ADVISORY COMMITTEE ON OFF-CAMPUS STUDY
APPLICATION FOR APPROVAL TO STUDY ABROAD

PETITION FOR PERMISSION TO STUDY OFF-CAMPUS
ON A NON-COLBY-APPROVED PROGRAM

DEADLINE: FEBRUARY 20

Colby policy is that students who wish to study in a country in which there is a Colby-approved program available, for which they qualify, must attend this program. Where there are no such programs available, or when the approved programs do not meet the student’s academic needs, the Off-Campus Study Office will work with the student to try to find an acceptable program. Approval of the major advisor(s) is also required.

THE CORRECT PROCEDURE TO FOLLOW IS:
1. Meet with your academic advisor or OCS to find out whether or not there is an appropriate Colby-approved program.
2. If there is a program that you and your advisor feel suits your academic needs better than those listed on the approved list, you may consider petitioning.
3. If you wish to petition for a program you must make an appointment with a staff member in the Off-Campus Study Office to discuss the process for petitioning. You may be asked to research and provide certain information about the programs under consideration.

CHOOSING A PROGRAM:
• Reasons for requesting the OCS office to approve a program not listed in the Off-Campus Study Handbook must be entirely academic. Climate, the size of a city, or cost are not valid academic reasons.
• Students are advised to consult with the OCS office and major advisor(s) to inquire about appropriate and acceptable programs, and what information will be required. It is not advisable to shop around for programs prior to seeking input from OCS and your department.
• Students can only petition for one program.
• The program decided upon must meet certain guidelines; these include, but are not limited to:
  o The program must have a duration of at least fourteen weeks of class time (including exam time but not including vacations and excursions), to match the length of a semester at Colby.
  o The program must be situated in one host country (with the exception of certain specific approved programs). Touring or shipboard programs are not acceptable.
  o The program or university must provide an academic program which is consistent in quality and quantity of work required at Colby. You must provide Off Campus Study with a description of each course you plan to take, including the language course.
  o With the exception of a foreign accredited university, the program must be sponsored by an accredited US college or university whose academic standards are high.
  o For all programs in non-English speaking countries, students must study the language of the host country for the duration of their program.
  o The program or university must provide a cultural experience substantially different from that of a typical U.S. campus experience.

See more on petition procedure on reverse.

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Once you have gotten approval from OCS to proceed with your petition, you may submit your petition as follows.

YOUR PETITION TO THE OCS ADVISORY COMMITTEE SHOULD INCLUDE:

1. The **completed and submitted online Colby Application for Approval form** for the specific program(s). (We recommend submitting a backup application for another program in case your petition is not approved)

2. A **statement of petition (approx. 200 words)** within the online application form addressing reasons why this particular study abroad program meets academic needs that cannot be met by one of the approved programs listed in Colby’s Off-Campus Study Handbook. If there is a Colby or Colby-approved program in the same location as the program being petitioned for, the student must also demonstrate specifically that the proposed program provides courses critical to the student’s academic goals that are not available through the approved options.

3. A **statement of approval from the student’s faculty advisor(s)** within the comment section of the student’s online application form or in an email to OCS.

4. **Additional program documentation including but not limited to** (these may be printed and dropped off in Eustis 103 or emailed to offcamp@colby.edu):
   - **Academic Calendar** for your program for the semester of you plan to attend or for a past equivalent semester if the advance calendar is not available. If only the start and end dates are posted, please request a more detailed program schedule for the semester of your choice in the previous year. This is to assure that the program meets Colby requirement of 14 weeks of class time (holidays & breaks will be deducted). Your petition will not be considered without this information.

   - **Description for each course** you plan to take, including the language course.

   - You may be asked to provide certain information about the program under consideration, such as proof of accreditation status, school of record, faculty and resident director qualifications, entrance requirements, academic focus and rigor, and program support services. Student evaluations and a sample transcript are often requested. Other information may also be requested depending upon the particular program.

Please note: **Students are allowed to petition the Advisory Committee one time only.** Please be sure that you make the best case you possibly can in your initial submission, including faculty recommendations and any additional input you may deem useful by supportive faculty members. The entire petition must be complete before it is given to the committee.

*No additional information will be considered after the original submission date.*