Grinnell College
Center for International Studies

Off-Campus Study Handbook
2014-15

Guide for Students Planning to Study Off-Campus
During the Academic Year 2015-2016

Office of Off-Campus Study

www.grinnell.edu/offices-services/ocs

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INTRODUCTION

General Information

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

CHOOSING AN OFF-CAMPUS STUDY PROGRAM

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 in the OCS Office area in Macy House and open from 8:00 - 5:00 PM, Monday through Friday. OCS Office staff are available to answer questions.

Featured Programs

The programs featured in the OCS Resource Area and on the website have been carefully selected and represent some of the best opportunities available in off-campus study today. From 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 courses in the liberal arts. Programs may be organized 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.

Competition for places

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 at a time. Denial of admission is rare because of the screening that takes place at Grinnell during the approval process. However, permission to apply to a 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 off campus is limited and granted by the Off-Campus Study (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. The OCS Board gives preference to well-focused proposals for deepening the student's 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 separate programs in the fall and spring semester may be considered when convincing academic connections between them have been demonstrated. All students interested in spending a year off campus must meet with the OCS Director to discuss their plans and obtain a year-long program application.

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, as set out in your four-year plan and off-campus study essay. It is largely up to you to define your goals together with your academic adviser. Since your program choice is linked to your objectives, you should begin by thinking about **your purpose in studying off campus, i.e., your core academic rationale**. Most students choose to link off-campus study to their major or concentration while others may wish to enhance their understanding of other subjects studied on campus. The link you choose should provide a sense of academic direction for studying off campus.

Additional Objectives for Off-Campus Study

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

Personal Advising

Your Academic Adviser

Since your program choice should be connected to your academic interests and four-year plan, you should start by talking with your academic adviser. Your adviser can help you decide whether studying off campus would be beneficial and may have suggestions about subjects you may wish to deepen and enhance. Advisers want to know which programs attract you and may also offer suggestions. If you have not declared, you should also seek advice from a professor within your intended major department about program choice and the best semester to participate.

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 Program Advisers is provided on pages 29-33.

Directors of Off-Campus Study

Richard Bright and Jonathan Larson are available to help you choose a program. For an appointment, send a message to [bright] or [larsonj] giving a range of times when you would be free from 8:30 to 11:00 a.m and 1:30 to 4:00 p.m., Monday through Friday. Appointments are scheduled on the half-hour. Be sure to mention the program(s) you want to discuss and subject areas that interest you.

OCS Program Representatives

Most of the programs are offered in cooperation with other colleges and universities whose representatives are always pleased to answer questions by phone and email. In addition, a number of program representatives come to campus and hold program information meetings during the fall semester. The OCS Office will send you a regularly updated schedule of these meetings, and you are also welcome to talk with program representatives by getting in touch with the program; contact information is available on the OCS website.

Peer Advisers

Every semester, large numbers of Grinnell students return from studying off campus. Talking with returned students is essential to making an intelligent decision. **You will find a list of past OCS students in the back of this handbook and also in the Student Directory on the OCS website.** You may wish to contact OCS programs directly 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 can provide names of students from specified countries.

CHOICE OF OFF-CAMPUS SEMESTER

Declaration of Major

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

First and Second-Choice Programs

In the Application for Approval to Study Off Campus, most students are required to designate a first-choice and second-choice program, one in the fall semester and the other in the spring. Although every effort will be made to approve your preferred program and semester, the college must achieve a balance of students between fall and spring, and some students may not be granted their first choice. Decisions are made on a competitive basis, taking into account your academic rationale for studying off campus, reasons behind your first-choice program and semester, GPA, and recommendations.

Inability to study off campus in fall or spring

Academic reasons: You may be exempt from listing a program option in a particular semester if your adviser cites an academic impediment . In this case, ask your adviser to submit an Adviser Statement - Part VIII of the application - to the OCS Office, explaining why you aren't able to study off campus in the fall or spring. Please keep in mind that the OCS Board normally accepts only the following impediments - inability to: (1) complete a major; (2) complete a concentration; (3) take courses in the appropriate sequence; (4) complete the prerequisites for the OCS program.

Non-academic reasons: You may not request an exemption from listing a program option in a particular semester for non-academic reasons. However, although you must list programs in both semesters, extra-curricular and person reasons for preferring fall or spring are carefully considered. Be sure to provide a full explanation for your preference in the designated section of the application essay.

For details, see Application for Approval to Study Off Campus instructions.

TUITION & FEES FOR OFF-CAMPUS PROGRAMS

Program Cost

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.

Financial Aid

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.

For details, see "Paying for Off-Campus Study", pages 10-12.

ELIGIBILITY TO STUDY OFF-CAMPUS

1. **Third- or Fourth-Year Standing.** Final-semester students must contact the Registrar to request a waiver of the final-semester residence requirement from the Committee on Academic Standing. Transfer students admitted as first or second-year students are eligible in their third or fourth years, but those admitted as third-years are eligible only for Grinnell College programs.

2. **Good academic standing and normal progress toward graduation.** Students failing to make normal progress, placed on strict academic probation, or suspended or dismissed from the College lose their approval to study off campus and remain liable for all program charges incurred up to that point.

3. **Minimum cumulative GPA of 2.75** achieved by the end of the fall semester of the year the Grinnell Approval Application is submitted. This GPA-level must be maintained until the period of off-campus study begins.

   If you expect your GPA to be below 2.75 but above 2.50, your application may be considered, depending your individual circumstances. Please make an appointment with one of the OCS Directors, Richard Bright or Jonathan Larson.

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

5. **Commitment to study the language of the host country or take courses taught in the language of the host country** during the off-campus semester if offered by the program and not the student's native language. This standard applies whether or not language study is required by the program itself.

6. **Academic Planning:** Although you may submit your application without declaring a major, discussing your OCS plans with a professor in your intended major is an important part of sound academic planning. If you haven't declared a major by the OCS application deadline, your four-year plans must reflect an intended major. (For details, see Applying for Grinnell Approval, page 6.)

7. **A written rationale** explaining how you plan to integrate your off-campus program with your four-year plan of study, including your major, concentration and other areas of interest.

