

Application for an Off-Campus Study Program

Faculty-approved off-campus study programs, both international and domestic, are available to sophomore and junior students to complement their academic work at Reed. Information on such programs may be obtained on the Reed web at: <http://www.reed.edu/ipo/index.html> or in 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 and, (3) the time available after your return to Reed to integrate the off-campus experience 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. Complete the “Off Campus Study Course Approval” form (below) by entering the courses in which you intend to enroll during your off campus program. Discuss your course list with your advisor and request approval of the plan with your advisor’s signature in the space provided.

2. Take the course list to appropriate departmental chairs for approval signatures for courses you wish to use to fulfill specific degree requirements (group, department, division, etc.). Courses not fulfilling specific requirements will be reviewed and approved by the off campus studies chair after you have submitted the form.

3. With your advisors signature and department chair signatures for courses fulfilling requirements, bring the completed form to the Director of International Programs with the additional program-specific application forms. The off campus studies chair and registrar will review the form and keep it on file in the Registrar’s Office. Upon return from your program you should submit the transcript of your work to the Registrar. The Registrar’s Office will evaluate the transcript and record the work on your permanent record at Reed. All courses on the transcript must be approved. 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.

Name: _____ Email: _____

Major: _____ Program: _____

Intended Term for Study Abroad: _____

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: _____