

# APPLICATION FOR APPROVAL FOR OFF-CAMPUS STUDY

STOP! Are you applying to the Knox-Administered programs in:

**Barcelona, Spain,  
Besançon, France,  
or Buenos Aires, Argentina?**

If you are applying to one of these programs, you do NOT need this application. For detailed information and application procedures for the Knox-Administered programs, please see the Off-Campus Study page on the Knox web site or contact the Barcelona, Besançon, Buenos Aires Program Office, Extension 7331, Room 207, GDH.

## OFF-CAMPUS STUDY POLICIES

PLEASE TAKE NOTE OF THE FOLLOWING POLICIES GOVERNING OFF-CAMPUS STUDY:

**ELIGIBILITY:** Generally, to apply for off-campus study, students must have completed two terms at Knox College. Applicants must also be in good academic standing. To study off-campus, students must have received “**Approval for Off-Campus Study,**” which is granted only by the Off-Campus Study Committee. If an applicant loses his or her good academic standing during the period after acceptance but before that program begins, Approval for Off-Campus Study will be withdrawn. **Students without “Approval for Off-Campus Study” may not use Knox financial aid for off-campus study and may not receive Knox academic credit for work completed on an off-campus study program.**

**DEADLINE FOR APPLICATION FOR KNOX APPROVED AND STUDENT INITIATED PROGRAMS:** THE FINAL DEADLINE FOR APPLICATIONS FOR THE 2010-2011 ACADEMIC YEAR IS **FEBRUARY 1, 2010**, EXCEPT APPLICATIONS FOR *ACM JAPAN STUDIES*, WHICH ARE DUE **JANUARY 5, 2010**.

**APPLICATIONS:** Application for off-campus study requires **two applications**. Students must complete and submit in person to the Center for Global Studies, both the

- *Application for Approval for Off-Campus Study* materials contained in this handbook and the specific
- *Program Application* materials for the program chosen.

Some program application materials for Knox-Approved programs are available at the Center for Global Studies, and at the web sites for the respective programs. When submitted on February 1, the Program Application materials should include all forms, recommendations, essays, and all required signatures.

**LATE APPLICATIONS:** Late applications will not normally be considered. When they are, a \$100 late fee must be submitted with the application.

**CREDIT AND GRADES:** Students who participate in off-campus study normally earn a maximum of 3 credits for a term, 4.5 for a semester and 9 credits for a year. Course grades will be listed on transcripts but will not be calculated into grade point averages. Credits earned off-campus and applied toward a major must be approved by the Registrar and by the department chair.

**COST AND FINANCIAL AID:** Applications for off-campus study are evaluated on academic merits alone. Cost can have an important impact on students' ability to participate. Make sure you and your parents are familiar with the policies regarding cost and financial aid.

Cost is based on Knox College's annual tuition, calculated in terms of the corresponding number of Knox credits. Thus, a one-term, three credit program, will be billed at one-third of Knox's annual tuition. Many popular programs, however, are semester-length with a credit load of 4.5 Knox units (one-half of a

full year's credit). Students participating in these programs then, will be billed one-half of Knox's annual tuition.

Financial aid awarded to students for on-campus enrollment will apply to Knox-Approved programs as indicated in the College Catalog and to Student Initiated Programs, if they are approved the Off-Campus Study Committee. But please note that if you participate in a semester length program in the fall semester—or during Knox's first, or fall, term—you will only be eligible for one-third of your financial aid. You will receive the other two thirds of your Knox financial aid during the remaining two terms of the academic year. Your tuition cost during those two terms will be two-thirds of Knox's annual tuition, as usual.

Students should contact the Business Office and the Financial Aid Office for more information on billing and financial aid procedures. Financial aid packages for returning students are normally sent out in June.

**TUITION AND FEES FOR OFF-CAMPUS PROGRAMS, 2009-2010:** Students pay Knox tuition for off-campus study to Knox College. (They are not charged both Knox tuition and the Program tuition) Knox forwards the program tuition to the appropriate provider. Program fees, which can include room and board, may be billed through the College, or billed directly to the student. This policy varies by the program provider. Costs for Knox Approved Programs can be found on the Knox website: <http://www.knox.edu/Offices-and-Services/Registrar/Catalog/Tuition-and-Fees.html> or on pages 267 & 268 of the Knox College Catalog or they can be obtained from Penny Young in the Business Office, Old Main. Please note these costs for Knox Approved Programs are for the 2009-2010 academic year and will likely increase during the 2010-2011 year.