8. **Approval of the proposed program, four-year plan, and rationale** for studying off campus by your academic adviser(s), campus program adviser, and the Off-Campus Study Board. Strong faculty recommendations.

9. **Limit to OCS student numbers:** Meeting the minimum standards of eligibility does not guarantee that approval will be granted. There may be limitations to the number of students approved to study off campus if there is an usually large number of applications. In this case, selection will be made on a competitive basis based on the academic rationale for studying off campus, integration of program with on-campus studies, GPA, and faculty recommendations.

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

APPLYING TO STUDY OFF CAMPUS

Step One **Grinnell Approval Application to Study Off-Campus in 2015-16**

To obtain approval to apply to your first- or second-choice program

Due date: Monday, December 8, 2014. **Approval notification:** February 23, 2015

Application available from OCS Office or website.

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

For applying to the OCS program approved by Grinnell in Step One

Due date: Depends on program. Date will be indicated in your approval notification in Step One and set earlier than the actual deadline to give you an advantage in the rolling admission process. Fall program due dates are normally in March or April and spring dates in September or October.

Program applications are available on individual OCS program websites.

Applying to Your Chosen Program: Be sure to read instructions on page 8.

The program acceptance rate for Grinnell students averages 99%. If you are not admitted, the OCS Office will help you find an acceptable alternative.

Grinnell-in-London and Grinnell-in-Washington have a one-step application due at the end of January 2015. GIL and GIW applications are available from OCS Office or website .

STEP ONE: APPLYING FOR GRINNELL APPROVAL

Grinnell Approval

1. **Read the Off-Campus Study Handbook and talk with your adviser.** The information in the handbook will answer most of your questions about applying. Together with your academic adviser, discuss your ideas for studying off campus and consider how particular programs could complement and enhance your college education as set out in your four-year plan.

2. **Obtain an Application for Grinnell College Approval to Study Off-Campus** and read the application instructions. Applications are available from the OCS Office or website. To apply for two semesters, make an appointment with Richard Bright or Jonathan Larson to obtain a **Year OCS Application.**

3. **Visit the OCS resource area or website.** The OCS resource area in Macy House has printed program information. Our website features program descriptions and links. OCS Office staff are available to answer questions.

4. **Attend program information meetings.** Overview Meetings cover programs by geographical region and academic theme. Individual Program Meetings usually feature one or two programs and include opportunities to talk with program representatives, advisers and students who have already participated.

5. **Make appointment(s) with Program Adviser(s).** There is a program adviser for every program. Plan to talk with the advisers who represent the programs that interest you. The Grinnell Approval Application requires the signature of the program adviser for your fall and spring-semester option; names are listed in the back of the OCS Handbook and on the website.

   The Directors of Off-Campus Study are available by appointment to help you decide on a program. To set up an appointment, send a message to Richard Bright or Jonathan Larson, listing a range of times between 8:30 –11:00 and 1:30 - 4:00 p.m., Monday through Friday. Appointments are scheduled on the half-hour. Be sure to mention the program(s) you would like to discuss and bring a copy of your four-year plan.

6. **Obtain approval from your academic adviser.** The application includes two four-year plans, one for your fall-semester program and the other for spring. **If you have declared a major,** your program choices, four-year plans, and essay must be approved by your academic adviser(s). Although you may submit an 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 don't plan to declare a major** by the application due date, your four-year plans must show an intended major and be approved by both your current adviser and a faculty member in your intended major department, ideally your intended academic adviser. **If you have declared or intend to declare a double-major,** signatures from both departments are required. Your adviser in your major or intended major will determine whether credits from your program will count towards the major; otherwise credit will count as general credit towards graduation.

7. **Make an appointment with your concentration adviser.** If you have or intend to declare a concentration and wish to receive concentration credit from off-campus study, obtain approval for specific off-campus program courses from your current or intended concentration adviser. If you do not need concentration credit, no appointment is necessary.

8. **Request Professor Recommendations.** Give the forms included in the application to two faculty members from whom you've taken a class. They don't have to be professors in your major or intended major department. One recommendation may be from your adviser**. If your program is located in a country where the language spoken is taught at Grinnell, one of your recommendations must come from a professor from that department.**

   Please request recommendations at least seven days before the Grinnell Application due date 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 by the due date: Monday, December 8, 2014.

STEP TWO: APPLYING TO YOUR CHOSEN PROGRAM

Grinnell approval in Step One is needed before submitting a program application.

Applying to Your Program

Make careful note of the program application due date in your Grinnell approval notification**.** Applying on time is very important so please be sure to double check.

1. **Application Forms.** Some programs have paper applications that can be printed from their websites, but most now have on-line applications.

2. **Submitting Your Application.** Whether your application is on paper or on-line, be sure to submit it **by the due date listed in your approval notification**, not the deadline published on the program website. The OCS Office has moved most due dates forward to maximize your chances of admission.

   Paper Applications: Bring your completed application and a photocopy to the OCS Office for mailing by the **due date in your approval notification**. 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.

   Online Applications: Submit your application **by the due date in your approval notification**. Online applications normally have printable authorization forms to be signed and mailed by the OCS Office and recommendations to be sent by your professors.

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 submitting a paper application and 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" and indicate that it 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 a paper application, you may request that it be sent to you by campus mail for inclusion with your application materials.

Appealing an OCS Board Decision

The OCS Board may deny an application for failing to meet acceptable standards related to one or more of the following criteria: academic performance, written rationale for studying off campus, choice of program, and faculty recommendations. Any appeal of an OCS Board denial must be made in writing within ten days of the original notification and submitted to the OCS Director, who will forward the appeal letter and a copy of the application to the OCS Board Chair for review.

Conditional Approval to Study Off Campus

The Off-Campus Study (OCS) Board may make approval of an application subject to certain conditions, for example, the revision of a specified part of the application, such as the essay. The OCS Director will communicate the decision to the student and academic adviser for discussion as to how best to modify the application to satisfy the condition(s). The revised application will be due within ten days of the original notification, with copies to be submitted to the academic adviser, the OCS Director and OCS Board Chair.

OCS Residence Policy

Students must be in residence during the fall 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 spring semester immediately preceding the fall 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.

Changing Programs

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.

