell College Approval to Study Off Campus

Application Due Date

Monday, December 7, 2015

Online Application & Photocopies

Sections I and II of this application must also be entered online at:
https://itwebforms.grinnell.edu/apps/ocs/form/apply.asp
Print your submission and attach to the top of the paper application.

Remove the instructions and bring the original application and two photocopies to the OCS Office in person by 5:00 p.m. on the due date.
(Copies of recommendation and waiver forms not required)

Application for Grinnell College Approval to Study Off-Campus

• Application Instructions •

Enter Sections I & II on this form and online at
https://itwebforms.grinnell.edu/apps/ocs/form/apply.asp

I. PERSONAL INFORMATION

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

II. PROGRAM CHOICES

You are normally required to list both a fall and a spring option unless you will be studying off campus as a senior, when you are exempt from listing a program in the spring. You can list the same program twice if it is offered in both semesters. Although every effort will be made to accommodate your first-choice semester, there are limits to the number of students who may study off campus in fall and spring, and it is unlikely that everyone will be awarded their first choice. Decisions are made on a competitive basis considering several factors, including: written rationale behind your choice of program and how well it fits into your four-year plan, GPA, recommendations, and stated preference for a particular semester based on academic, extra-curricular and/or personal considerations. If you prefer one semester over the other, be sure to explain all of your reasons in your essay in Part V on page two of the application. Please note that although every effort is made to accommodate personal and exra-curricular needs, substantive academic factors are given highest priority

You may not be required to list both a fall and spring program if your academic adviser indicates that, for academic reasons, you are not able study off campus in a particular semester. If your Adviser agrees to submit the "Adviser Statement", provided in Part VIII on page 7 of the application, write “academic impediment” in place of the program name for that semester. Only the following academic impediments to studying off campus in a particular semester are normally considered:

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

If your adviser states that you have academic impediment preventing you from going off campus in the fall or spring, you will receive a message from the OCS Office exempting you from listing a second - choice program**. Be sure to ask your adviser to return the Adviser Statement by Tuesday, December 1st so that the OCS Office will know that you have an academic impediment and are exempt from listing two program options when you submit your application on December 7th.**

Studying off-campus for two semesters

Students who would like to apply to study off campus for two semesters must obtain a separate **Year-Application** from the Director of Off-Campus Study. Approval is competitive, but you will still be eligible for a single-semester if not approved for the full academic year.

Approval to attend year off campus is limited and granted by the OCS 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. Preference is given to well-focused proposals for deepening the knowledge of a single culture within the context of a single program. Successful applications to spend a year off campus normally involve a request to study on one program in one country. Proposals to attend two different programs may be approved if convincing academic connections between them have been demonstrated. Students interested in spending a year off campus must meet with one of the OCS Directors to discuss their plans and obtain an application.

Program Application Deadline

Note carefully your program application deadline and list it on this application. You will be notified of approval to go ahead and apply to your program no later than Friday, February 26, 2016. After receiving approval from Grinnell, it will be your responsibility to submit your program application by the program's own deadline. If you are applying for the fall-semester, the deadline will normally fall between March 15 and April 1. For spring, it will usually be in the fall, although a few spring programs, have deadlines in March or April of the preceding spring. If your program lists both an early and a final admission deadline, you should plan on meeting the earlier one.

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

III. APPROVAL SIGNATURES

Academic Adviser: Since Grinnell requires that your choice of program be connected in some way to one or more subject areas in your four-year plan, you should start your discussion about studying off campus with your academic adviser. Your adviser can help you decide whether off-campus study would be beneficial and may have suggestions about academic areas you may wish to deepen and enhance. Academic advisers will certainly be interested to know which programs you find attractive and may also have recommendations of their own.

If you have not declared, you will need to meet with your current adviser and also seek advice from a professor within your intended major department. Once you have chosen your fall and spring program options, your adviser(s) will sign the application, approving the two sets of OCS courses you list in Part VI A & B and the two four-year plans in Part VII A & B. See page 6 of these instructions for details.

Program Adviser signature*:* There is a Program Adviser for every off-campus study program. They are very familiar with the programs they represent and can provide detailed information as well as answer questions. A list of Program Advisers is provided in the back of the Off-Campus Study Handbook and on the Off-Campus Study website under each program description. You should discuss the programs you are considering with the appropriate Program Advisers and obtain a signature for your first and second-choice program on the first page of the application. The signature indicates that you have met to discuss the program and are considered a viable candidate. Final approval of your program choice(s) and overall application is done by your academic adviser(s) and the Off-Campus Study Board.