**(1) APPLICATION CHECKLIST**

**Applications are due by Monday, February 1, 2010 and must be submitted in person to the Center for Global Studies, Room 10, Old Jail.**

All of the following items must be submitted as part of your application. Your application file will not be considered complete and will not be reviewed until all of these materials have been received. Please print clearly and legibly and check off the boxes as you complete each section.

- 1. Application checklist
- 2. Study plan:
  - including Adviser's signature
  - recent copy of EDR
- 3. Application essay: detailing (a) the applicant's preparation and planning for the program and (b) how the off-campus program fulfills the student's educational requirements and goals
- 4. Two recommendations from Knox College **faculty**: (must be faculty, not staff) (*The faculty recommendation forms in this booklet are to be used only if the program to which you are applying does not provide faculty recommendation forms*) Please note, some program applications require more than 2 recommendations. If that is the case you must get the number of recommendations the program requires.
  - List the names of your faculty recommenders:
    - \_\_\_\_\_
    - \_\_\_\_\_
- 5. Official Knox transcript: available from the Office of the Registrar, SMC D 203. The registrar's office can release your transcript only if you give them permission to do so.
- Administrative forms:
  - 6. Financial Declaration (Please review "Costs and Financial Aid" segment in the Application Policies section on page 1 of this booklet. The Knox College Business Office, OM 106 will have program costs for all Knox Approved Programs. Students applying for Student Initiated Programs must provide a cost break out of tuition and program fees for the business office. Signature of the Knox College Billing Clerk is required on this document as is the signature of a parent, regardless of age.)
  - 7. Student Contract for Off-campus Study (A parent or guardian signature is required regardless of age of the applicant.)
- 8. Student-initiated program forms (if applicable): only for students applying for non-Knox approved programs
- 9. Program application: program applications submitted should be printed and submitted with the above paperwork.  
Please bear in mind that the applicant is responsible for ensuring these applications are complete and have all supporting materials, i.e., required essays, signatures, and program application fee.

**(2) STUDY PLAN** (page 1 of 2)  
(To be signed by faculty adviser)

Student name: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Campus box: \_\_\_\_\_ Cell phone : \_\_\_\_\_ Graduation year: \_\_\_\_\_  
Off-Campus program: \_\_\_\_\_ Program adviser: \_\_\_\_\_  
Have you met with the program adviser? \_\_\_\_\_  
Length of Program: \_\_\_\_\_ Year or \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring

**I. Credits**

- a. How many credits will you have completed prior to your off-campus study program? \_\_\_\_\_
- b. How many credits do you expect to earn through your off-campus study program?  
**Circle one:** 3 4.5(semester program) 9(year) Other \_\_\_\_\_ **Please explain**
- c. Assuming that you earn this number of credits (b), how many credits will you have left to complete for graduation from Knox College (minimum 36 required)? \_\_\_\_\_
- d. How many terms will you have left at Knox College after you return from your off-campus study program? \_\_\_\_\_
- e. Can the number of credits indicated (c) be completed in the number of terms indicated (d)? (Assume a standard load of 3 credits per term.)  
\_\_\_\_\_ Yes \_\_\_\_\_ No

*If your answer to (e) is "No", please detail on a separate sheet your plan for completion of your degree.*

**II. Educational Plan Outline**

In order to insure that off-campus study is undertaken with due consideration to College graduation requirements, you must complete this basic outline of your Educational Plan. A complete Educational Plan is required normally by the end of your sophomore year. If however, your application for off-campus study is approved, this outline will constitute a completed educational plan. Complete the form below, discuss it with your academic adviser, and request your adviser's signature below.

**Program Requirements/Relevant Coursework**

Please list completed prerequisites (courses) for your program and all other completed coursework relevant to your preparation for your proposed off-campus study program:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**List relevant program coursework you expect to complete prior to your departure:**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

**List Foundations courses completed or yet to be completed with the proposed date of completion:**

\_\_\_\_\_  
\_\_\_\_\_

**Specialization (proposed major):**

\_\_\_\_\_

**Second specialization (second major or minor):**

\_\_\_\_\_

circle one

**List major courses left to complete with proposed dates of completion:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you expect to complete any courses toward your specialization during your off-campus program?**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, which ones?

