

## COLGATE UNIVERSITY OFF-CAMPUS STUDY

### Non-Colgate Programs: Foreign Institutions and Foreign Study Programs Sponsored by Other Domestic Institutions

#### A. Non-Colgate Program Selection

Colgate permits students the opportunity to attend another accredited institution for the purpose of off-campus study. Off-Campus Study/International Programs maintains a library of study abroad programs by other colleges and institutions. Included in this collection are general reference tools, study abroad program catalogs, and evaluations by Colgate students of non-Colgate programs. Because the quality of study-abroad programs varies tremendously, credits from some programs you might find or learn about will not transfer. You should use the following criteria in selecting a non-Colgate program:

- a) The academic demands of the program should be comparable to the academic demands of Colgate, and the teaching faculty of the program must be well qualified in the field in which they teach. This means that the majority of the program instructors should have the Ph.D. or the accepted terminal degree for the discipline in that country.
- b) The program should offer extensive orientation (either in the U.S. or immediately upon arrival abroad) and readily available advising throughout the semester.
- c) The program should provide a variety of opportunities for students to learn about the culture of the host country. Immersion into the culture can be facilitated through living arrangements such as home stays, living in dorms with host-country students, or by enrollment in classes at host institutions.
- d) The program should offer some arrangement for student excursions or field trips in the host country. However, Colgate does not award credit for programs that are fundamentally study tours through several countries and cultures during a single semester.
- e) The program should provide access to reasonable library and cultural resources.
- f) The program must be accredited by a recognized regional or (in the case of a foreign institution) national accreditation board.
- g) Students who attend programs in non-English speaking countries are expected to take at least one course in the language of the country. (Note: Language departments at Colgate have specific criteria for awarding credit for courses taken on non-Colgate programs. Please speak to the language department's chair early in your process to confirm transfer credit eligibility.)
- h) The program should carefully evaluate student work and provide an *official* transcript from either the host or the sponsoring institution.

Questions about these criteria or about specific non-Colgate programs can be discussed with a member of the Off-Campus Study/International Programs staff.

#### B. Procedures for Participation on Non-Colgate Off-Campus Study Programs

Students interested in participating in non-Colgate off-campus study programs must first be approved for an Academic Leave of Absence (ALOA). Colgate tries very hard to approve academic leaves that will enable students to deepen their liberal arts education with course work sponsored by other institutions. Nonetheless, the university needs to balance enrollments across both semesters, and therefore reserves the right to regulate the number of students who are granted fall or spring leaves. Students should discuss projected academic leaves of absence with their faculty advisers, considering options for both fall and spring terms. Additional factors under consideration for an academic leave of absence include: the student's overall grade point average, his/her level of preparation for the intended program, and the quality of the Statement of Intent.

1. Students must declare a concentration prior to applying for an Academic Leave of Absence. Schedule a meeting well in advance of the ALOA deadline to review your plans with your faculty adviser.

2. After researching your options, complete the *Cover Sheet* for each program you are interested in (available from Off-Campus Study/International Programs or on the OCS/IP web site) and one *Statement of Intent* that includes the following information:

a) The study abroad program name and destination, and your academic rationale for selecting the particular program(s): How does the program build on what you have already studied at Colgate or enhance your liberal arts education? What courses have you already taken at Colgate in preparation for this experience? What aspects of the program and location make it a good fit for your academic interests? If applicable, how does the proposed coursework integrate with your concentration or academic program?

*Note that our experience is that students applying to numerous programs and/or countries tend to have less strong academic rationales.*

b) The courses you plan to take if accepted. You should list four courses and, if available, four alternates for each of the programs to which you will be applying. Indicate the type of credit you wish to receive for these courses. If you would like to receive concentration credit, specify the particular course or courses – for both your first choice and alternate courses – which you will be asking to transfer into your concentration. Students who attend programs in non-English speaking countries are expected to take at least one course in the language of the country. (Note: Language departments at Colgate have specific criteria for awarding credit for courses taken on non-Colgate programs. Please speak to the language department's chair early in the process to confirm transfer credit eligibility.)

3. Since not all spring leaves can be accommodated, we expect students to consider off-campus options for both fall and spring semesters. If a student has a unique and compelling academic reason for needing to be on campus for a specific semester, the student must submit supporting documentation from the student's major department chair or faculty adviser clearly indicating the reason. This documentation should be submitted at the time of application. Examples of reasons that are not considered compelling include but are not limited to: needing to stay on campus to improve your GPA, needing a course for a minor, preferring to take a course with a certain professor, or wanting to take your first Colgate language class in the fall.