Canceling your OCS plans

If you wish to cancel your approval to study off campus, inform the OCS Office in writing or by email. If you have already applied to your program, you will also need to inform the program that you will not be participating. (Please note that the program deposit is normally non-refundable if you decide not to participate in the program after paying it. There may also be substantial additional charges, depending on how close to the start of the program you decide to withdraw.) Students must cancel their approval to study off campus before being allowed to pre-register for on-campus courses or being eligible for college housing.

College 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.

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 with need-based aid**
  - Examples of need-based aid: Grinnell Grant, Federal Pell Grant, Iowa Tuition Grant, Federal Perkins Loan, Federal Subsidized Direct Loan, Federal Work-Study.
  - **The following example illustrates how need-based aid eligibility is determined using 2013-14 cost information for two programs in London:**

		On-Campus	*Fordam University*	*Grinnell in London*
Cost:		(4) 28077	34135	32930
Less:	Expected Family Contribution	10000	10000	10000
Equals:	Need or Eligibility for Aid	18077	24135	22930
Less:	Additional Loan or Family Contribution - for more Expensive programs	N/A	(3) 3298	N/A
Equals:	Adjusted need used to determine additional gift and loan assistance	18077	20837	22930
Aid:				
	Grant/Scholarship:	15477	18237	20330
	Loan:	(1) 1500	*5898	**2600
	Work:	(2) 1100	0	0
	Total Aid:	18077	24135	22930

* Loan: (1) $1,500 initial loan + (2) $1,100 initial work + (3) $3,298

** Loan: (1) $1,500 initial loan + (2) $1,100 initial work

(4)Estimated On-campus Cost: Tuition $21,635 + Fees $193 + Room $2,342 + Board $2,657 + Personal Expenses $550 + Books $450 + Transportation $250 = $28,077

- **Students receiving only merit assistance**

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

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

  - These benefits are <u>only</u> applied to the Grinnell-in-London and Grinnell-in-Washington programs.
  - Students will be considered for need-based financial aid (grants and loans), if they provide financial aid application materials. Eligibility will be calculated based upon the cost and resources (expected family contribution, tuition remission received and other aid) for the entire academic year, not semester by semester. Please contact the Office of Student Financial for application materials.

- **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 Work-study may need to earn money during the summer or breaks to cover the amount normally earned on campus.

Additional Information:

- Estimated program cost information is provided on the Office of Student Financial Aid website at http://www.grinnell.edu/about/offices-services/financial-aid/ocs.

- 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.

- To receive financial aid through Grinnell College, students must be approved by the OCS Board to study off-campus. Students who take a leave of absence to study elsewhere without OCS Board approval must notify their loan servicer(s)/holder(s).

- Financial Aid is not available for pre/post - sessions that start before or after the approved OCS program. This includes intensive language study before the program begins.

- All questions pertaining to financial aid should be addressed to the Office of Student Financial Aid at (641) 269-3250.

Program Fees

Payment of Program Fees

1. **Advance deposits.** You will need to pay the **$200** Grinnell College return-semester deposit that is required of all students. In addition to this deposit, when you receive the acceptance letter from your off-campus program, the program will require a separate deposit to hold your place. You are responsible for paying the program deposit directly to your program.

2. **Tuition & Fees.** Grinnell will charge its own tuition and fees for any student enrolling in an off-campus study program for which tuition is equal to or less than Grinnell's tuition. Grinnell will charge students the actual tuition of the off-campus program where tuition exceeds that of Grinnell. Room, board and other miscellaneous charges billed by the program to Grinnell College will appear as charges on the student's account, in addition to tuition. A handling fee of $300 will also be charged.

3. **College Billing.** Some total program costs may vary due to fluctuation in the exchange rate and are subject to change without notice.

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

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

Billing Questions:

DeNeil Moes
College Bursar
Cashier Office
John Chrystal Center
Grinnell College
Grinnell, IA 50112-1690
641-269-4100
641-269-4937 (FAX)
moes@grinnell.edu

Financial Aid Questions:

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

AFTER ACCEPTANCE TO YOUR PROGRAM

Program Deposits

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

Passports Visas

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

If you've never had a passport or if your passport was issued before you were 16 and has expired, you'll have to complete an application form and submit it together with the supporting documents in person. In the immediate area, the Grinnell Post Office (641-236-5353) provides passport application services.

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

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

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

International Student Identity Card

Purchase of an International Student Identity Card (ISIC) is recommended. It serves as proof of student status and entitles you to numerous discounts on travel, lodging, entrance fees, etc. In addition, it provides very basic health/accident and life insurance, including valuable coverage for medical evacuation. However, the health insurance should not be considered as a substitute for a comprehensive policy, such as is available through Grinnell College. For more information about the cost and benefits of the card go to **www.statravel.com**. 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. or obtained 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 internet 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**.

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 expensive hotels. 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**.

Travel Information, Advisories, and Warnings

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

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

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

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

Packing

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

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

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

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

Pick-pockets:
Living in Grinnell, it is easy to forget that pick-pocketing is a common crime in many other places. The best way to protect your passport, credit cards, and cash is to carry them in an underclothes pouch. Many different kinds are available on the internet at such sites as magellans.com, travelsmith.com, and other sources of travel supplies. Some Grinnell students have their money and passports stolen every year, so please take pick-pocketing seriously!

Finances While Abroad

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

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

Enriching the Experience

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

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

WHILE YOU ARE AWAY

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 a 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. 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 prohibits any harassment based on sex, race, color, age creed, veteran status, national or ethnic origin, disability, or sexual or affectional preference. According to Title IX of the Department of Education, sexual harassment includes sexual assault and sexual violence. As a student at Grinnell College, there are resources and options we will provide should you experience sexual harassment. If you have experienced harassment, there are confidential resources you may call or contact by email. We encourage you to connect to Title IX by calling or email so that you have all of the options available.

If you experience sexual misconduct while studying off campus, we encourage you to go to a safe place, find someone you trust, and seek medical attention, if needed. You are also encouraged to contact specific staff members designated by your particular off-campus study program if you wish to directly report sexual misconduct or seek assistance. To report sexual misconduct and/or seek assistance from a Grinnell College staff member, please contact Campus Safety and Security by calling **+1-641-269-4600.** This number is answered by Campus Safety and Security staff 24 hours a day, 7 days a week. These trained and caring staff can help you get connected to confidential and/or non-confidential College resources (based on your preference).