\_\_\_\_\_  
\_\_\_\_\_

**Key Competencies**

Have you completed the Foreign Language Key Competency? \_\_\_\_\_  
If not, when do you plan to complete it and with which language?

Have you completed the Quantitative Literacy Key Competency? \_\_\_\_\_  
If not, when do you plan to complete it?

**I have reviewed this applicant’s Educational Plan Outline and Off-Campus Study Plan. I believe they present a good statement of the relevance of the proposed off-campus program for the applicant’s academic goals. (Please make additional comments if you wish.)**

\_\_\_\_\_  
(Printed name of academic adviser)

\_\_\_\_\_  
(Signature of academic adviser)

Note to adviser: If this student has not already done so, please print a copy of the student’s EDR and attach it to this document

**(3) PROPOSAL ESSAY**  
**(Required of all applicants)**

Produce an essay that defends your participation in the proposed off-campus study program in terms of its academic, intellectual, and personal benefits to you. Remember that a sound academic rationale is the single most important criterion the Off Campus Study Committee will apply when evaluating your application.

Your essay should address many of the following issues:

- program research, which can include information from a variety of sources including the program provider, faculty, past participants, etc. that led you to selecting this program
- motivations for participating in this particular program
- academic preparation for this program.
- specific benefits to your major(s) or Educational Plan overall
- ability to adapt to the myriad (intellectual and personal) challenges of living and studying in an unfamiliar environment.

Your thoughts on these matters are crucial to the committee as it seeks to make the most informed decision regarding your application. ***We cannot emphasize enough the importance of giving this essay thorough and thoughtful consideration. It should represent some of the best writing and thinking you produce at the College. We encourage you to use College resources in reviewing and editing your essay***

Your essay should be about three to four double-spaced pages.

Note: It is likely that the essay you produce for the Knox application will be similar to the essay required in your program application and can be adapted to both uses.

**(4) FACULTY RECOMMENDATION (1 OF 2)**

APPLICANTS AND FACULTY, PLEASE READ BEFORE PROCEEDING:

The off-campus study applications require a student to secure two faculty recommendations. However, many program providers such as the ACM, ICCS, ISDSI, Kansai Gaidi, etc., have their own faculty recommendation forms. If that is the case, faculty do not have to complete both the Knox form and the program form for the same student for the same program. The recommendation using the program providers' form will suffice.

Student Name \_\_\_\_\_ Program \_\_\_\_\_

Faculty Name \_\_\_\_\_ (1)

The student named above is applying to study off campus. You should discuss with the student the program and the student's background and motivation for applying. Based on this conversation and on your familiarity with the student in other contexts, please answer the following questions on a separate sheet. **Your responses are crucial to the Off-Campus Study Committee as it evaluates the application.** Please be careful and detailed. All letters will remain confidential. Thank you.

1. How long have you known the student and in what capacity? Do you feel well qualified to assess the student's academic qualifications and personal maturity?
2. How would you assess the student's academic preparation for the program?
3. How would you assess the student's ability to confront the unexpected challenges of living and studying in an unfamiliar environment?
4. Do you have any additional concerns or comments that would help the committee evaluate the student's application?

**Please return by February 1, 2010 to the Center for Global Studies, Old Jail 10, Box K-156**

**(4) FACULTY RECOMMENDATION (2 OF 2)**

APPLICANTS AND FACULTY: PLEASE READ BEFORE PROCEEDING:

The off-campus study applications require a student to secure two faculty recommendations. However, many program providers such as the ACM, ICCS, ISDSI, Kansai Gaidi, etc., have their own faculty recommendation forms. If that is the case, faculty do not have to complete both the Knox form and the program form for the same student for the same program. The recommendation using the program providers' form will suffice.