IV. RECOMMENDATION FORMS

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

V. ESSAY

The directions for the essay are on page two of the application. Your academic rationale for studying off campus is a very important, and will be carefully considered together with your recommendations, GPA, four-year plans in approving programs and first-choice semesters.

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

Provide a complete list of the courses for your fall and spring off-campus study programs. Courses are normally available on their websites.

For some programs, especially universities, e.g., U.K., France, Germany, Spain, Australia, Argentina, Chile, Ecuador, Mexico, where courses vary from year to year, definitive course listings are usually not available far enough in advance for you to complete this section of the application with any degree of certainty. In these cases, you should ask your adviser to approve a tentative OCS course-plan in this section with a view to making changes later if necessary. Sometimes it will be necessary to list only general subject areas with the intention of choosing the specific course at a later time when the schedule of courses is published.

Your academic adviser and the Off-Campus Study Board must approve any changes you make to your course-plan after receiving approval to study off campus. For the university programs mentioned above, you can minimize the potential inconvenience of contacting your adviser from off campus by working out an agreement in advance on acceptable sorts of substitute courses you could take if your first choices are not available or conflict with others. In this section, you may list both first-choice and alternative courses, putting an asterisk (*) by approved alternatives .

If a pre-approved set of alternative courses is not arranged, you can obtain approval for any change in course-plan by contacting your adviser by email (copying OCS Directors Richard Bright or Jonathan Larson n the message). If the course change is acceptable to your adviser, the OCS Office will check with the Registrar to verify that the course is transferable to Grinnell. Please be sure to request approval for any changes from your original plan because OCS courses may not be eligible for Grinnell credit.

Signatures approving OCS courses to count towards your major or concentration

All courses that you are approved to take off-campus will be transferred to Grinnell and will count at least as general credit towards graduation. (Your academic adviser's signature under your four-year plan indicates this approval.) Some courses may be eligible to count towards your major or concentration as well, but individual academic departments and concentrations determine their own policies for accepting off-campus program credits. When major or concentration credit is allowed, approval is given on a course-by-course basis and may be granted in advance, on the basis of the course description and syllabus, or determined after your return to campus, based on course materials that you bring back and your own academic work. Please keep in mind that some departments do not approve off-campus credit to count towards the major or limit it to certain kinds of courses.

If you would like an OCS course to count towards your declared or intended major or concentration, ask about department policy. If they are willing to approve credit in advance of your taking the course, your adviser, or a professor in your intended major department or concentration, will sign next to a specific course(s) in Part VI, which will automatically be counted towards your major or concentration when you return. If you must apply for credit after completing the course and returning to campus, ask what you must submit in the way of course material and academic work. If no major credit is approved, your four-year plan has to show that your major can be completed without credit from the program.

Course Credit Toward Majors in Languages Taught at Grinnell

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

General Rules Concerning Credit from Off-Campus Study Programs

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

The number of off-campus study credits transferable to Grinnell College is subject to prior approval. Credits in excess of 18 will be assessed a Grinnell overload charge. All credits are evaluated according to the grading system in effect on your off-campus program. For non-Grinnell programs, grades and credits for courses in which you earn a "C" or above appear on your transcript. Grades for courses below "C" appear but no credit is transferred. Grades from non-Grinnell programs are not calculated into the GPA. Grades and credits from Grinnell-in-London and Washington appear on your transcript and are calculated into the GPA, regardless of the grade earned.

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

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

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

If your four-year plan shows an intention to graduate in fewer than eight semesters, you must be cleared for accelerated ("early") graduation before final approval to study off campus is granted.

You may substitute a printout of your plan, but signatures must still appear on application.

VIII. ADVISER STATEMENT

ACADEMIC IMPEDIMENT TO OFF CAMPUS STUDY IN FALL OR SPRING

You may not be required to list both a fall and spring program if your academic adviser indicates that, for academic reasons, you are not able study off campus in a particular semester. If your Adviser agrees to submit the "Adviser Statement" (due December 1st) on page seven of the application, write "academic impediment" in place of the program name for that semester. Only the following academic impediments to studying off campus in a particular semester are normally considered:

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

If your adviser states that you have academic impediment preventing you from going off campus in the fall or spring, you will receive a message from the OCS Office exempting you from listing a second - choice program**.** Be sure to ask your adviser to return the Adviser Statement to the OCS Office no later than December 1st so that it can be approved before the actual application deadline of December 7th.