In a non-emergency situation where you prefer to communicate by email, please be aware that the college offers a range of confidential resources, which are listed at: www.grinnell.edu/sexualrespect . You may also contact the Title IX Coordinator and/or any of the Title IX Deputy Coordinators:

- **Angela Voos, Title IX Coordinator (voos@grinnell.edu)**
- **Jeff Pedersen, Title IX Deputy Coordinator for Athletics (pedersej@grinnell.edu)**
- **Jen Jacobsen, Title IX Deputy Coordinator for Prevention (Jacobsen@grinnell.edu**
- **Dean of Students, Title IX Deputy for Case Management**
  - email: available at - www.grinnell.edu/about/offices-services/student-affairs

Additionally, off-campus study students will also be affected by the policies of their individual off-campus programs and the laws of the city, state, or country in which they operate. At your request, Grinnell College staff can also assist by contacting your program to act as your advocate and help to ensure that you receive all due care, attention, and assistance from the program itself. Grinnell College regulations and judicial procedures with respect to sexual harassment will apply to Grinnell students who are studying on non-Grinnell programs. Students participating in the Grinnell-in-London, Grinnell-in-Washington, D.C. or Ninth Semester Programs are also subject to Grinnell College policies concerning harassment. You are encouraged to report sexual harassment so that you are afforded the remedies, resources and options uniquely available in higher education. Grinnell College prohibits retaliation against the complainant or the respondent (the accused person).

Student with Disabilities

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

Safeguarding your passport

Protect Your Passport: Your passport is the most valuable document you will carry abroad. It confirms your U.S. citizenship. Guard it carefully; it is your best form of identification, and you may need it in different situations to identify yourself. 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.

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

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

The most comprehensive resource for off-campus study is

The Study-Abroad Student Handbook

http://studentsabroad.com

providing links to extensive information on international travel and living.

RETURNING FROM OFF-CAMPUS STUDY

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 pre-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 by email as soon as possible.

Useful Telephone Numbers

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

Dealing with Reverse Culture Shock

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

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

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

> "My first week home was spent making plans to go back ."
>
> "It took me about six months to feel normal again. I was often very upset."
>
> "I returned so transformed. Reverse culture-shock was greater than the adjustment I needed to make while I was studying off campus."

Facilitating Re-Entry

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

Keep a diary, scrapbook or blog. 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 your blog or diary after your return to campus. Doing so will help you to understand how your perspectives have changed and provide you with new insights into your experience off campus, your own country, Grinnell College, and yourself. Telling someone else about things is sometimes easier than keeping a journal. Your messages and letters will become a valuable record of how you spent your time off campus and how you've changed.

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

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

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

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

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

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

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

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

OFF-CAMPUS STUDY PARTICIPANTS ON CAMPUS

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

FALL 2013 GRINNELL-IN-LONDON PARTICIPANTS ON CAMPUS 2014-2015

Aldrich, Peter
Brody-Boyd, Samuel
Burt, Hannah
Cohn, Hannah
Cote, Austin
Doehr, Benjamin
Ford, Nathalie
Given, Tess
Grabinski, Thomas
Griggs, Eleanor
Gruber-Miller, Stephen
Gyawali, Amulya
Higgins, Mackenzie
Hurst, Linnea
Jaime Garcia, Daniela
Kalkbrenner, Meredith
Kasperitis, Kimberlyn
Kathan, Joseph
Klesner, Catherine
Kramer, Collin
Lapkin, Aaron
Mangan, Riley
Omana, Linda
Peck, Alec
Phillips, Danielle
Quicksell, Hannah
Ramey, Sara
Read, Mollie
Sponheim, Caleb
Terry, Matthew
Twedell, Emily
Vaughn, Jr., Benjamin
Zhu, Fanchao

FALL 2013 GRINNELL-IN-WASHINGTON PARTICIPANTS ON CAMPUS 2014-2015

Hua, Chenheli
Romero, Luis-Enrique
Zuo, Chong

2013-2014 OFF-CAMPUS STUDY PARTICIPANTS ON CAMPUS 2014-2015

AFRICA

Ghana:	CIEE: University of Legon	Nelson, Kirsten
Morocco:	AMIDEAST: Arabic Language/Area Studies	Richardson, Maria
South Africa:	Organization for Tropical Studies	Cameron-Burr, Keaton Griffith, Evan Guen-Murray, Edward Johnson, Tess Morse, Elizabeth Schmitt, Margaret Stuchiner, Emily
	IES: Cape Town	Bartlett, Joyce Bell, Walker Clarke, Bethany DesJardin, Clayton Ihre, Gwendolyn Martin, Talora Tyree, Isaiah
Tanzania:	ACM Tanzania: Ecology and Human Origins	Davis-Johnson, Collin Salter, Rebecca Van Court, Rachel

AUSTRALASIA

Australia:	IES: University of Melbourne	Byrne, Alexandra Morrissey, Emma Ruiz Espigares, Violeta
	IES: University of New South Wales	Yolcuepa, June
	IES: University of Sydney	Fujimoto, Lindsay
	School for Field Studies: Tropical Rainforest	Akey, Willa Woodington, Christopher
New Zealand:	Arcadia: University of Otago	Bautz, Peter DeCoste, Marc McCall, Timothy

EAST ASIA

China:	IES: Beijing	Combs, Colter Meyers, Jordan Wilhelm, Charles
	Middlebury: Hangzhou	Jensen, Sarah Trang, Janice
Japan:	ACM: Japan Studies at Waseda University	Pa, Tracy
	IES: Nanzan University in Nagoya	Mills, Breanna Perret, Florian
	CIEE: Sophia University in Tokyo	Brown, Joseph
	CIEE: Sophia University in Tokyo	Courtney, Ryan
Taiwan:	CIEE: Taipei	Takatsuka, Yohei

