UNIVERSITY ENROLLMENT /
STUDY CENTER
PROGRAM REVIEW
Butler IFSA, Arcadia CGS, IES, CIEE,
DIS, NUS
& ACM Brazil
Due date: see page 3

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’s host institution/university/IES or CIEE Center: ______________________________

Enrolling through:  ☐ Arcadia CGS  ☐ IES  ☐ ACM Brazil  ☐ DIS
☐ IFSA Butler  ☐ CIEE  ☐ NUS

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. Short Essay (250-500 words)
   Discuss the academic and personal goals and expectations that motivated you to select this
program. Please comment on how the program’s specific courses or areas of study will
complement and enhance your Carleton education and how you plan to integrate your off-
campus studies into your Carleton academic and personal life when you return.
COURSE WORK:
2. Based on a normal load of credits, how many credits will you take?
3. List the courses that you intend to take by name and department, indicating if they are required (“R”) or elective (“E”).
4. List alternative courses in case you are unable to register for the ones described above.
5. What is the language of instruction?
6. What work is required for evaluation (papers, exams, journals, etc.)?

PROGRAM ADMISSION:
7. What GPA is recommended or required for admission?
8. Are there any prerequisites for the courses you intend to study?

CHECKLIST OF SUPPORTING DOCUMENTATION:
☐ 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.
☐ Yellow OCS Petition
☐ Program Review pages 1 and 2, signed
☐ Program Evaluation (Degree Audit): procure your most recent degree audit from the HUB
☐ Program Budget Worksheet AND accompanying itemized cost sheet (found in program catalogue or on its website)
☐ Policies for Student Participation in Off-Campus Studies, read and signed

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 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, 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.

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 2013: Thursday, September 27, 2012
- For spring term 2013: Thursday, January 24, 2013
- For summer and fall term/semester 2013 and AY 13-14: Thursday, April 18, 2013
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  hkaufman@carleton.edu
Naomi Ziegler  nziegler@carleton.edu

NOTE ABOUT LATE OR INCOMPLETE PETITIONS: Your OCS Petition (yellow Petition form and Program Review) must be complete, with all signatures and attachments 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).
**BUDGET WORKSHEET**  
OFF-CAMPUS STUDIES • FINANCIAL AID • SCHOLARSHIP

Student Name: __________________________________________________ ID #: ___________________(located on your program evaluation)

Your cell phone #: _____________________________ Your email address: __________________________________@carleton.edu

Program Name: __________________________________________________

Program Sponsor: ____________________________________________________

(for example: SIT, DIS, CIEE, Butler, ACM, etc.)

Program Dates: _________________ TO _________________

Term(s) / Year of program:  Summer 20____  Fall 20____  Winter Break 20____  Winter 20____  Spring Break 20____  Spring 20____

Will you be taking a leave of absence from Carleton during the academic year you will be studying off-campus? If so, please mark the term/year you’ll be on leave:

Fall 20____  Winter 20____  Spring 20____

**For ALL programs (Carleton and non-Carleton) you MUST:**

1. Attach either: a) your confirmed travel itinerary and costs; or  
   b) a print-out of a flight search for your travel to/from the program site; you can use whatever search engine you prefer (Student Universe, Mobissimo, Kayak, Orbitz, etc.)

**For all non-Carleton programs you MUST:**

2. Attach the supporting cost estimates from the program’s website or catalog

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**PROGRAM COSTS**  
Program Fee (amount billed by program sponsor): $ ____________

List below program costs NOT covered by the program fee.  
(NB: For All Carleton seminars – the Carleton comprehensive fee for a term in 2013-14 is $19,383 which includes room and board for OCS.)

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROOM (non-Carleton programs only)</td>
<td>____________</td>
</tr>
<tr>
<td>BOARD (non-Carleton programs only)</td>
<td>____________</td>
</tr>
<tr>
<td>BOOKS, SUPPLIES (non-Carleton only)</td>
<td>____________</td>
</tr>
<tr>
<td>HEALTH INSURANCE</td>
<td>____________</td>
</tr>
<tr>
<td>TRAVEL TO/FROM PROGRAM SITE</td>
<td>____________</td>
</tr>
</tbody>
</table>

**ADDITIONAL PROGRAM TRAVEL**  
PASSPORT, PHOTO, ID  
VISA  
TRAVEL INSURANCE

Only include if you are actually purchasing travel insurance. May cover airline cancellations, travel delay, lost, stolen, or broken valuables, etc. You must provide proof of purchase before expense will be considered.