If you prefer one semester over the other but have no actual academic impediment to studying off campus in either semester, you must still list two program options in your application. However, you should make sure to explain the reasons behind your semester preference in your essay in Part V on page two of the application. Please note that although every effort is made to accommodate personal and exra-curricular needs, substantive academic factors are given highest priority.

IX. WAIVER FORMS

Your Grinnell Approval Application to Study Off Campus must be submitted together with a "Waiver, Release, and Indemnification Agreement" (Waiver Form), signed by both you and your parent(s) or guardian(s). The Waiver Form is included at the back of this application and is also available on the OCS website or from the OCS Resource Area outside the Off-Campus Study Offices on the first floor of Macy House, 1205 Park Street.

If you wish, two waiver forms may be submitted, one signed by you and the other by your parent(s)/guardian(s), who may choose to print their copy at home and mail, fax or scan it to:

Off-Campus Study Office, 1205 Park Street, Grinnell, IA 50112
Fax: 641-269-4718 Email: bright@grinnell.edu

Online Application & Photocopies

Sections I and II of this application must also be entered online at:
https://itwebforms.grinnell.edu/apps/ocs/form/apply.asp
Print your submission and attach to the top of the application.

Remove the instructions and bring the original application and two photocopies to the OCS Office in person by 5:00 p.m. on Monday, December 7, 2015.
(Copies of recommendation and waiver forms not required)

Application for Grinnell College Approval to Study Off Campus

Due Date: Monday, December 7, 2015: Submit original plus <u>two photocopies</u> . Sections I and II must also be entered at https://itwebforms.grinnell.edu/apps/ocs/form/apply.asp. Attach printout of submission to top of application .

I. PERSONAL INFORMATION

Name _____ Username _____

Preferred First Name _____

Box _____ Grad Year _____ ID # _____ Major _____
❍ Declared ❍ Intended

Current Adviser(s) _____ Concentration _____
❍ Declared ❍ Intended

II. PROGRAM CHOICES

Fall 2016: *First Choice ❍ Second Choice ❍

Program name from OCS website _____

Fall-semester program application deadline ** _____

Spring 2017: *First Choice ❍ Second-Choice ❍

Program name from OCS website *** _____

Spring-semester program application deadline ** _____

* You are normally required to list both a fall and spring program. See application instructions, Part II , for details.
** If the program has an early and a final deadline, list the earlier one.
*** If your program is the same in both semesters, write "same".

Applications for two semesters off campus must be made on a separate application available from the OCS Directors.

III. APPROVAL SIGNATURES

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

_____ Date _____

Program Adviser: Your signature indicates that you have discussed this OCS program with the student.

Fall-Semester Program
Campus Program Adviser _____ Date _____

Spring-Semester Program
Campus Program Adviser _____ Date _____

Academic Adviser(s): .Sign in Part VII A & B to approve choice of program, OCS course-plan, & 4-year plan.
.Sign in Part VI A & B next to OCS courses to count for major or concentration credit.

Name _____

IV. RECOMMENDATION FORMS

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

1. _____ 2. _____

V. ESSAY

Be sure to read "Program Choices" in Part II of the application instructions before starting this section.
Essays are carefully considered when approving programs and awarding first-choice semesters.

Maximum length: four pages. Organize your essay in sections under these headings:

- **Academic Rationale: Fall-Semester Program**

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

  Prepare this section in consultation with your academic adviser(s). Write a short essay about how studying off campus will deepen and supplement your education at Grinnell, explaining your choice of program in terms of its relationship to your four-year plan of study, including your major, concentration, and/or other areas of interest in the liberal arts. Give examples of ways in which you will have prepared yourself, both academically and personally, for this off-campus experience and how you will build on it after your return. Discuss any additional objectives you may have that are not directly related to your primary academic goals for attending the program.

  Do not indicate your semester preference in this section. See "Semester-Preference" below.

  If your Adviser has agreed to provide a statement indicating that you cannot, for academic reasons, study off campus in this semester, just write "academic impediment" in this section. (See instructions, parts VII &VIII.)

