

**UNIVERSITY ENROLLMENT
PROGRAM REVIEW 07-08
through Butler IFSA or Arcadia CEA**

<i>For office use only:</i>		
Date received: _____	by: _____	
Date approved: _____	# credits: _____	
HS _____	HSM _____	BWSFS _____

Complete the following spaces by printing clearly:

NAME: _____ Graduation yr: _____

Major/intended major: _____ Concentration: _____

Academic adviser: _____ Dept: _____

NAME OF PROGRAM: _____

Dates of program participation (Mo/year): _____

Program's host institution/university: _____

Enrolling through: Arcadia CEA
 IFSA Butler

Have you applied to this program? Yes Not yet
Have you been accepted? Yes Not yet

Length of program? term/qtr. semester, # of weeks: _____
 academic year other: _____
 summer session; # of weeks: _____

Number of credits awarded by the program (*not* Carleton credits), which constitute a full course load per length of program: _____

Please answer the following questions on a separate piece of paper, typed or word-processed. Be sure to number your answers to correspond with the numbers below.

PREPARATION FOR OFF-CAMPUS STUDIES:

1. Why do you want to study at this particular university? Describe in detail how it fits into your Carleton education, as part of your liberal arts education and/or into your major or concentration (cite specific courses and proposed areas of study).
2. What are your personal and academic expectations for this program?
3. What information has led you to believe that this program offers rigorous academic courses? Cite your sources of information or examples.
4. List specific Carleton courses by name and course number, which you have taken to prepare yourself for this off-campus program.
5. List other Carleton courses you plan to take prior to this program which will prepare you for it.
6. How will you integrate your off-campus studies into your Carleton studies when you return?

COURSE WORK:

7. Based on a normal load of credits, how many credits will you take?
8. List the courses that you intend to take by name and department, indicating if they are required ("R") or elective ("E").
9. List alternative courses in case you are unable to register for the ones described in #8.

10. What is the language of instruction?
11. What work is required for evaluation (papers, exams, journals, etc.)?

PROGRAM ADMISSION:

12. What GPA is recommended or required for admission?
13. Are course prerequisites required for the courses you intend to study? Which ones?

CHECKLIST OF SUPPORTING DOCUMENTATION:

- Complete the faculty evaluation on the enclosed page. Choose a faculty member who knows about the *academic field* in which you intend to study while off-campus; i.e. an English professor if you are studying primarily literature, a political science professor if you are studying international relations, etc. You should make an appointment with a faculty member to talk through this form and complete it in the presence of that person.
- Procure your most current degree audit and an unofficial transcript from the Registrar's office or online at the Registrar's web page.
- Make three (3) photocopies (for members of the review committee) of this form (pp. 1-2), your answers to questions 1-14, the faculty evaluation, your degree audit, and transcript, and submit them with the originals.
- Attach your yellow OCS petition form, Program Budget Worksheet, and signed "Policies for Student Participation in Off-Campus Studies" form to the entire packet.

I have spoken with the OCS Adviser about my choice of program. I submit this program review with all supporting documents attached.

Student signature: _____

HOW TO COMPLETE YOUR OFF-CAMPUS STUDY PROGRAM PETITION

☒ Complete the Program Review and Petition forms as soon as you have chosen your program. Submit them well before the deadline, and receive an early decision on your program. *Do not wait to be accepted into the program!*

☒ Submit your completed forms to the OCS Office by 4:30 PM no later than the *third Thursday* before your off-campus term. That means:

For winter term & spring semester 2008: Thursday, September 27, 2007

For spring term 2008: Thursday, January 17, 2008

For summer and fall term/semester 2008 and AY 08-09: Thursday, April 17, 2008

☒ Your completed petition must include the following:

Yellow Petition requires:

- Your signature
- Your faculty adviser's signature
- Your intended major department chair's signature (*current sophomores only*)
- Director of International Student Programs signature (*international students only*)
- Your current degree audit and unofficial transcript

Program Review requires:

- Program brochure, catalog or other information (if required in program review)
- Faculty evaluation including the faculty's signature
- Your signature
- Your current degree audit and unofficial transcript:
- Original program review and three (3) photocopies of:
 - Degree audit
 - Unofficial transcript
 - Faculty evaluation
 - Pages 1-2 of the program review form
 - Your answers to the petition questions
 - Program information

Program Budget Worksheet (completed and signed)

Policies for Student Participation in Off-Campus Studies (signed)

NOTE ABOUT LATE OR INCOMPLETE PETITIONS: Your OCS Petition (yellow Petition form and Program Review) must be complete, with all signatures, attachments, and photocopies by the due date. It will not be received if it is incomplete. Late petitions will not be considered. OCS Petitions will not be considered retroactively, that is, after you have participated in the program (see below).

☒ As you fill in this form, consider:

The OCS Committee reviews every unaffiliated program on a case-by-case basis, based on the evidence of academic quality, the relevance of the program to Carleton's curriculum, and the program's appropriateness to the student's academic program on campus and his/her educational goals.