SOUTH ASIA

India:	ACM: Culture, Traditions, Globalization	Brockenborough, Rebecca Ritter, Mia Sinai-Yunker, Emma
	Alliance for Global Education: Pune	Bagnoli, Lilianna Corapi, Sarah Gottlieb, William Pinnette, Ellen
	Alliance for Global Education: Varanasi	Tomac, Emily
	Middlebury School in India	Naidoo, Surekha
	Middlebury School in India	Bagnoli, Lilianna
	South India Term Abroad (SITA)	Falley, Emma Gillig, Elizabeth Martin, Courtney

EUROPE

Belgium:	European Culture and Society, Leuven	Reynders, Jacqueline Sessions, Carl
Czech Rep:	Central European Studies in Prague	Dysart, Jennifer Nayar, Varum

Denmark:	Danish Institute for Study Abroad (DIS)	Anderson, Douglas Bostrom, Andrew Butler, Briona Charney, Benjamin Chyun, Jong Il Clayton, Miriam Daraman, Uzma Davidson, Tyler Denson, Jade Doyle, Kenzie Fancher, Clark Flannery, Jessica Foster, Johanna Geiger, Theodore Hunt, Alyse Jobanputra, Henna Knatterud-Johnson, Emma Kresse, Kayleigh Manley, Devon Piet, Jolyne Polisky, Laurie Reynolds, Daniel Richman, Rebecca Ryerson, Daniel Schnabel, Liesl Vaverka, Justin Westray, Cella
England:	Arcadia University – King's College London	Foley, Thomas
	Fordham University: London Dramatic Academy	Saderholm, Ian
	IES: University College London	Bruce, Irene Lee, Sangwoo Seeley, Elena
	IES: University of London, Queen Mary	Hajic, Hayley Lowe, Abigail Mertes, John Nakaidze, Nata Sarber, Sarah
	London School of Economics	Kern, Thorsten Liu, Mouchen Xu, Anqi Zhao, Jing
	ACM: London and Florence	Cervantes, Fatima
France:	AUCP: Aix–en-Provence	Duncombe, Natalie Jackson, Vernon Sortor, Emily Tsai, Michelle

	AUCP : Marseille	Beltran-Alvares, Jonathan Dallas, Chantelle Richardson, Maria
	American University in Paris	McDaid, Ursula
	IES: Nantes	Adams, Mary Dallas, Chantelle Farbman, Sarah Graves, Christopher Katz, Ezra Lakiotis, Andrea Mulholland, Alicia Nguyen, Chi Sharfman, Alex
	Sweet Briar College in Paris	Dale, Douglas
Germany:	IES: Berlin	Cambronero-Sanchez Adres Dowell, James Froh, Caroline Olson, Scott Teng, Dan Toia, Julianne
	IES: European Union	Hale, Jordan Hautzinger, Ryan
Hungary:	Budapest Semester in Mathematics	Hai, Mohammad Ratliff-Crain, Ethan St. Germaine-Fuller, James Wilke, Summer
	Aquincum Institute of Technology (AIT)	Flores, Amy Liu, Anqing Yuan, Lifeng
Ireland:	IES: Dublin	Manker, Jordan
Italy:	Syracuse University in Florence	Shevelkina, Maria Zhang, Yixin
	Trinity College in Rome	Sherrell, Sarah Vergara, Veronica Shayne
Kyrgyzstan	SRAS NGO Cultural Internship-Kyrgystan	Wenndt, Anthony
Netherlands:	IES: Study Amsterdam Program	Fischer, Allison Gilley, Tawny

Russia:	Middlebury School in Russia: Irkutsk	Weitekamp, Sarah
	ACTR: St. Petersburg	Carpenter, Rebecca
Scotland:	Arcadia: University of St. Andrews	Barrad, Sonia
Spain:	Hamilton College in Madrid	Sibbald, Carrie
	IES: Granada	Dokken, Natalie Walker, Allison Weidman, Claire
	IES: Madrid	Shaughnessy, Liam
Sweden:	The Swedish Program	Johnson, Jillian Miller, Eloise Mindock, Max Van Nostrand, Parker

LATIN AMERICA & CARIBBEAN

Argentina:	CIEE: Buenos Aires	Bernard, Hannah Brosius, Daria Dolan, Maisie Philozin, Lochard Ruff, Emmett Thompson, Julianne Wakshlag, Carly Walker, Isaac
Brazil:	CIEE: Liberal Arts in Sao Paulo	Brooks, Bonnie
	IES: Rio de Janeiro	Edionwe, Tolulope
British West Indies:	SFS: Marine Resource Management	Osborne, Chen
Chile:	IES: Santiago	Carlson, Athena Silverman, Louisa Ulloa, Lorena
Costa Rica:	ACM: Field Research in the Environment, Social Sciences & Humanities in Costa Rica	Noyce, Christian
	ACM: Language, Society and the Environment in Costa Rica	Hernandez, Luis

	Duke: Organization for Tropical Studies Global Health	Champ, Linnea Miller, Matthew Sarawagi, Ankita
	Duke: Organization for Tropical Studies Tropical Biology	Becker, Joyanne Braun, Zev Goldman, Elsa
	ICADS	Aguilar, Julie Quinn, Katherine
Ecuador:	IES: Quito	Colerider-Krugh, Glenna Grannis, Kendall Haro, Georgina Parkhurst, Magdalena Rosen, Samantha
	Minnesota Studies in Int'l Development	Gamble, Devon Stevens, Alexa
Guatemala:	College of Saint Benedict/St. John's Univ.	Hunter, Nicholas
Mexico:	Institute for Study Abroad: Merida	Brady, Sinead Gallegos, Jessica LeBlanc, Nathan

MIDDLE EAST

Jordan:	ACM: Middle East & Arabic Language Studies	Hilton, Emily Schellinger, Jordan

USA

Chicago, IL:	ACM Newberry Seminar in the Humanities	McKenney, Sarah Sly, Dana
	ACM Urban Studies	Foster-Frau, Silvia

OFF CAMPUS STUDY PROGRAM ADVISERS
2014-2015

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

BOTSWANA: CULTURE AND SOCIETY (ACM)
Program Adviser: Prof. Grey, x3147, Carnegie 309
Prof. Gregg-Jolly, x4978, Science 1206

GHANA: DEVELOPMENT STUDIES PROGRAM, UNIVERSITY OF LEGON (CIEE)
Program Adviser: OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