- **Academic Rationale: Spring-Semester Program**

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

- **Semester-Preference: Reasons behind First-Choice Semester**

  Provide a detailed explanation of the reasons behind your first-choice semester. Compelling academic considerations are given highest priority, but you may also cite other factors, including extra-curricular and personal ones. All of your reasons will be taken into account and compared with those of other students. Your academic and personal situation, along with your academic rationale, GPA and recommendations, will all be considered in a semester-allocation process based on relative merit and need. Remember that since not everyone can be awarded their first-choice semester, it is important to be flexible. **If you don't have a particularly strong semester-preference, please state this clearly since you may open up a space for someone who does.**

- **GPA Issues**

  If your cumulative GPA is expected to be lower than the required minimum of 2.75 but higher than 2.50 at the end of fall semester, make an appointment with the OCS Director to discuss this section, where you will be providing an explanation of the difficulties you have encountered and plans for improving your academic performance.

Name _____

VI-A PROPOSED COURSES FOR FALL-SEMESTER OCS PROGRAM

- Please read the separate application instructions for this section carefully before proceeding.

PROGRAM: _____

APPROVAL SIGNATURES

Major and Concentration Advisers:
Your signature next to an OCS course in this section indicates that it has been accepted to count towards the major or concentration. For details, see note at the bottom of this page.

Students:
All OCS courses must be listed.
A signature next to a course indicates it will count towards your major or concentration.
Courses without signatures will be counted as general credit towards graduation.

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

Note to Advisers: Departments and Concentrations determine their own policies for approving credit from off-campus study programs to count towards the major or concentration. Credit approval is determined on a course-by-course basis and may be granted in advance, on the basis of the course description and syllabus, or determined after the program is completed, based on course materials and academic work submitted by the student. **No signature should appear in this section unless major or concentration credit has been approved in advance.** In cases where no major credit is approved, the four-year plan must show that the major can be completed without credit from the program. Unsigned courses will be counted as general credit on the basis of the academic adviser's signature under the four-year plan.

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

- Write "**OCS**" in the the off-campus semesters rather than re-entering the OCS courses.
- Indicate courses counting towards your major with an "**M**" and towards your concentration with a "**C**".
- **You may substitute a printout. (Signatures must still appear at the bottom of this form.)**

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

Academic Adviser: Your signature indicates approval of the student's choice of OCS program for fall semester 2016, based on the academic reasons for choosing the program, four-year plan, and OCS course-plan on the other side of the page. Student must apply for program options in both fall and spring unless not able to do so in a particular semester for substantive academic reasons. In this case, the Off-Campus Study Board may waive the requirement on the basis of your statement in part VIII of this application on page 7.

If declared: Academic Adviser(s) _____ Date _____

_____ Date _____

If not declared: Current Adviser _____ Date _____

and Professor in intended major(s) _____ Date _____

_____ Date _____

Name _____

VI-A PROPOSED OCS COURSES FOR SPRING-SEMESTER PROGRAM

- Please read the separate application instructions for this section carefully before proceeding.

PROGRAM: _____

APPROVAL SIGNATURES

Major and Concentration Advisers:
Your signature next to an OCS course in this section indicates that it has been accepted to count towards the major or concentration. For details, see note at the bottom of this page.

Students:
All OCS courses must be listed.
A signature next to a course indicates it will count towards your major or concentration.
Courses without signatures will be counted as general credit towards graduation.

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

Note to Advisers: Departments and Concentrations determine their own policies for approving credit from off-campus study programs to count towards the major or concentration. Credit approval is determined on a course-by-course basis and may be granted in advance, on the basis of the course description and syllabus, or determined after the program is completed, based on course materials and academic work submitted by the student. **No signature should appear in this section unless major or concentration credit has been approved in advance.** In cases where no major credit is approved, the four-year plan must show that the major can be completed without credit from the program. Unsigned courses will be counted as general credit on the basis of the academic adviser's signature under the four-year plan.

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

- Write "**OCS**" in the the off-campus semesters rather than re-entering the OCS courses.
- Indicate courses counting towards your major with an "**M**" and towards your concentration with a "**C**".
- **You may substitute a printout. (Signatures must still appear at the bottom of this form.)**

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

Academic Adviser: Your signature indicates approval of the student's choice of OCS program for spring semester 2017, based on the academic reasons for choosing the program, four-year plan, and OCS course-plan on the other side of the page. Student must apply for program options in both fall and spring unless not able to do so in a particular semester for substantive academic reasons. In this case, the Off-Campus Study Board may waive the requirement on the basis of your statement in part VIII of this application on page 7.

