

## **OFF-CAMPUS STUDY POLICIES FOR APPROVED PROGRAMS**

**Colgate University Study Groups**

### **OFF-CAMPUS STUDY POLICIES FOR FALL and SPRING SEMESTER APPROVED PROGRAMS**

Retain a copy of this form for your records, and share the information with your parents. These policies are also posted on the Off-Campus Study web site located at <http://www.colgate.edu/academics/off-campus-study>.

**Off-Campus Study Forms:** Students submit the following Post-Decision documents through Colgate's online application portal in order to participate on an approved program:

- Questionnaires (due April 15 for Fall, November 15 for Spring)
  - Emergency Contacts
  - Non-directory Information Release Form
- Materials/Signature Documents (due April 15 for Fall, November 15 for Spring):
  - Acknowledgement of Risk and Responsibility
  - Program Confirmation Form (submit after acceptance by the program provider).

The following hard copy form with appropriate signatures must be submitted to the Registrar's office by the deadline:

- Application for Transfer of Course Credit (mid-April for Fall, mid-November for Spring)

**Academic and Disciplinary Standing:** All students must be in good academic and disciplinary standing at Colgate up to the time of their departure for their approved programs in order to maintain approval to participate.

**Financial Standing:** In addition, students must be in good financial standing with Colgate. A financial hold due to a past-due student account balance will impact a student's ability participate, registration in the program, and /or transfer of credit.

**Courses and Credits:** A normal, full course load on an approved program is 4.00 course credits (the equivalent of four regular Colgate courses), unless additional course work is a required part of the program. Any deviation from this norm requires approval from the Director of Off-Campus Study and the Associate Dean of the Faculty.

- **Definition of Full Course Load:** Students may be required to enroll in more than four courses on the off-campus program to receive 4.00 credits. Since credit systems are different at many foreign universities and study abroad centers, students should not assume that one course on an approved program equals one Colgate credit.
- It is the student's responsibility to verify with the Registrar the requirements for a full course load on their chosen program. This should be discussed as part of the Application for Transfer of Course Credit process.
- **Partial Credit Courses:** Courses must bear a minimum of three semester hours or five quarter hours and be comparable to Colgate courses in terms of classroom hours.
- **S/U Option:** Students are expected to take courses off-campus for a grade. Courses taken on a satisfactory/unsatisfactory or pass/fail basis will not be awarded credit.
- **Repeating Courses:** Courses taken off-campus may not repeat or substantially overlap courses taken at Colgate.
- **Independent Studies and Field Research:** Credit for independent studies and field research may be awarded only when it is a required component of an approved program and has received pre-approval by an appropriate department and by the registrar.

- **Internships Credit:** Colgate does not award credit for experiential learning on approved programs.
- **Applying credit to Colgate requirements:** Approved program courses that have received prior approval from the Colgate registrar may be used to satisfy the areas of inquiry requirement. Courses taken on approved programs may not be used to satisfy the Common Core requirement or the Global Engagements requirement.
- **Non-Approved Courses and the Full Course Load:** Students are required to take a full load of courses approved by Colgate. Credit-bearing internships or other coursework not approved by Colgate may be taken as an overload if permitted by the program, after the student has enrolled in enough approved coursework to receive 4.00 credits. Over-enrollment charges for courses not approved by Colgate are the responsibility of the student and are not covered by Colgate tuition.

**Course Approval for Approved Programs:** All approved courses taken on an approved program are awarded transfer credit. Grades for courses taken on an approved program will be recorded on the Colgate transcript but are not factored into the student's Colgate GPA.

**Application for Transfer of Course Credit:** Courses taken on an approved program do not automatically earn credit.

It is the student's responsibility to complete an Application for Transfer of Course Credit, secure any required signatures, and submit the application to the Registrar for pre-approval by mid-April for Fall programs, mid-November for Spring programs.

Elective courses should be in the liberal arts; courses in marketing, business, journalism, or other subjects beyond the scope of Colgate's curriculum are not eligible for credit. Major credit must be pre-approved by the department chair, as must all credit (elective or major) in natural sciences and English. When in doubt, students should consult their faculty adviser or the Office of the Registrar (315-228-7125).

Students who must change or add course approvals while away from Colgate should contact the Office of the Registrar.

**Disputed Grades:** The Registrar bases transfer credit on the transcript or grade report issued by your host institution. Grades are governed by the host institution's policies and cannot be over-ridden by Colgate. Grade appeals must be addressed to the host institution through their official process.

**Examinations and Early Departure:** Students are expected to remain on site for the full duration of the program, including the final examination period, and to take examinations at the regularly scheduled times. Do not plan to leave your program prior to the published departure date. Colgate does not permit students to take examinations off site or early, except in cases of personal or family emergency. Colgate is not obliged and may not be able to award credit or help students earn credit in cases of early departure or withdrawal. Students needing to leave a program early should contact their administrative dean and copy Off-Campus Study with the request.

