

OFF-CAMPUS STUDY POLICIES

Colgate University Study Groups

Required Off-Campus Study Forms

Students must return the following documents and forms to Off-Campus Study in 101 McGregory Hall.

- Off-Campus Study Policies
- Confidential Physician's Report
- Acknowledgement of Risk and Responsibility
- Emergency Contact Form (online)
- For international programs, we will need a scan of the bio page of your signed passport, and if applicable, a copy of your I-20 and U.S. visa.

Study Group Pre-Registration

Confirmed Study Group courses are listed in the course pre-registration booklet published by the Office of the Registrar. Prior to the start of the program, the Registrar will register students for the Study Group.

Colgate Study Groups Courses (including course load and the S/U grading option)

All academic regulations, registration changes and drop/add deadlines for a term are applicable to students enrolled in a study group.

A normal course load on a Colgate Study Group is 4.00-4.5 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 first from the director of the Study Group and the director of Off-Campus Study, and subsequently from the Associate Dean of the Faculty. Since credit systems are different at many foreign universities, students should not assume that one course at a host university equals one Colgate credit.

Use of the satisfactory/unsatisfactory (S/U) grading option for Study Groups is highly discouraged. Requests for the S/U grading option must be approved by the director of the Study Group, the director of Off-Campus Study, and the Associate Dean of the Faculty.

Courses taken on a Colgate Study Group may not be repeated on campus. Courses taken on campus may not be repeated on a Colgate Study Group without permission of the department chair/program director and Associate Dean of the Faculty.

Course Approval for Study Groups

All *approved* courses taken on a Colgate Study Group are awarded Colgate credit, including those taken at a host institution. Grades for courses taken at a Study Group host institution are converted to U.S. equivalents by the director and will be recorded on the Colgate transcript and factored into the student's GPA.

Courses taken at a host institution as part of a Study Group **do not automatically earn credit**. 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. Concentration credit must be pre-approved by the department chair, as must all credit (elective or concentration) in natural sciences and English. At the beginning of the Study Group semester, students must provide the Study Group director and Colgate's Registrar's office with a list of elective courses in which they have enrolled. Note that individual Study Groups may have specific registration policies that limit the types of courses a student may receive credit for. When in doubt, students should consult their Study Group director, the Office of the Registrar, or Off-Campus Study.

Financial Aid

Colgate grant recipients can receive additional assistance for a Colgate-directed off-campus Study Group program. Institutional grant assistance is awarded to meet the extra costs after loans have been increased to the maximum

eligibility level.

However, if prior to receiving a Study Group award letter a student chooses to increase his or her loan beyond the level noted in the initial award for the year, Colgate will continue to provide only the level of grant that would have been available had the additional loan not been taken; the student remains responsible for the portion of the extra Study Group costs that would ordinarily have been awarded in the form of additional loan.

Study Group students who are not currently receiving aid from Colgate should consult the Office of Financial Aid (finaid@colgate.edu or call 315-228-7431) to learn about their eligibility for loans to meet extra cost of a Study Group.

Visas

Students are responsible for understanding and complying with all visa related costs and requirements. There are significant requirements to be met that take time, advance planning, and may incur extra costs. It is imperative that students contact the Off-Campus Study office to learn as much as possible about visa requirements, particularly if they will be traveling on a non-U.S. passport.

Withdrawal

Notification of withdrawal must be dated and delivered to the faculty director and the director of Off-Campus Study. E-mail notification from a Colgate e-mail address is acceptable. The postmark or date of email will serve as the basis for any refund.

A student who withdraws from a Colgate-directed Study Group after confirming their participation with the Office of Off-Campus Study will be charged a \$1000 fee to defray the administrative costs incurred by the university. 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, housing, transportation, visas, and/or shared group expenses. The extent of non-recoverable expenses varies by program and date of withdrawal.

Student Activities Fees

The Student Government Association provides 50% of the semester Student Activities Fee for use on Colgate-run semester Study Groups (currently \$170 per student for 2018-2019). Student Activity money should be spent for group activities decided upon by the students in the group with guidance from the Study Group director. Note that University policy does not permit Student Activities fees to be used to purchase alcohol.

Housing for the Return Semester

Students must go to the Residential Life Office before leaving for the Study Group to make housing arrangements for the semester when they plan to return to campus.

Study Group Evaluation

Students must fill out a Study Group evaluation at the end of the study group semester. These evaluations are confidential.

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

(Name, printed)

(Name, signed)

(date)