SENEGAL: MINNESOTA STUDIES IN INTERNATIONAL DEVELOPMENT (MSID)
Program Adviser: Professor Ireland, x4295, ARH 330D (French); **:** OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640, Macy 108 & 107

SOUTH AFRICA: UNIVERSITY OF CAPE TOWN (IES)
Program Adviser: Prof. Prevost, x4958, Mears 306

SOUTH AFRICA: ORGANIZATION FOR TROPICAL STUDIES (OTS)
Program Adviser: Professor K. Jacobson, x4359, Science 1205

TANZANIA: HUMAN EVOLUTION & ECOLOGY (ACM) (fall)
Program Adviser: Professor Bentley-Condit, x4305, Goodnow 301

AUSTRALIA & NEW ZEALAND

SCHOOL FOR FIELD STUDIES, AUSTRALIA: TROPICAL RAINFOREST MANAGEMENT
Program Adviser: Professor J. Brown, x3096, Science 1204

UNIVERSITY OF MELBOURNE, AUSTRALIA
Program Advisers: Prof. Fennell, x3164, Steiner 207; Prof. Sharpe, x3008, Science 2035; OCS Director Richard Bright, x4850. Macy 108

UNIVERSITY OTAGO, NEW ZEALAND
Program Adviser: Prof. Sharpe, x3008, Science 2035; Prof. Fennell, x3164, Steiner 207; OCS Director, Richard Bright, x4850, Macy 108

EAST ASIA
China, Japan, Korea

CHINA: BEIJING (ACC, IES, or AMERICAN UNIVERSITY)
Program Advisers: Chinese Department Faculty,

CHINA: HANGZHOU (MIDDLEBURY)
Program Advisers: Chinese Department Faculty

CHINA: HARBIN (CET) or KUNMING (MIDDLEBURY or IES)
Program Advisers: Chinese Department Faculty; Professor Brouhle, Carnegie 206 (IES Kunming)

CHINA: NANJING (CIEE)
Program Advisers: Chinese Department Faculty

CHINA: SHANGHAI (ALLIANCE)
Program Advisers: Chinese Department Faculty

CHINA (REP. OF CHINA): TAIWAN (CIEE)
Program Advisers: Chinese Department Faculty

JAPAN: NANZAN UNIVERSITY (IES)
Program Adviser: Professor Schimmel, x4498, Carnegie 406

JAPAN: WASEDA UNIVERSITY (ACM)
(spring or year)
Program Adviser: Professor Schimmel, x4498, Carnegie 406

JAPAN: TOKYO – LANGUAGE INTENSIVE (IES) or OSAKA - INTENSIVE JAPANESE LANGUAGE AND CULTURE (CET)
Program Adviser: Professor Schimmel, x4498, Carnegie 406

JAPAN: TOKYO – SOPHIA UNIVERSITY (CIEE) (spring) **or TEMPLE UNIVERSITY**
Program Adviser: Professor Schimmel, x4498, Carnegie 406

KOREA: SEOUL – YONSEI UNIVERSITY (CIEE)
Program Advisers: Chinese & Japanese Department Faculty; OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

SOUTH ASIA
India

INDIA: ALLIANCE FOR GLOBAL EDUCATION: CONTEMPORARY INDIA - DEVELOPMENT, ECONOMY & SOCIETY
Program Advisers: OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

INDIA: DELHI – IES or MIDDLEBURY
Program Advisers: Professors Kapila (English), x3655, Macy 210; Prevost (History), x4958, Mears; OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

INDIA: INDIA STUDIES (ACM) (fall)
Program Advisers: Professor Kapila (English), x3655, Macy 210; OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

INDIA: SOUTH INDIA TERM ABROAD
Program Advisers: OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

EUROPE & RUSSIA
Belgium, Czech Republic, Denmark, England, France, Germany & Austria, Greece, Hungary, Italy, Netherlands, Poland, Russia, Spain, Sweden

More than One Country

COMPARATIVE WOMEN'S STUDIES IN EUROPE PROGRAM (ANTIOCH)
Program Adviser: Professor Henry, x4494, Mears 301

GERMANY: EUROPEAN UNION PROGRAM
Program Advisers: Professor Reynolds, x3097, ARH 231B; Professor Brouhle, x4843, Carnegie 206; OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

Belgium

LEUVEN: PROGRAM IN EUROPEAN CULTURE & SOCIETY, LEUVEN
Program Advisers: Prof. Fennell, x3164, Steiner 207; OCS Director Richard Bright x4850, Macy 108

Czech Republic

PRAGUE: CENTRAL EUROPEAN, JEWISH or FILM STUDIES PROGRAM (CET)
Program Advisers: Program Adviser: Professor Armstrong, x4896, ARH 232D; Jonathan Larson, x4640: Macy 107

Denmark

COPENHAGEN: DANISH INSTITUTE FOR STUDY ABROAD (DIS)
Program Adviser: Professors Levandoski, x4544, Science 2009; Marzluff, 4314, Science 2208; Henry, x4494, Mears 301; OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

England

LONDON: GRINNELL-IN-LONDON (fall)
Program Adviser: GIL Administrative Director Jonathan Larson, x4640, Macy 107

LONDON: LONDON & FLORENCE ARTS IN CONTEXT (ACM) (spring)
Program Adviser: Professor Kaufman, x4763, Bucksbaum 247

LONDON: LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE
Program Adviser: Professor Brouhle, x4843, Carnegie 206 (year only)

LONDON: UNIVERSITY COLLEGE (spring)
Program Adviser: Professor Levandoski (Biology), x4544, Science 2009; Professor B. Ferguson (Economics), x3132, Carnegie 205; OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

France

AIX-EN-PROVENCE & MARSEILLE PROGRAMS (AUCP)
Program Advisers: French Department Faculty

NANTES PROGRAM (IES)
Program Advisers: French Department Faculty

PARIS: HAMILTON COLLEGE JUNIOR YEAR IN FRANCE
Program Advisers: French Department Faculty

PARIS: SWEET BRIAR IN FRANCE
Program Advisers: French Department Faculty

Germany and Austria

AUSTRIA: VIENNA (IES)
Program Advisers: Professor Reynolds, x3097, ARH 231B; Professor McIntyre (Music), x4916, Bucksbaum 256