**Housing:** Students must live in program-provided housing, except in cases of programs that regularly require students to find their own housing. Colgate does not permit independent housing.

**Costs and Billing:** Students will be invoiced for **Colgate tuition** plus a program fee equal to the cost of any room and board charged by your approved program provider. Colgate will pay the approved program provider on the student's behalf. Should a student or family receive a bill from the program provider, they should consult with Student Accounts ([stuaccounts@colgate.edu](mailto:stuaccounts@colgate.edu) or 315-228-7812) before remitting any payment. Students are responsible for any application fee charged by the program provider and any refundable housing deposit. Colgate grant recipients who need assistance paying these costs should contact Off-Campus Study ([off-campusstudy@colgate.edu](mailto:off-campusstudy@colgate.edu); 315-228-7216).

**Financial Aid:** Colgate grant recipients can receive additional assistance for one Colgate-directed off-campus Study Group or Approved Program and one Colgate-directed extended study program. For details of the award process, please refer to Financial Aid Policies and Procedures: Current Students (see "Study Groups.") You may also contact the Office of Financial Aid ([finaid@colgate.edu](mailto:finaid@colgate.edu); 315-228-7431)

Students who are not currently receiving aid from Colgate should consult the Office of Financial Aid to learn about their eligibility for loans to meet extra cost of an approved program.

**Colgate Program Deposit and Withdrawal:** All students participating on an approved program are required to make a \$450 non-refundable program deposit in order to commit to a program. The \$450 deposit will be applied to program costs when the program's fees are added to your student account. The deposit would be forfeited if you withdraw from the program after making the deposit. Written notification of withdrawal of participation in an approved program must be dated and delivered to the director of off-campus study. Email notification from a Colgate email account is acceptable. Refunds of Colgate tuition charged for off-campus study are governed by the university's refund policy. Students will also be charged for any non-recoverable expenses including, but not limited to, non-refundable deposits, approved program charges, housing, transportation, visa fees or shared group expenses. The extent of non-recoverable fees vary by program and date of withdrawal.

**Cancellation of plans:** All Colgate offices including the Registrar and Residential Life are notified of which semester you will be off-campus. You will not be able to register for classes nor secure housing on campus for the semester. If you need to cancel your plans you must notify OCS in writing and consult with your administrative advisor as early as possible. Your course selection options are more limited if you cancel your plans after the registration period begins.

Depending on when you cancel your plans or withdraw from your program, returning to campus may not be an option. Please refer to Chapter VII Academic Regulations in the Colgate Catalogue regarding Registration policies.

**Disciplinary Policies:** You are responsible for complying with your program's requirements, including those for conduct. Your program provider reserves the right to respond to noncompliance with program requirements as appropriate, up to and including removal from the program. Colgate reserves the right to pursue disciplinary charges arising out of behavior leading to removal from the program, or other conduct occurring abroad.

**Health and Security Insurance:** Students are responsible for reviewing coverage and adequately insuring themselves for medical care, security assistance, and repatriation of remains. Insurance coverage is included by most approved programs, and Colgate will enroll students in CISI travel health insurance in cases where programs do not provide insurance or insurance provided is not substantially similar to coverage under Colgate's CISI policy. All Colgate study-abroad participants and overseas travelers are covered by International SOS assistance and evacuation services.

**Housing for the Return Semester:** Students must go to the Residential Life Office before leaving for the off-campus program to make housing arrangements for the semester when they plan to return to campus.

**Financial Aid for the Return Year:** Please be aware that Financial Aid forms for the following academic year are still due by April 1, even if you are off-campus in the spring semester.

**Off-Campus Study Evaluation:** Students must fill out an evaluation at the end of the off-campus semester. While confidential, these are important to our review of approved programs.

IF YOU HAVE QUESTIONS ABOUT THE FOLLOWING TOPICS, PLEASE USE THE CONTACT INFORMATION TO ASK ANY QUESTIONS:

**Programs, including applications, visas, deposits, etc.** - Off-Campus Study advisers (off-campusstudy@colgate.edu or 315-228-7216)

**Major credit** - Major department adviser or chair

**Minor credit** - Minor department adviser or chair

**Language credit** - Department chair or Registrar

**General transfer credit** - Assistant Registrar (315-228-7125)

**Billing and payments** - Student Accounts (stuaccounts@colgate.edu or 315-228-7812)

**Financial Aid awards** - Financial Aid (finaid@colgate.edu or 315-228-7431)

**Housing arrangements for return** - Residential Life (reslife@colgate.edu or 315-228-7367)

*I have read, understand and agree to abide by Colgate University's Off-Campus Study Policies:*

\_\_\_\_\_

(Name, printed)

\_\_\_\_\_

(Name, signed)

\_\_\_\_\_

(date)

After signing the form, please deliver to the Office Off-Campus Studies in 101 McGregory Hall.