Student Name \_\_\_\_\_ Program \_\_\_\_\_

Faculty Name \_\_\_\_\_ (2)

The student named above is applying to study off campus. You should discuss with the student the program and the student's background and motivation for applying. Based on this conversation and on your familiarity with the student in other contexts, please answer the following questions. **Your responses are crucial to the Off-Campus Study Committee as it evaluates the application.** Please be careful and detailed. All letters will remain confidential. Thank you.

- 1) How long have you known the student and in what capacity? Do you feel well qualified to assess the student's academic qualifications and personal maturity?
- 2) How would you assess the student's academic preparation for the program?
- 3) How would you assess the student's ability to confront the unexpected challenges of living and studying in an unfamiliar environment?
- 4) Do you have any additional concerns or comments that would help the committee evaluate the student's application?

**Please return by February 1, 2010 to the Center for Global Studies, Old Jail 10, Box K-156**

**(5) TRANSCRIPT REQUEST**

**Please complete this form well in advance of February 1, 2010 and take it to the Registrar's Office in SMC D203. Do note that this form must be signed in order for the Registrar to release the transcript to us. The Registrar's Office will then send the CGS your official transcript.**

Office of the Registrar  
Knox College  
Campus Box 145  
Galesburg, Illinois 61401

Student's name: \_\_\_\_\_  
(please print)

ID: \_\_\_\_\_

Please send a copy of my most recent transcript to the Center for Global Studies, K-156. It will be used as part of my Approval for Off-Campus Study application. \_\_\_\_

Student Signature: \_\_\_\_\_

**(6) FINANCIAL DECLARATION**STUDENT  
NAME: \_\_\_\_\_ I.D.#.: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

PROGRAM CREDITS: \_\_\_\_\_

TERMS OFF-CAMPUS: \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Year

**\*ESTIMATED PROGRAM FEE:** \_\_\_\_\_

Does this fee include room and board? \_\_\_\_\_.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BILLING DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

ADVANCE DEPARTURE PAYMENT DUE DATE: \_\_\_\_\_

AUTHORIZATION: The above student has met with me and has discussed financial arrangements for the stated program. Clearance will be withdrawn if the student does not fulfill his/her financial obligation to the College. We foresee no problems at this time to prevent this student's participation in the designated program.

\_\_\_\_\_  
Penny Young, Billing & Collections Coordinator, Business Office      Date

If you expect to receive financial aid (grants/loans), you must complete a two-part financial aid process before your departure date:

- 1) Application - you should complete the financial aid application process no later than May 31. This means that you must submit all of the paperwork required by Knox's Office of Financial Aid. For complete information, see [www.knox.edu/finaid](http://www.knox.edu/finaid) and click on returning students.
- 2) Acceptance – upon receipt of your financial aid package, you must return all required documents immediately, but no later than your departure date. Just follow the instructions in your award letter.

If you fail to complete this two-part financial aid process before your departure date, financial aid for the term(s) of your program will be cancelled and you will be responsible for any remaining unpaid charges.

These requirements apply to all federal loans and need-based grant aid, but not to non-need-based scholarships.

I have read and agree to the financial obligations of the above-stated program.

\_\_\_\_\_  
Student Signature      Date

I have read and agree to the financial obligations of the above-stated program.

\_\_\_\_\_  
Parent or Guardian Signature      Date

\*Students applying for Student Initiated Programs should consult page 14 of this booklet for a list of additional required information that must be attached to this sheet.

**(7) KNOX COLLEGE**  
**STUDENT AGREEMENT FOR OFF-CAMPUS STUDY**

*(page 1 of 3)*

I am a student at Knox College. As described in its Catalog, Knox College offers three types of off-campus programs: (1) those administered by Knox (2) Knox-approved programs and (3) student-initiated programs. I accept that for numbers two and three above Knox only has responsibility for approving the academic aspects of those programs. I have chosen to participate in the off-campus program(s) listed below if I am selected. I am not required to participate; my participation is wholly voluntary. I understand that I can graduate from Knox College without studying off-campus. As consideration for being permitted to participate in this off-campus program(s) if selected, I represent, acknowledge, consent, agree, **assume**, and **release** as outlined in this Agreement.

