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 online 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. Carleton charges a $500 administrative fee for all non-Carleton programs. 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. Your name will be added to the list of students who are willing to be contacted unless you indicate otherwise in writing to the OCS office.

I have read and understood the policies of participation.

_____________________________________________________
Print Name

____________________________________________________________________
Signature        Date