OFF-CAMPUS STUDY POLICIES
Spring 2016 Colgate University Study Groups

Required Off-Campus Study Forms
Students must return the following documents and forms to Off-Campus Study by Friday, October 9, 2015 in order to participate in a Spring 2016 Study Group program:

- Off-Campus Study Policies
- Confidential Physician’s Report
- Acknowledgement of Risk and Responsibility
- Parent Cover Letter (Emergency Contact)
- For international programs, we will need a copy of the informational 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**
A student who withdraws from a Colgate-directed Study Group after it has begun may be eligible for a refund according to the University’s refund policy (see the *Colgate Catalogue*, Chapter 3). For refund purposes, the first day of classes is the official starting date of the program, as listed in the pre-departure materials. Some Study Group fees are regulated by a host institution or participating agency and are non-refundable. Therefore, these non-refundable fees do not fall under Colgate’s refund policy.

A student who officially withdraws from a Colgate-directed Study Group fewer than 90 days prior to departure may be subject to a $500 charge. An additional charge of $10 per day after the 90-day deadline may also be assessed until written notification of withdrawal is received. Notification 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.

**Student Activities Fees**
The Student Government Association provides 50% of the semester Student Activities Fee for use on Colgate-run semester Study Groups (currently $160 per student for 2015-2016). 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)