UNAFFILIATED PROGRAM REVIEW
Due date: see page 3

Please complete the following spaces by printing clearly:

NAME: ___________________________________________ Graduation year _______

Major/intended major: ____________________________ Concentration: _______________

Academic adviser: ___________________________________ Dept: ________________

NAME OF PROGRAM: _______________________________________________________

Dates of program participation (Mo/year) __________________________

Program sponsor/institution: ______________________________________________

Sponsor’s e-mail address: ________________________________________________

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

Length of program?  ☐ term/quarter                  ☐ 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. Be sure to number your answers to correspond with the numbers below.

PREPARATION FOR OFF-CAMPUS STUDIES:
1. Why do you want to study on this particular program? 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. How will you integrate your off-campus studies into your Carleton studies when you return?

COURSE WORK:
5. Based on a normal load of credits, how many credits will you take?
6. List the courses that you intend to take by name and department, indicating if they are required (“R”) or elective (“E”).
7. List alternative courses in case you are unable to register for the ones described in #6.
8. What is the language of instruction?
9. Are the instructors from US college/university faculty? From a university abroad? Other (specify)?
10. What work is required for evaluation (papers, exams, journals, etc.)

PROGRAM ADMISSION:
11. What GPA is recommended or required for admission?
12. What additional materials are required by the program’s admission committee?
13. Are course Are there any prerequisites for the courses you intend to study?
14. Is college status recommended or required for participation?
15. How many students are admitted to the program?
16. From which colleges/universities do most participants come?

NOTES ON THE FACULTY EVALUATION:
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 discuss the program and the form. The faculty member may choose to return the completed form to you or send it directly to the OCS office.

CHECK LIST OF YOUR COMPLETED APPLICATION:
By the petition deadline, you must submit the following to the OCS, Leighton 119:
- The Yellow OCS Petition
- The Program Budget Worksheet and accompanying itemized cost sheet from the program
- The Policies for Student Participation in Off-Campus Studies, read and signed
- Three collated packets of the following, with one packet composed of the originals, and two packets composed of photocopies:
  - The Program Review (pp. 1-2), signed
  - Your answers to questions 1-16
  - The Faculty Evaluation (see above for instructions)
  - Program information, either from the program catalogue or website
  - Program Evaluation (Degree Audit): procure your most recent degree audit from the HUB

I have spoken with the OCS Adviser about my choice of program. I have read the Program Review in its entirety. I submit this program review with all supporting documents attached.

Student signature: ____________________________________________________________

Complete the Program Review and the 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!
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.

Program reviews cannot be considered during the summer, nor will the College consider them retroactively at any time. 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 Carleton 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, she/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.

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 2012: Thursday, September 29, 2011
- For spring term 2012: Thursday, January 19, 2012
- For summer and fall term/semester 2012 and AY 12-13: Thursday, April 12, 2012
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 one of the OCS Advisers:
Helena Kaufman at hkaufman@carleton.edu
Naomi Ziegler at nziegler@carleton.edu

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).