GERMANY: BERLIN–LANGUAGE & AREA or METROPOLITAN STUDIES (IES)
(spring recommended)
Program Adviser: Professor Reynolds, x3097, ARH 231B; OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

GERMANY: FREIBURG (IES)
(spring recommended)
Program Adviser: Professor Reynolds, x3097, ARH 231B

GERMANY: FREIBURG – EUROPEAN UNION PROGRAM (IES)
Program Advisers: Professor Reynolds, x3097, ARH 231B; Professor Brouhle, x4843, Carnegie 206; OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

GERMANY: MUNICH - WAYNE STATE UNIVERSITY (spring recommended)
Program Adviser: Professor Reynolds, x3097, ARH 231B

Greece

GREECE: COLLEGE YEAR IN ATHENS
(fall, spring, year)
Program Advisers: Professor Hughes, x3056, ARH 311B

Hungary

HUNGARY: BUDAPEST SEMESTER IN MATHEMATICS (ST. OLAF)
Program Adviser: Professor French, x4839, Science 2041

HUNGARY: AQUINCUM INSTIUTE OF TECHNOLOGY (AIT)
Program Adviser: Professor Davis, x4306, Science 3809

Italy

FLORENCE: FLORENCE *(fall)* **or LONDON & FLORENCE** *(spring)* **PROGRAM (ACM)**
Program Adviser: Professor Kaufman, x4763, Bucksbaum 247

MILAN: MILAN PROGRAM (IES)
Program Advisers: Professor McIntyre (Music), x4916, Bucks 256

ROME: INTERCOLLEGIATE CENTER FOR CLASSICAL STUDIES or TRINITY COLLEGE
Program Adviser: Professor M. Cummins, x3305, ARH 311D

Netherlands

NETHERLANDS: AMSTERDAM (IES)
Program Advisers: Professor Henry, x4494, Mears 301; OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

Poland

POLAND: WARSAW (CIEE)
Program Adviser: Professor Armstrong, x4896, ARH 232D

Russia

IRKUTSK: MIDDLEBURY COLLEGE
Program Adviser: Professor Herold, x3103, ARH 232C

ST. PETERSBURG: BARD-SMOLNY or ACTR
Program Adviser: Professor Herold, x3103, ARH 232C

Spain

GRANADA: INSTITUTE FOR THE INT'L EDUCATION OF STUDENTS (IES)
Program Adviser: Professor Valentín, x3112, ARH 220A

MADRID: HAMILTON COLLEGE IN SPAIN
Program Adviser: Professor Pérez, x4290, ARH 217B

MADRID: INSTITUTE FOR THE INT'L EDUCATION OF STUDENTS (IES)
Program Adviser: Professor Pérez, x4290, ARH 217B

SALAMANCA: INSTITUTE FOR THE INT'L EDUCATION OF STUDENTS (IES)
Program Adviser: Professor Valentín, x3112, ARH 220A

Sweden

STOCKHOLM: The Swedish Program
Program Advisers: OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

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 J. Brown, x3096, Science 1204

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

Costa Rica

COSTA RICA & NICARAGUA: INSTITUTE FOR CENTRAL AMERICAN DEVELOPMENT STUDIES (ICADS) – INTERNSHIP PROGRAM
Program Adviser: OCS Assistant Director Jonathan Larson, x4640: Macy 107

COSTA RICA: ORGANIZATION FOR TROPICAL STUDIES (DUKE UNIVERSITY): TROPICAL BIOLOGY & GLOBAL HEALTH PROGRAMS
Program Advisers: Tropical Biology: Professor K. Jacobson, x4359, Science 1205; Global Health: OCS Assistant Director Jonathan Larson, x4640: Macy 107

COSTA RICA: LANGUAGE, SOCIETY & ENVIRONMENT (ACM) (fall)
Program Adviser: Professor Aparicio, x4548, ARH 220C; OCS Assistant Director Jonathan Larson, x4640: Macy 107

COSTA RICA: FIELD RESEARCH IN ENVIRONMENT, SOCIAL SCIENCES & HUMANITIES (ACM) (spring)
Program Advisers: Professor Aparicio, x4548, ARH 220C; Professor K. Jacobson, x4359, Science 1205 (fall); OCS Assistant Director Jonathan Larson, x4640: Macy 107

Ecuador

ECUADOR: MINNESOTA STUDIES IN INTERNATIONAL DEVELOPMENT
Program Adviser: OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

ECUADOR: QUITO PROGRAM INSTITUTE FOR THE INT'L EDUCATION OF STUDENTS (IES)
Program Adviser: Professor Aparicio, x4548, ARH 220C

Mexico

MEXICO: MERIDA PROGRAM IFSA- BUTLER UNIVERSITY
Program Adviser: Professor Benoist, x3057, ARH 220D

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

EGYPT: AMERICAN UNIVERSITY IN CAIRO
Program Advisers: Professors Youssef, x4625, ARH 217C; Prevost, x4958, Mears; Elfenbein, x4352, Steiner 201

EGYPT: AMIDEAST IN CAIRO
Program Advisers: Professors Youssef, x4625, ARH 217C; Prevost, x4958, Mears; Elfenbein, x4352, Steiner 201

ISRAEL: THE HEBREW UNIVERSITY OF JERUSALEM
Program Adviser: Professors Rietz, x4558, Steiner 103; Elfenbein, x4352, Steiner 201

JORDAN: AMIDEAST or ACM IN AMMAN
Program Advisers: Professors Youssef, x4625, ARH 217C; Prevost, x4958, Mears; Elfenbein, x4352, Steiner 201

MOROCCO: AMIDEAST – AREA & ARABIC LANGUAGE STUDIES IN RABAT
Program Advisers: Professor Youssef, x4625, ARH 217C; Professor Ireland, x4295, ARH 330D

MOROCCO: AMIDEAST – REGIONAL STUDIES IN FRENCH IN RABAT
Program Advisers: Professor Youssef, x4625, ARH 217C; Professor Ireland, x4295, ARH 330D

