

OFF-CAMPUS STUDY POLICIES

Colgate University Study Groups

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 coursework 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 with their Study Group director, the Office of the Registrar, or Off-Campus Study.

Financial Aid

Colgate grant recipients may receive additional assistance for one Colgate-directed Study Group program. All financial aid recipients will be offered a loan of no more than \$1,500 to help cover the extra cost of the program, regardless of initial financial aid awarded. Your Colgate Grant, if applicable, will be increased to cover any remaining extra cost based on the program cost estimate.

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 the 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.

Colgate Program Deposit and Withdrawal:

All students participating in a study group 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.

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

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 Activity Fee

Students are billed for the semester Student Activity Fee and half of the fee will be put toward a student-directed study group activity while off-campus. The activity will be 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:

