



APPLICATION FOR A REED-APPROVED PROGRAM

Faculty-approved study programs, both international and domestic, are available to students to complement their academic work at Reed. Information on such programs may be obtained at <http://www.reed.edu/ipo/index.html> and in the International Programs Office – Eliot 203. After meeting with your adviser and the Director of International Programs, you must complete the following steps:

1. Complete this form by entering the courses in which you intend to enroll at your Reed-approved program. Discuss your course list with your adviser and secure your adviser's signature.
2. For courses you wish to use for group, major, or division requirements, visit the appropriate department chairs for approval (signatures) for those courses. Courses you wish to complete solely for unit credit will be reviewed for approval by the off-campus studies chair after you submit the form.
3. Once you have secured the approvals of your adviser and department chair(s), submit the completed form to the Director of International Programs together with the any program-specific forms.

Upon return from your program you must submit an official transcript of your work to the Registrar's Office. They will evaluate the transcript and record the work on your permanent record at Reed. All courses on the transcript must be approved for credit to be granted.

Work completed will be transcribed once a student returns to Reed.

REED-APPROVED STUDY PROGRAM AGREEMENT

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

1. Reed offers students the opportunity for study off campus through universities and institutions that have been reviewed and approved by the College. Students participating in these programs should look to the host institution or university for support with matters such as health, safety, housing, and financial responsibilities and must adhere to all policies regarding academic and personal behavior of the host institution or university.
2. In addition to responsibility for adherence to the rules and regulations of the host institution or university, Reed study participants acknowledge the responsibility to abide by the laws and customs of the host country and any other governmental jurisdictions appropriate to the program.
3. Students who withdraw from their study program must notify the program provider as well as Reed of their withdrawal and will be accountable for fees according to the provider's withdrawal and refund policies. All academic work attempted on the approved program and recorded by the program provider must be sent to Reed and will be recorded on the student's Reed transcript.
4. Students should be aware that off-campus study is considered to be an "official Reed activity" and as such students will be held to the Honor Principle of Reed College as well as all policies governing students at the host institution or university. 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's Signature

Applicant's Name (Print)

Date

REED - APPROVED PROGRAM COURSE APPROVAL

STUDENT INFORMATION

| | | |
|---------|---------------------|-------|
| Reed ID | Full name | Email |
| Program | Semester of Program | Major |

Instructions:

- ☛ List the courses in which you intend to enroll.
- ☛ If you are not sure of your course selection, list all courses you might wish to take.
- ☛ For each course listed, indicate the equivalent number of Reed units.
- ☛ If you wish a course to fulfill a department, division, or group requirement you must obtain the signature of the corresponding Reed department or division chair*.
- ☛ Quantity college requirements will be reviewed for approval by the Off Campus Studies Committee Chair.
- ☛ All students must obtain the approval of their academic adviser.

| Course # | Course Title | Reed Units | **Meets Req. | Department Chair |
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*The department chair's full signature indicates final approval, while initialling indicates tentative approval and desire for additional course information (e.g., syllabi).

**The specific requirement to be fulfilled must be identified.

| | | |
|---|---------------------------|------|
| Committee Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied | Adviser Signature | Date |
| Provisional approval for _____ Reed units | Committee Chair Signature | Date |
| | Registrar Signature | Date |