

## Application for an Off-Campus Study Program

Off-campus study programs – both international and domestic – are available to sophomore and junior students at Reed to complement their regular academic work. Information on such programs may be obtained through the International Programs Office, located in Eliot 203.

Some of the factors that should be considered in deciding to apply for admission to an off-campus program are: (1) the amount of exposure you have had to liberal arts at Reed – you should have completed a sufficient number of courses at Reed to provide an adequate conceptual framework for your off-campus experience; (2) the contribution an off-campus experience will make within your regular academic program – your explanation of the relationship of the off-campus program to your academic goals will play an important role in considering your application; and (3) the time available after your return to Reed to integrate the off-campus work into your studies at Reed.

If, after discussions with your advisor and the Director of International Programs, you decide to apply for participation in an off-campus program, you should then complete the following steps:

1. After entering your name and the program information below, complete the “Transfer Evaluation and Approval” page by entering the courses in which you intend to enroll. Note that courses must be approved by your advisor for courses in your major and by Department Chairs if you are attempting to complete general College requirements. In addition, prepare a brief statement explaining your reasons for wanting to participate in the program, addressing the issues listed above. Complete the “Off-Campus Study Program Agreement” page and make an appointment with Health and Counseling Services so that you might be apprised of any health or counseling issues that should be considered prior to beginning your program.

2. Bring the completed form to the Director of International Programs with the additional program-specific application forms. Your completed application will then be reviewed by the Off-Campus Studies Committee for approval. After review and approval of your application by the Off-Campus Studies Committee, the Registrar will review the application and sign and retain it in your file in the Registrar's Office. Upon return from your program you should submit the transcript of your work to the Director of International Programs, who will process it and forward the transcript and any interpretation to the Registrar. The Registrar's Office will evaluate the transcript and record the work on your permanent record at Reed. Any changes in courses taken must be approved by the Department Chair and the Registrar. If you are on financial aid, it is strongly recommended that your coursework be transferred back to Reed within one year of having taken the courses; otherwise, you may have satisfactory academic progress problems.

3. Following completion of your application, meet with the Director of International Programs to discuss program-specific materials, budget, travel, and living arrangements. If you are on financial aid, also meet with the Director of Financial Aid to discuss finances for your program.

Name: \_\_\_\_\_

Major: \_\_\_\_\_

I hereby request admission to the Off-Campus Program briefly described as \_\_\_\_\_.

I plan to participate in the program during the semester beginning \_\_\_\_\_ and ending \_\_\_\_\_.



## OFF-CAMPUS STUDY PROGRAM AGREEMENT

As a condition of acceptance to an off-campus study program, applicants agree with Reed College ("the College") to the following terms:

(1) The College is not responsible for the Applicant's conduct while enrolled in a Program, nor for the Applicant's safety or health either while enrolled in or occurring from events in connection with a Program. The College is not responsible for financial support of the Applicant or for any financial obligations incurred by the Applicant while enrolled in a Program. Actions by the Applicant that result in damage or liability to other person(s) or property and any illegal actions are the sole responsibility of the Applicant and not the responsibility of the College.

(2) In addition to the usual responsibility for adherence to the rules and regulations of the College, the Applicant acknowledges the responsibility to abide by the laws and customs of the host country and other governmental jurisdictions appropriate to the Program in question and the rules and regulations of the host school.

(3) The Applicant acknowledges that the College may cancel or alter the Program at any time if, in the judgment of the College, conditions make it unreasonably difficult for the College to perform its obligations as stated in the Catalog and brochures. In the event of such cancellation or alteration the College shall refund such moneys previously collected for the Program from the Applicant (or from the parents or guardian of the Applicant), which have not actually been spent or been committed to be spent. The College shall sole discretion in determining the allocations of any refund(s).

(4) The College's drug and alcohol policy states, "In keeping with state and federal laws, the illegal use, sale, transfer, dispensation, possession, and manufacture of illicit drugs and alcohol by students while on the Reed campus or during official Reed activities is a violation of the Honor Principle and is prohibited by the College. Students will be subject to sanction levied by the College's established judicial and hearing processes. These sanctions may include warnings, fines, community service, required educational programs, suspension, expulsion, termination of employment, and referral for prosecution." Students should be aware that off-campus study is considered to be an "official Reed activity." Students studying overseas or in states other than Oregon are obligated to become knowledgeable about the drug and alcohol laws of these countries/states and abide by them.

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_