**1. Personal Information:**

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

Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_

**2. Program(s) Name and Administrator (e.g. ACM, IES, etc.):**

\_\_\_\_\_  
\_\_\_\_\_  
(hereinafter "the Program")

**3. Assumption of Risk: I understand and hereby acknowledge, independently of any advice or representation made by Knox College, that participation in an off-campus program and especially traveling and residing outside of the United States presents certain inherent risks beyond Knox College's control, and which may exist regardless of whether Knox College controls or attempts to control such risks. I am participating in the Program with this understanding and hereby knowingly and voluntarily assume all risks of injury, illness, death or damage to or loss of my property which may occur while traveling, working studying, participating in, or otherwise engaging in any activities arising out of or related in any way to the Program. I understand and hereby acknowledge that I may discontinue my participation at any time in light of the risks I am assuming hereunder.**

**4. Release of Liability: I hereby forever release Knox College, its trustees, officers, faculty, employees, staff, directors, and agents of any kind (hereinafter, collectively the "Released Parties"), from any and all liability for any act or omission of any kind or character whatsoever arising from or out of my participation in the Program, including without limitation all costs, damages, claims or assertions of any kind with respect to which I or my family, estate, heirs, successors or assigns may claim against the "Released Parties."**

**5. Release of Liability – Third Parties: I hereby forever release the "Released Parties" from any and all liability for injury to myself or damage to or loss of my property caused by any acts or omissions of kind or character whatsoever of hotels and other residential facilities, common carriers, health care providers, restaurants and food service providers, educational organizations, fellow students participating in the Program or other third parties related to, or connected in any way with work or study conducted under the Program, including without limitation any costs, damages, claims or assertions of any kind with respect to which I or my family, estate, heirs, successors or assigns may claim against the "Released Parties."**

**(7) KNOX COLLEGE**  
**STUDENT AGREEMENT FOR OFF-CAMPUS STUDY**  
(PAGE 2 OF 3)

6. **Rules and Regulations:** I have reviewed the rules and/or regulations governing the above Program and the Knox College Student Handbook and agree to comply with them fully. **I understand that if I fail to comply, my participation can be terminated with loss of money paid, loss of academic credit, and responsibility for any additional expense incurred by me or by the College.** The College has the right to decline to accept or retain me in the Program at any time at its sole discretion. In addition I may be referred to appropriate College officials for further disciplinary or other action.

7. **Cancellation:** The College, in its sole discretion, may cancel the Program or any aspect thereof prior to departure or after departure, requiring that all participants return to the United States. Refunds, if any, will be made in whole or equitably in part.

8. **Changes:** The College may make changes to the Program at any time and for any reason, with or without notice, and the College shall not be liable for any loss whatsoever to me by reason of any such change. The College is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether the College makes the flight arrangement(s). Any additional expense resulting from the above will be paid by me. The College reserves the right to substitute hotels or accommodations or housing of a similar category at any time. Specific room and housing assignments are within the sole discretion of the College.

9. **Force Majeure:** I understand and acknowledge that the College assumes no responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of God, circumstances beyond the control of the College, force majeure, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, expense, accident, injuries, damage to property, bankruptcies of airlines, or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature howsoever caused in connection any accommodations, restaurant, transportation, or other service or for any substitution of hotels or of common carriers beyond the College’s control, with or without notice, or for any additional expense occasioned by any of the foregoing. If due to weather, flight schedules, or other uncontrollable factors I am required to spend additional nights, the College will not be responsible for my hotel, transfers, meal costs, or other expenses. My baggage and personal property are transported entirely at my risk.

10. **Right to Consult:** I represent that I have signed this Agreement voluntarily: and further understand that, prior to signing this Agreement, I could have consulted with an adviser, counselor, or attorney of my choice.

11. **Venue and Choice of Law:** I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, such adjudication will occur in the courts of, and be determined by the laws of, the State of Illinois.

12. **Parental Notification:** I hereby consent that, at the option of Knox College, my parent or guardian can be informed by Knox College of my performance, conduct and behavior in connection with the Program.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

**(7) KNOX COLLEGE**  
**STUDENT AGREEMENT FOR OFF-CAMPUS STUDY**  
*(PAGE 3 OF 3)*

**13. Medical Insurance:**

During my participation in the Program, I will comply with the policy of Knox College that I have health insurance coverage. My insurance coverage during the Program will be:

Insurer \_\_\_\_\_

Address and phone \_\_\_\_\_

\_\_\_\_\_

Policy or group # \_\_\_\_\_

**I have verified that this policy will provide coverage for me while participating in this Program and that it includes medical evacuation coverage.**

**14. Medical Emergencies:**

I designate the following person to be notified and as someone who may consent to treatment in the event of a medical emergency:

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_

If this person cannot be reached and I have provided no other written directive, then I appoint a representative of the organization or school sponsoring the Program to consent to emergency treatment.