4. Well in advance of the academic leave of absence due date, schedule an appointment with an adviser in Off-Campus Study/International Programs to review your Cover Sheets and Statement. Bring all program materials with you to this meeting. If the Statement provides all the information requested above and if the program warrants approval in accordance with the criteria listed on Section A of this document, you will be given a *Faculty Adviser Statement of Support* form and an *Application for Transfer of Course Credit*.

5. Present your Cover Sheets/Statement of Intent and the Faculty Adviser Statement of Support form to your Faculty Adviser. Be sure to take course descriptions, syllabi, term length and other pertinent information with you. Discuss your plans for off-campus study with your adviser – in particular how those plans relate to your concentration and options for fall and spring semesters. Obtain your adviser's signature on the Faculty Adviser Statement of Support form. One copy is for your adviser, one is for you, and the other you should submit to Off-Campus Study.

If you plan to take courses for concentration credit, you should discuss those courses with the appropriate Department Chairperson or Program Director to determine if concentration credit may be awarded.

**6. ALOA applications must be submitted between 19 January and 19 February 2010 for both the fall and spring semesters of the 2010-2011 academic year.** You will be notified of the status of your ALOA on or before 12 March 2010. If you are granted an Academic Leave you will be notified via your Colgate email address and, as is stated on page 20 of the Colgate Catalog, you will subsequently be billed a \$500.00 administrative fee. No leave of absence is required for summer terms.

Please note that the decisions of the ALOA Review Committee are considered final. For this reason it is critical for students to plan in advance for both fall and spring options.

7. Submit your program application(s). After acceptance but before submitting a deposit to the program, we recommend that you submit your Transfer of Credit Application to the Registrar's Office. See Section C below for additional transfer credit information.

8. Make housing arrangements for your return to campus.

9. Be certain to request from your study abroad program that an *official* transcript be mailed to the Registrar's Office upon completion of your course work.

### C. Transfer Credit Information

- Colgate students may receive credit for a maximum of six equivalent Colgate courses taken at other institutions or in non-Colgate programs. This includes all Advanced Placement credits and other college credits earned prior to entering Colgate as a first-year student, courses taken as a visiting student elsewhere, and courses taken at another institution during the summer or during the time that a student is on an academic leave of absence.
- A course must fall under the category of "Liberal Arts," bear a minimum credit of three semester hours or five quarter hours, be comparable to Colgate courses in terms of classroom hours, and a grade of "C" or above must be earned in the course in order to transfer the course credit to Colgate. Note that courses in marketing, business, journalism, or other subjects beyond the scope of Colgate's curriculum are not eligible for transfer credit.
- If you are seeking concentration credit for a course or if you are seeking transfer credit for any English or Natural Sciences and Mathematics courses, obtain the signature of the appropriate Department Chairperson *for those courses only*. Note that even though the deadline for submitting your Transfer of Credit Application to the Registrar's Office is not until May 1 for fall programs and December 1 for spring programs, we highly recommend that students submit it before committing financially to the program.
- Grades for courses taken on non-Colgate programs will not appear on the Colgate transcript and will not be factored into the Colgate Grade Point Average. (*See the staff in Off-Campus Study for information on how grades are recorded for Affiliated programs.*)
- **Transfer of credit will not be automatically approved. No credit is guaranteed for courses or programs not approved in advance of enrollment. It is the student's responsibility to obtain pre-approval for courses to be taken on an affiliated or non-Colgate program.** Credit will be approved only for those programs of high academic quality. The ultimate decision regarding programs of questionable quality will rest with the Office of the Dean of the Faculty.

### D. Finances

Students approved for an academic leave will be charged an administrative fee of \$500 to Colgate University. However, students pay tuition, room, board and fees to the host institution or sponsoring program. Colgate students participating in non-Colgate programs are not eligible to receive Colgate financial aid, although state and federal aid is typically transferable.

### DEADLINES TO REMEMBER

1. Academic Leave of Absence – applications must be submitted to your Administrative Adviser between 19 January and 19 February 2010 for both the fall 2010 and spring 2011 semesters. Notification of academic leave approval will be given on or before 12 March 2010.

2. Program Application – this varies from program to program. Be sure to inquire about application deadlines from your program provider as soon as possible.

3. Transfer of Credit Application – must be submitted to the Registrar: prior to 1 May for a summer program  
prior to 1 May for a fall program  
prior to 1 December for a spring program