If declared: Academic Adviser(s) _____ Date _____

_____ Date _____

If not declared: Current Adviser _____ Date _____

and Professor in intended major(s) _____ Date _____

_____ Date _____

VIII. ADVISER STATEMENT

APPLICATION FOR GRINNELL COLLEGE APPROVAL TO STUDY OFF CAMPUS

Academic impediment to studying off campus in fall or spring of 2016-17

Please Return to OCS Office, Macy 108, by Tuesday, December 1, 2015*

Academic Adviser: Students applying to study off campus are normally required to indicate an OCS program option in both semesters and state a preference for fall or spring. The Off-Campus Study Board then allocates semesters on the basis of the student's academic rationale, program fit with four-year plan, GPA, recommendations, and personal preferences. However, since academic considerations may make it impossible, or highly undesireable, to be away from campus in fall or spring, the student may be exempted from having to list a program in fall or spring on the basis of your written statement.

Normally, the Off-Campus Study Board only recognizes these academic* impediments:

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

*Extra-curricular or personal considerations should not be included in adviser statements since students are given an opportunity to express their semester preferences in their application essay. Although non-academic reaons are not considered reasons for exempting a student from listing a program option in each semester, every attempt is made to accommodate various needs.

OCS applicant name _____

This student cannot or should not study off campus in: Fall 2016 ❍ Spring 2017 ❍

Reasons:

Academic Adviser signature _____

*Since students must apply for both a fall- and a spring-semester off-campus study option unless exempted from this requirement by the Off-Campus Study Board, it is important to submit this form in advance of the December 7th OCS application deadline. It may be returned to the OCS Office at any time during the fall semester.

FACULTY RECOMMENDATION

APPLICATION FOR GRINNELL COLLEGE APPROVAL TO STUDY OFF CAMPUS

Please return to Off-Campus Study Office, Macy House 108
by Monday, December 7, 2015

Name of Student _____ Class Year _____
Last First

Fall 2016 Program: _____

Spring 2017 Program : _____

Provider of Recommendation (Print name): _____

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

Student Signature _____ Date _____

Student: Please request recommendations from two professors and offer to provide any information that may be requested about your program and off-campus courses. **If your program is located in a country where the language spoken is taught at Grinnell, one recommendation must come from the appropriate language department.** Please make sure that your recommenders are aware of the due date.

Faculty member: For how long and in what capacity have you have known this student?

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

❍ Highly Recommend ❍ Recommend ❍ Recommend with reservations ❍ Do not recommend

An accompanying letter is not required in the case of recommended students, but if you wish to qualify your recommendation in any way, recommend with reservations, or do not recommend this student, please use the back of this form or attach an additional page.

Faculty Signature _____ Date _____

FACULTY RECOMMENDATION

APPLICATION FOR GRINNELL COLLEGE APPROVAL TO STUDY OFF CAMPUS

Please return to Off-Campus Study Office, Macy House 108
by Monday, December 7, 2015

Name of Student _____ Class Year _____
Last First

Fall 2016 Program: _____

Spring 2017 Program : _____

Provider of Recommendation (Print name): _____

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

Student Signature _____ Date _____

Student: Please request recommendations from two professors and offer to provide any information that may be requested about your program and off-campus courses. **If your program is located in a country where the language spoken is taught at Grinnell, one recommendation must come from the appropriate language department.** Please make sure that your recommenders are aware of the due date.

Faculty member: For how long and in what capacity have you have known this student?

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

❍ Highly Recommend ❍ Recommend ❍ Recommend with reservations ❍ Do not recommend

An accompanying letter is not required in the case of recommended students, but if you wish to qualify your recommendation in any way, recommend with reservations, or do not recommend this student, please use the back of this form or attach an additional page.

Faculty Signature _____ Date _____

APPLICATION FOR GRINNELL COLLEGE APPROVAL TO STUDY OFF CAMPUS

Waiver Form

Please find attached a copy of the **Grinnell College Waiver, Release, and Indemnification Agreement (waiver form)**. Students applying to study off campus on non-Grinnell programs during the academic year 2016-2017 are required to submit this agreement, signed by the student and parent(s) or guardian(s).

Please list both your fall- and spring-semester programs unless your academic adviser has indicated an academic impediment to your studying off campus in a particular semester or you will be a senior and may only study off campus in the fall. (Enter "exempt" in place of the program name in that semester.)

This waiver form should be submitted together with the Application for Grinnell College Approval to Study Off-Campus by: Monday, December 7, 2015.