Approval of the OCS petition guarantees that the credits from your program will transfer to your Carleton transcript, and that Carleton financial aid will be applied toward the program fee for ONE non-Carleton program during your time at Carleton. *Without approval of the entire OCS petition, credits will not transfer, and financial aid will not be released.*

Credits toward general graduation requirements are granted only for off-campus studies that are academic in nature (study, research, lectures, seminars, writing, music practice, art, foreign language study) and for which students are evaluated by college or university faculty. Credit is not given for travel, outdoor skills development, or living experiences per se.

Unaffiliated programs must be academically related to courses of study offered at Carleton. The fact that a course or subject is not taught at Carleton is not a reason for program approval.

Because programs evolve over time and because the decision concerning approval is relevant to the individual student, past program approval does not guarantee future approval of the same program.

If you are considering more than one program, you may submit separate petitions simultaneously, or submit the one you're most interested in, followed by a second one if the first is not approved or if you are not accepted into the first program. The second petition must be submitted during the time the OCS committee is reviewing petitions during the academic year. Program reviews cannot be considered during the summer, nor will they be considered retroactively at any time by the College. If you do not submit your OCS petition in a timely fashion *before* you study off-campus, it will not be considered upon your return, and you will not receive credit or financial aid toward that program.

☒ Contact faculty for the Program Review form's evaluation and the yellow Petition form's signatures.

You *must* confer with an appropriate faculty member about the program evaluation found in the program review. During your conference, the faculty member should know something about the area of study you are going to pursue during OCS. If you do not know of such a faculty, ask the OCS Adviser for suggestions. Then introduce yourself to that faculty member, and describe your program interests.

If the faculty member wishes to submit additional narrative information about you or the program, s/he may send that directly to the OCS Office.

You will need your faculty adviser's signature on the yellow petition form. If you are a sophomore planning to study off-campus during your junior year, you must also procure the signature of the chair in the department of your intended major. If you are an international student, you must obtain the signature of the Director of International Student Programs.

☒ You will receive a letter from the OCS Office about the outcome of your petition.

OCS staff will inform you whether your program has been approved for credit, and, if so, the number of credits possible pending satisfactory completion of the off-campus study program. If your program is not approved or if you are not accepted into the program, the OCS staff will work with you to find an alternate program, if you so choose.

☒ You may leave Carleton for your OCS program *only* after you have:

1. submitted your OCS Petition in its entirety by the due date
2. received written approval from the OCS Office
3. been accepted by your program and confirmed participation

☒ Additional questions?

Call the OCS Office at x4332 or email OCS Advisers:

Helena Kaufman at hkaufman@acs.carleton.edu
Naomi Ziegler at nziegler@acs.carleton.edu

Carleton College Policies for Student Participation in Off-Campus Studies

The student must sign this document, indicating that s/he has read and understood the following policies for participation in off-campus programs:

1. Off-campus programs for Carleton credit are open to sophomores, juniors, and seniors.
2. Students applying for off-campus study need to be in good academic standing and demonstrate satisfactory progress toward completion of their degree within 12 terms.
3. Students must meet a specific program's stated requirements, which may include a certain GPA, academic prerequisites, etc.
4. Applicants for off-campus programs must demonstrate maturity, responsibility, adaptability, willingness to initiate intercultural opportunities, among other traits as defined by the faculty director.
5. Carleton seminar participants must attend pre-departure orientation during the term prior to departure. The dates and times of the sessions are available no later than the first week of each term on the OCS website and OCS calendar. Non-Carleton program participants are strongly encouraged to attend.
6. Students on disciplinary probation may not participate in OCS programs.
7. Students on academic probation will be reviewed by the Academic Standing Committee prior to final approval for off-campus studies.
8. Financial aid may apply toward off-campus study with Carleton seminars and with ONE approved non-Carleton program.
9. Carleton seminars require application submission by the stated deadlines in departmental offices, as defined in the application. Application forms are available at the OCS office and from the faculty directors.
10. Non-Carleton programs require an application submitted by the stated deadline to the program provider and a petition submitted to Carleton no later than *the third Thursday* of the term prior to the off-campus term. Application forms are available from the program providers. Petitions are available at the OCS office. Late petitions will not be considered. A complete OCS petition must include your signature; your academic adviser's signature; your current degree audit; the signature of the department chair of your intended major, if you submit your petition as a sophomore; the signature of the Director of International Student Programs, if you are an international student; and answers to specific questions regarding the program, printed program information, and faculty evaluation of the program, if requested in the petition. **Note: Financial aid is released to ONE non-Carleton program following program approval by OCS.**
11. Students may transfer no more than 54 non-Carleton credits from off-campus programs toward their Carleton degree. **Note: Programs will not be considered or approved retroactively, that is, during, or after participation in the program.**
12. Students who withdraw from a Carleton program are subject to the policy on withdrawal on the program agreement form. Students who withdraw from a non-Carleton program are responsible for informing the program provider and abiding by their withdrawal policies.

I have read and understood the policies of participation.

Name

Date

