

Application for Winter-Term Study Abroad Programs J-term 2010

Deadline: October 15, 2009

GENERAL GUIDELINES:

- The program/course must meet a minimum of 4 complete weeks (regardless of the total number of meeting hours) to earn a maximum of one unit of Middlebury credit. The program/course must meet for at least the same number of hours, over the four weeks, as an equivalent Middlebury course. Programs/courses that meet more than 36 hours will NOT receive additional credit.
- Only a program/course that meets the definition of “liberal arts,” and receives a grade of C- or better, may be applied to the Middlebury College degree.
- Programs/courses graded on a pass/fail or audit basis are NOT transferable.
- The grade earned will appear on your Middlebury transcript and will be counted in your GPA.
- The transcript reflecting work completed must be from an accredited institution of higher education.

APPLICATION CHECKLIST AND INSTRUCTIONS FOR STUDENTS:

Students: It is your responsibility to:

- Assure that all information is completed or this application cannot be processed
- Turn in the completed form to International Programs and Off-Campus Study (Sunderland 127)
- Attach official materials describing the program/course to support information provided below
- Assure that an official transcript from the program is sent directly to International Programs at the conclusion of your program

Part 1: Application Form

Please complete Part 1 of this application and sign it.

Essay

Write an essay of *no more* than 500 words, on a separate sheet of paper, giving your reasons for requesting a leave to study off-campus during winter-term. Explain why you have chosen this particular program of study. Include an explanation of how your proposal relates to your major, minor, or your general academic goals. Any special circumstances should also be explained.

Part 2: Transfer Course Information

Please complete the required information and then obtain the initials of the Chair of the Department in which the course would be taught at Middlebury (be prepared to show him/her information about the course). If the course is within your major, you may have your academic adviser complete both Parts 2 and 3.

Part 3: Adviser's Section

Please have Part 3 completed by your academic adviser(s). It is your responsibility (not your adviser's) to bring all of your application materials to International Programs and Off-Campus Study by October 15.

TO STUDENT: Complete this section based on information from the course catalogue			TO DEPARTMENT CHAIR (or academic advisor if course is within student's major): Please complete each column					Leave Blank
Course Number as per catalogue if applicable	Title of course for which you are seeking credit (Please print)	# Credits as per catalogue (if applicable)	# Major/Minor Credits Approved	Indicate Distrib. Reqmt. Satisfied	Indicate Culture/Civ. Reqmt Satisfied	Equivalent Middlebury Course #--if any	Credit approved. Initials of Dept. Chair	# General Credits

REMARKS/ADDITIONAL INFORMATION

Please add any information regarding your application that you wish for International Programs and Off-Campus Study to know, such as information related to sexual identity, gender expression, and/or ability or access issues, and/or any further information you wish for us to know.

STUDENT SIGNATURE

Student signature* **Date**

**Your signature indicates that you have read and understood this form and the conditions of your participation. It also authorizes the Registrar's Office to release your transcript to our office. Your signature also certifies that the information on this application is true, and by signing you agree to notify International Programs and Off-Campus Study if you should fail to remain in good standing or experience a change in circumstances that might compromise your success in studying abroad. In addition, you are authorizing the release of your name and contact information to other students interested in studying abroad.*

PART 3: Adviser(s) Section

Please comment on the academic validity and advisability of the proposed course of study. How well is the applicant prepared for this study?

Print Major Adviser's name

Signature for Approval

Return to: International Programs and Off-Campus Study, Sunderland Language Center
Fax number: 802-443-3157
Failure to submit this form, or to meet the deadline, will jeopardize your transfer of credit.
DEADLINE: October 15, 2009