When you have discussed your off-campus study program(s) with your parent(s) or guardian(s) and obtained their approval and signature, please sign the form yourself and turn it in with your application.

Normally, the waiver form should be brought to the Off-Campus Study Office together with the application, but if necessary, your parent(s) or guardian(s) may send a faxed or scanned copy or mail the form directly to the Director of Off-Campus Study. In this case, two copies may be submitted, one signed by you and the other by parent(s)/guardian(s).

Please don't hesitate to contact the Off-Campus Study Office if you have questions.

Richard Bright
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Off-Campus Study Office
1205 Park Street
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Grinnell College
Waiver, Release and Indemnification Agreement
for Programs Not Sponsored by Grinnell College
Duration of Off-Campus Study Period: One Semester

The undersigned Student at Grinnell College (the "College") has applied to participate in an off-campus travel and study program described as either:

First-Choice:_____ during the _____ (fall or spring) semester of the academic year 2016-17

or

Second-Choice:_____ during the _____ (fall or spring) semester of the academic year 2016-17

Student is not required to participate in this Program. Student's participation is wholly voluntary. In consideration of College's approval for Student to participate in this Program the receipt and sufficiency of which is hereby acknowledged, the undersigned agree as follows:

1. College may, at any time and in its sole discretion, withdraw its approval for Student to participate in this Program based upon Student's failure to comply with the provisions of this Agreement or based upon Travel Warnings, Public Announcements or other advice received from the United States Department of State. Such withdrawal will not affect the obligations of the undersigned expressed in this Agreement and College shall not be liable for any loss (including financial loss or loss of academic credit) to Student by reason of such withdrawal.

2. Student will arrange coverage, throughout the Program and throughout Student's absence from the United States, by a policy of comprehensive health and accident insurance which provides protection for illnesses or injuries sustained or experienced while outside the United States; and, specifically in the countries where Student will be living and traveling. The undersigned hereby release and discharge the College from all responsibility and liability for any injuries, illnesses, medical bills, charges or related expenses Student incurs while participating in the Program.

3. Each of the undersigned individually, and on behalf of such undersigned's heirs, successors, assigns and personal representatives, hereby releases and forever discharges the College and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including death) to Student or Student's property or both, including but not limited to financial loss, loss of academic credit or any other claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys fees, which arise out of, result from, occur during or are connected in any manner with Student's participation in the Program or any travel incident thereto.

4. Each of the undersigned individually, and on behalf of such undersigned's heirs, successors, assigns and personal representatives, hereby agrees to indemnify, defend and hold harmless the College and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability, loss, damage or expense, including attorneys fees, that they or any of them incur or sustain as a result of any claims, demands, actions, causes of action, damages, judgments, costs or expenses including attorneys fees, which arise out of, occur during, or are in any way connected with Student's participation in the Program or any travel incident thereto. 5. As a participant in the Program, Student will strive to understand and respect the cultural differences encountered and will observe the laws of the country in which Student will be residing and all academic and disciplinary regulations in effect for the Program. Student will also participate in all orientations, briefings and advisory sessions organized by the Program and strive to understand the information provided and heed the advice given in these orientations, briefings and advisory sessions. Furthermore, as a degree candidate at the College, Student will also continue to adhere to the College's Code of Student Life.

6. Each of the undersigned understands and acknowledges that the College does not sponsor the Program nor control the way in which the Program is structured or operates. By approving Student's application to participate in the Program, the College affirms that, in its judgment, the Program is an appropriate curricular option for students in a liberal arts program of study and worthy of credit at the College, but the College makes no other assurances, expressed or implied, about the Program. Each of the undersigned further acknowledges that the College does not knowingly approve any off-campus travel or study Program which poses undue risks to Student. However, each of the undersigned also acknowledges that any off-campus study or travel carries with it potential hazards which are beyond the control of the College and its employees, agents, officers, trustees and representatives.

7. Each of the undersigned agrees that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Iowa, U.S.A.; and that if any portion hereof is held invalid, the balance hereof shall continue in full legal force and effect. In signing this Agreement, each of the undersigned hereby acknowledges that he/she has read this entire Agreement, that he/she understands its terms, that by signing it he/she is giving up substantial legal rights he/she might otherwise have, and that he/she has signed it knowingly and voluntarily.

Date: _____	Date: _____
STUDENT	PARENT OR GUARDIAN
_____	_____
(Signature)	(Signature)
_____	_____
Name (Printed)	Name (Printed)