**I have read this Agreement, understand it, and agree to all its terms. If I am a non-Knox student and participating in a Knox administered program, I accept that by signing this Agreement I (1) am agreeing to all its terms just as though I were a Knox student and (2) acknowledge that the Knox College Student Handbook is on the College's website.**

Signed this \_\_\_ day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent or Guardian

Accepted:

\_\_\_\_\_  
Signature of Knox College Personnel  
(The student does not need to get this signature, CGS will do it)

**(8) STUDENT-INITIATED PROGRAM PROPOSAL (PAGE 1 OF 2)**  
(To be completed ONLY if seeking approval for a student-initiated program)

Student Name: \_\_\_\_\_  
Program Name and Administrator: \_\_\_\_\_  
Date by which Program Application must be submitted to the Program Administrator: \_\_\_\_\_  
Address to which the application must be submitted:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do multiple copies of the materials need to be submitted? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Program Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Web address: \_\_\_\_\_

Is there an application fee? \_\_\_\_\_ If yes, is the fee enclosed? \_\_\_\_\_

Please list all materials that must be included with this application (example: letters of recommendation, transcript, essays, etc) and make sure they are included.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any special instructions for forwarding this application to its program administrator.

**On a separate sheet of paper please answer the following questions:**

1. Why have you selected this program over other Knox-Approved off-campus programs?
2. What other American colleges or universities support this program? (list only 5 -10 colleges or universities)
3. Provide the program web address as well as a one page description of the program and information that suggests that this is a particularly effective, strong and well run program.
4. Information required by Penny Young in the Business Office. (*This must be attached to your Financial Declaration [Page 11 of this booklet] when you take it to the Business Office for Mrs. Young's signature.*)
  - 1) Web site for program you are applying to
  - 2) Cost breakout showing the cost of each of the following categories:
    - a. Tuition
    - b. Room charge
    - c. Meal charge
    - d. Deposit amount program will require you to pay directly to them
    - e. Other miscellaneous expenses (travel, books, etc...)
    - f. Contact person at program who can answer questions if they arise

### **Frequently Asked Questions**

- 1. How long can I participate in an off-campus program?**  
*A student can apply for a maximum of three terms of off-campus study.*
- 2. Can I participate in more than one program?**  
*Yes. As long as you make a compelling case for each program and you are aware of the difficulty for adaptation and reorientation that will come with switching cultures and/or languages.*
- 3. Do I still have to have everything submitted by February 1 even if the program deadline isn't until later in the spring or next fall?**  
*Yes. Knox requires you meet this deadline so that we can approve your application before the program provider requires your entire file. This will also give you ample opportunity for any needed rewrites or additional paperwork.*
- 4. May I still apply after the February 1 deadline?**  
*Late applications are not normally considered. However you should contact the Center for Global Studies (CGS) with a letter explaining why you are applying late. In addition, we will assess a \$100 late fee.*
- 5. Do I need my parents' signature on the Financial Declaration and the Student Contract even though I am over the age of 18?**  
*Yes, yes, yes!!!*
- 6. How many letters of recommendation do I really need?**  
*For Knox College you need two faculty recommendations. Your program provider may require fewer or more. In either case, you'll need to provide Knox with two. You may use the same recommendations for both applications. You do not need to provide two copies.*
- 7. Do my letters have to be from faculty members?**  
*Knox requires that two recommendations be from faculty. A third recommendation may be from a mentor or supervisor.*
- 8. Which form do I use for the recommendations?**  
*If your program application has a faculty recommendation form you should use the specific program form only.  
Use the faculty recommendation forms in the Knox Application for Approval to Study Off-Campus only if the program to which you are applying does not require faculty recommendations or provide their own forms.*
- 9. Do I pick up the faculty recommendation or should the recommendation be sent somewhere?**  
*All faculty recommendations should be sent to the Center for Global Studies, K-156. If your program provider has a faculty recommendation form and requests that it be sent directly to the program, do not have that done. Have the recommendation sent to the CGS. CGS will send the faculty recommendations on to the program provider with the rest of your application materials after your Knox Application for Approval to Study Off-Campus is endorsed by the College.*
- 10. What if the program provider requests that faculty recommendations be submitted on line?**  
*If this is the case, then please ask your recommender to print a copy for your campus application file and to note that the recommendation has already been sent electronically to the program provider. Please have the file copy sent to the Center for Global Studies.*
- 11. How can I make a strong and convincing case for participation in the off-campus program of my choosing?**