TURKEY: DUKE IN ISTANBUL
Program Advisers: Professors Kamp, x3140, Goodnow 208; Roberts, x4472, Steiner 203; Sala, x4880, Carnegie 312; Elfenbein, x4352, Steiner 201; OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

TURKEY: SYRACUSE UNIVERSITY ABROAD IN ISTANBUL
Program Advisers: Professors Kamp, x3140, Goodnow 208; Elfenbein, x4352, Steiner 201; OCS Directors Richard Bright, x4850 & Jonathan Larson, x4640: Macy 108 & 107

NORTH AMERICA
United States

United States

ATLANTA: MOREHOUSE COLLEGE & SPELMAN COLLEGE
Program Adviser: Professor Benjamin, x4510, Mears 312

CHICAGO: ARTS PROGRAM (ACM)
Program Adviser: Professor Kaufman, x4763, Bucksbaum 247

CHICAGO: ENTREPRENEURSHIP OR URBAN STUDIES (ACM)
Program Adviser: Professor Brouhle, x4843, Carnegie 304

CHICAGO: NEWBERRY SEMINAR IN THE HUMANITIES (ACM) (fall)
Program Adviser: Professor Purcell, x3091, Macy 201

CHICAGO: URBAN EDUCATION
Program Adviser: Professor Hutchison, x4882, Steiner 301

KNOXVILLE, TENNESSEE: OAK RIDGE NATIONAL LABORATORY (ACM) (fall)
Program Adviser: Professor P. Jacobson (Biology), x3027, Science 1812; Professor Marzluff (Chemistry), x4314, Science 2208

WASHINGTON, D.C.: GRINNELL-IN-WASHINGTON (fall)
Program Adviser: GIW Administrative Director Jonathan Larson, x4640: Macy 107

WATERFORD, CONNECTICUT: NATIONAL THEATER INSTITUTE
Program Adviser: Theatre Department Faculty

WOODS HOLE, MASSACHUSETTS: SEMESTER IN ENVIRONMENTAL SCIENCE (fall)
Program Adviser: Professor P. Jacobson, x4359, Science 1205

APPENDIX A: CONDITIONS OF GRINNELL APPROVAL

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 email. 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-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 a Public Announcement or Travel Warning is issued while a program is in progress, a decision to cancel a student's approval to study off campus may be made based on the advice of the U.S. Department of State.**

6. Your approval is transferable to another program only with permission of the Off-Campus Study Board. All transfers of approval must be processed through the OCS Office. Your approval will be canceled if:

   a) you are placed on academic probation by the Committee on Academic Standing at the end of this or any subsequent semester prior to your leave;

   b) you have not paid the **$200** advance tuition deposit for your next semester of enrollment at Grinnell, which is due April 1, whether you will be studying off campus in the fall or the spring.

continued

Academic Credit

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

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

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

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

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

a) fewer than the minimum full-time load of 12 credits each semester; *OR*

b) a total credit accumulation or grade point average which is insufficient for normal progress toward graduation.

Financial Aid Billing

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

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

Return Semester Arrangements

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

APPENDIX B: CAREER DEVELOPMENT OFFICE INFORMATION

The Center for Careers, Life, and Service (CLS) has many resources that are available to you as you are abroad. So that you don't miss anything while studying off campus, we highlight a few possibilities here but encourage you to check the CLS webpage - www.grinnell.edu/cls- for resources.

Graduate School Deadlines and Test Dates

For graduate school application information, please check the specific websites of the programs to which you are planning to apply. Each graduate and professional school has different requirements and different application deadlines. Most applications are due by January of the year you are planning to enter, but many deadlines can be as early as mid-fall of the preceding year. For maximum competitiveness, you are encouraged to apply to graduate or professional school well before the posted deadlines, if possible.

Part of the application process for graduate or professional schools normally involves submitting standardized test scores. You should plan to have the required exam completed at least one month before you plan submit your applications to graduate or professional school. For example, the GRE (www.ets.org/gre) and GMAT (www.mba.com) are offered as computer-based tests year-round at test centers throughout the world. Registration materials are available at the respective websites. The LSAT (www.lsac.org) and GRE subject tests are still offered as paper-based tests with various test dates and locations worldwide. If you are unable to access registration materials online or have other questions about standardized test requirements, contact the CLS at career@grinnell.edu.

For additional information about entrance exams, graduate and professional schools, and application timelines, please consult the Graduate and Professional School Guide at www.grinnell.edu/offices/cdo/students/graduateschoolinformation.

PioneerLink

PioneerLink is an online database of internships and jobs posted both directly for Grinnell students and through a nationwide network of colleges and universities. The CLS is also a member of the Liberal Arts Career Network (LACN), which provides online access to shared regional job and internship postings from 30 member colleges. Additionally, students have access to several thousand internships through the National Internship Consortium (NIC). Students may access LACN and NIC postings via PioneerLink, which is accessible through the CLS website and from the major logins at the top of each College webpage

Job Resources

Students may search for jobs and apply for them directly through PioneerLink by uploading resumes, cover letters, as well as access employer profiles.. The Selective Liberal Arts Consortium (SLAC) provides virtual and regional recruiting days for member students to connect directly with employers via interview events in Chicago, New York, Washington D.C., San Francisco and online. For SLAC recruiting day timelines, visit www.slaconsortium.org .

Summer Internships

The CLS strongly encourages students to participate in internships prior to graduating. These experiences can help students clarify their career goals, gain valuable work experience, and broaden their professional network. Students are encouraged to visit with a CLS counselor to discuss their interests, and/or visit the CLS web site for a list of internship resources. In the spring of each year, students who have secured a 8-10 week full-time summer internship may submit an online application for funding through the CLS. The application process is selective, and funding is not guaranteed. For more information about applications for internship funding, please visit the CLS in person, visit their web site at www.grinnell.edu/about/offices-services/cls/internships.

Resume Reviews and Career Questions

A variety of CLS services are available via email. Contact the CLS at career@grinnell.edu for assistance with career-related questions or submit attached documents for resume and cover letter review. The CLS has Skype capabilities, so an appointment can be arranged with a CLS Counselor through Skype as well.

CLS Contact Information

1127 Park Street
Grinnell, Iowa 50112-1690
Phone: 641-269-4940 Fax: 641-269-4508 Email:career@grinnell.edu