

**Colby College: Policy Regarding Off-Campus Programs and Cancellations
Updated 3/19/03**

Student and parents have many questions about the possibility of programs abroad being cancelled or modified in light of the changing world situation. We hope that the information below will answer some of those questions. For further information, call us at (207) 872-3648.

1) If Colby cancels one of its own programs (Cork, Salamanca, Dijon, St Petersburg, CBB programs), what happens to refunds and to student credit?

It would depend on the timing and the program with regard to course credit, but Colby will make every effort to allow students the opportunity to obtain as many credits for work as possible. Regardless of the number of credits obtained, students would get one semester toward the eight required for graduation. Any refund would be pro-rata in line with medical withdrawal policy (see pg. 18 of 02-03 Colby catalogue).

2) If Colby does not cancel the program but a student decides to leave, what is the policy on refund and credit?

The refund policy in for this situation is in line with voluntary withdrawal (see pg. 18 of 02-03 Colby catalogue). Students will not normally be able to get any credits for coursework, nor will they be able to count this as one semester toward the eight.

3) What happens if a student is on a non-Colby program which is cancelled?

The student will be able to transfer any course credit that the sponsoring institution is willing to provide, on an official transcript. The \$1,000 fee will not be refunded, but the student will be granted one semester toward the eight.

4) What happens if a student is on a non-Colby program from which he or she withdraws voluntarily?

The student will not be refunded the \$1,000 fee nor will credit for the semester or for coursework be granted.

5) Under what circumstances would Colby cancel one of its programs?

It is unlikely that Colby would evacuate students from one of its own programs unless the US State Department issued a Travel Warning for the country in which the program is located. However, Colby would consider relocating, modifying or suspending a program under the following circumstances: if the program location became dangerous; if the program was no longer able to provide adequate academic and social services; if local staff and the Colby administration determined that the safety of students would be compromised by the continuation of the program.

6) Does Colby permit students to attend programs in countries for which the State Department has issued a Travel Warning?

Colby does not allow students to undertake off-campus study in countries for which there are Travel Warnings. Students who have not yet left will be notified that their program approval has been rescinded, and the OCS office will help them to identify an alternative program. If the student is already on the program when the Warning is issued, Colby will notify him or her, and follow the same procedure for cancellation of a program if the student chooses to leave (Section 3).

7) If a student leaves a program, can he or she return to Colby that semester?

If a student leaves a program abroad, either because it was cancelled or because he or she withdraws voluntarily, it is not normally possible to return to Colby unless the semester has not yet begun. If a student is able to return, full charges for that semester will be billed.

8) *Who makes the decision to cancel or relocate a Colby program?*

The President makes that decision, in consultation with the Director of Off-Campus Study, the Dean of Faculty, the Administrative Vice President, the Associate Vice President for Administration, and the Vice President for Student Affairs.

9) *Who makes these decisions for CBB programs?*

The President of the managing College makes that decision, after consulting with appropriate individuals on their own campuses. The President of the other two schools will be notified immediately.

10) *Who makes these decisions for non-Colby programs, and does Colby have any input?*

Please check with the program sponsor regarding their policies and procedures. Colby does not have any involvement in the decisions made by other program sponsors to cancel or modify programs, but we are normally notified of changes, and in many cases we receive regular safety updates.