**OTHER**  
Please explain ____________

**TOTAL COSTS NOT COVERED BY THE PROGRAM FEE:** ____________

**You must be enrolled full-time in order to receive financial aid.**

Please continue on other side ➔
Complete items 1, 2, and 3 below before submitting your petition.

1. Please list any other off-campus study programs you have participated in:
   __________________________________________________________
   __________________________________________________________

2. I am receiving need-based financial aid, have accepted all of my self-help (loans and student employment), and would like to be considered for a Carleton OCS scholarship (Dubrow, Shivers, Sosted, 1956, Choo): YES  NO  (please circle)

   **NB: Carleton scholarship application deadlines:**
   - Summer 2013 programs: Friday, April 5, 2013
   - Fall 2013 programs: Friday, April 5, 2013
   - Winter Break 2013 program: Friday, September 20, 2013
   - Winter 2014 programs: Friday, September 20, 2013
   - Spring Break 2014 program: Friday, January 10, 2014
   - Spring 2014 programs: Friday, January 10, 2014
   - Summer 2014 programs: Friday, April 4, 2014
   - Fall 2014 programs: Friday, April 4, 2014

3. I have reviewed the costs associated with this off-campus program and understand that any additional expense beyond the cost of a term at Carleton is the responsibility of the student/family. I understand that if my program is less costly, that my financial aid will be reviewed and adjusted. I understand that any scholarships I receive for my program must be reported to the Office of Student Financial Services.

   Signature ______________________________________________    Date _________________

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**LOAN REQUEST**

Complete the info below ONLY if you would like to be considered for LOAN funding to assist you with your OCS expenses.

Submit this completed form (both sides) to the Office of Student Financial Services, Henry House as soon as possible but no later than 30 days prior to departure. Please attach any additional information that would be useful in considering your request for additional loan funds.

I have reviewed the costs associated with this off-campus program and understand that any additional expense beyond the cost of a term at Carleton is the responsibility of the student/family. However, to assist with these additional expenses, I am requesting a loan for

$______________

_________ I have reviewed these costs with my parent(s). They are aware of this request.

_________ No, I have not talked with my parent(s) about this.

*Carleton strongly recommends discussing this request with your parent(s)*
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 (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 Carleton faculty director or the non-Carleton program.

5. Carleton program participants must attend pre-departure orientation during the term prior to departure. The dates and times of the sessions are available on the program’s Moodle site at the beginning of the term prior to departure. Non-Carleton program participants must attend at least one pre-departure meeting or complete an on-line activity as described in the petition approval letter.

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 programs and with ONE approved non-Carleton program.

9. Carleton programs 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 an OCS Petition submitted to the Carleton OCS office 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. 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.

13. Off-Campus Studies consults with the Dean of Students office about concerns that may affect students’ participation in an OCS program. Information is shared on a need-to-know basis and is limited to the time period immediately before, during, or after the OCS program. Students are encouraged to keep each office informed of any relevant developments in their lives and to share any concerns they have directly with the appropriate office.

14. OCS maintains a list of current students who have participated in OCS programs so that students who are interested in the program may contact you. If you do not want your name on this list, check here: ☐.

I have read and understood the policies of participation.

_____________________________________________________
Print Name

_____________________________________________________
Signature Date
FACULTY EVALUATION

Please return completed evaluation to the student or send it to:
Off-Campus Studies, mail stop: 1-OCS

If you have any questions, please call OCS, x4332

Faculty name (please print): ____________________________________________________________

Dept: ____________________________________  Email: ___________________________________

Student’s name (please print): _________________________________________________________

Please discuss the following three questions with the student requesting this evaluation, and then complete the remainder of the evaluation, including your written comments:

1. Does this program fit into this student’s liberal arts education and/or major or concentration?

2. What are this student’s personal and academic expectations for this program? How does this program propose to meet those expectations?

3. What information and sources has the student used to assure him/herself and you that this program is academically comparable to a term at Carleton?

Having reviewed the student’s expectations of the proposed program and her/his academic progress at Carleton, I would rank the program’s appropriateness for her/his academic and personal goals as:

10 ----------------------------- 7 ------------------------------ 5 ------------------------------ 3 ---------------------------- 1
Extremely appropriate                             A reasonable fit                             Very unsuitable

Comments:

I am familiar with this program  ☐ personally or through colleagues
                                 ☐ from former students  ☐ from conversations with this student
                                 ☐ using the web or published information

I recommend that this student receive Carleton credit for this program.  ☐ Yes  ☐ No

☐ I cannot make a recommendation, because I know too little about the student in the context of this program to comment.

Faculty signature: ____________________________________________ Date: _________________