*Applications will be evaluated on the clarity and persuasiveness with which they present the academic merits of participation in the proposed program. Among the qualities for judging academic merit are: the applicant's level of preparation including attention to program prerequisites and the fit between the coursework on the proposed program. Applicants are normally expected to demonstrate their academic preparation for off-campus study by maintaining an overall 3.0 grade point average. The applicant's short-and long-term plans are also an important consideration. The applicant should work with his or her faculty adviser and/or with the faculty program adviser in preparing the application, especially the Educational Plan and essays. The Committee does not approve all proposals, but it does endorse strong or meritorious applications. Strong applications show how a plan of off-campus study fits into the student's curricular goals and long-term plans. They almost always have positive faculty recommendations.*

**12. What if I don't have a 3.0 grade point average?**

*Applicants with a GPA below the 3.0 standard must explain how their academic performance demonstrates appropriate preparation for the demands of off-campus study. The committee may require an improvement in grades in the trimesters between participation and application.*

**13. Who decides if my application is approved?**

*The Center for Global Studies first asks the faculty program adviser for each program to evaluate and rank all applications. The applications are then forwarded to the Off-Campus Study Committee. The Off-Campus Study Committee (consisting of several professors and administrators) reviews all applications. In some cases, the Committee will ask to interview applicants or request additional information before making a final decision on an application.*

**14. When will I find out if I'm approved by Knox?**

*Knox will make every effort to notify you by the end of Winter term. We will send notification through campus mail.*

**15. What if Knox does not approve my application?**

*Read carefully the rationale for having your application denied. If you feel there has been a misunderstanding or you want a chance to have your case heard again, you may appeal the decision. Contact the Chair of the Off-Campus Study Committee, who is the Co-Director of the Center for Global Studies, Robin Ragan, Old Jail, Room 11. The Chair will either (a) ask the Committee to reconsider based on additional information provided by the applicant, or (b) refer the application directly to the Dean of the College. If the applicant wishes to appeal the Committee's decision after a second review, she/he may appeal directly to the Dean of the College. The Dean will either render a final decision on the matter, or in special cases, will ask the Curriculum Committee to review the application.*

**16. If Knox approves me, what happens next?**

*Approval by Knox College does not automatically admit a student into their requested program of study. When an Application for Approval to Study Off-Campus is endorsed by the College, the Center for Global Studies will forward each Program Application to the appropriate program office for that program administrator's approval. Students will be notified directly by the respective program offices as to the status of their applications.*

**17. What if Knox approves my application but the program provider does not?**

*If you still wish to study off-campus, please contact the Center for Global Studies for assistance in identifying other appropriate programs for your intended area of study. You will not need to complete a new Knox application to apply to another program.*

**18. Do I need to pay the program deposit to the program provider or does Knox pay the deposit?**

*When a student is accepted into a program at the program level, often times a deposit is required to secure the student's place in the program. Knox does not pay these deposits. Students are to pay these deposits directly to the program provider, i.e., ACM, IES, DIS, etc. Later, this deposit will be deducted from your off-campus study bill.*

**19. If I do not need all 4.5 credits I will earn on the semester program can I just sign up for 3 credits and pay less?**

*No. Program providers base their fees on participant's enrollment as full time semester students and fees are not reduced even if a student enrolls in fewer classes. Usually, a 3 credit load is still considered full-time by your program provider, and therefore they will still charge Knox full price. Students should know that their need-based financial aid is calculated on their enrollment as full time students so each student needs to take enough credits on their off-campus program to retain full time student status.*