By signing below I confirm that I have read, understood, and agree to observe Colby College’s rules for participation in off-campus study and that I understand Colby’s relationship to my Off-Campus Study program (“Program”). I have shared this Off-Campus Study Agreement for Participation and Release with my parent(s) or guardian. Specifically, by signing below, I acknowledge and agree that:

**Academic, Financial and Conduct:**
- I intend to study off-campus on the Program and for the period indicated above for which I have received approval from Colby College, as set forth in my application to Colby.
- The Program is not sponsored by Colby College, and Colby has no control over the Program.
- Attendance at the pre-departure orientation session is mandatory.
- I have read and understand the Academic Requirements, Procedures For Course Approval & Policies On Transfer Of Off-Campus Study Credit.
- I understand that in some circumstances I may not receive full academic credit for the Program for which I have applied. These circumstances include, but are not limited to cancellation of the Program, failure to complete courses and/or exams, or my dismissal or voluntary withdrawal from the Program.
- Financial arrangements, including travel, tuition, room, board, costs and fees, are between me and the Program I am attending, and Colby College has no involvement in or responsibility for those financial arrangements (Excluding: AKP, Pomona & Pitzer Exchanges).
- I understand I will be billed a $1000 off-campus study fee, per semester (excluding Dartmouth, AKP, Pomona & Pitzer Exchanges).
- I must be in good disciplinary and academic standing and must have successfully completed all Program pre-requisites by the time of departure or approval may be rescinded.
- I will follow safety guidelines provided by my Program at all times.
- Colby discourages participation in political activities and owning or operating motor vehicles while abroad.
- I take personal responsibility for informing myself of risks in locations in which I might study or travel.
- I understand that alcohol consumption may jeopardize my health and physical safety, and may result in dismissal from the Program for violation of the Program’s alcohol and drug policy.
- I will not illegally buy, sell, or use drugs at any time.
- I will participate in all classes and/or scheduled activities unless I am ill or prevented from attending for causes beyond my control.
- I understand that while I am abroad, I am subject to the laws of the country I am in, and those laws may be different from the laws of the United States.
- I will abide by dress and cultural standards suitable to the destinations visited.
- Any violation of my Program’s academic or disciplinary policies will be disclosed to Colby and may affect my Colby record.
- As a Colby student studying off-campus, I am required to comply with the Colby College Code of Student Conduct.
- I grant Colby permission to reproduce in their campus yearbooks, catalogs or other advertising or promotional materials any photographs, movies, or sound recordings of me taken while I am participating in the Program, and also any written statements I may make concerning the Program.
AGREEMENT FOR PARTICIPATION AND RELEASE
(For study on a NON-COLBY PROGRAM)

Travel & Transportation:

- I am responsible for all travel arrangements, including passport and visas.
- I am aware that Colby College discourages travel to and study in countries under U.S. Department of State Travel Warning and I have read the information relevant to my destination provided by the U.S. Department of State on its web site.
- I am aware that Colby College reserves the right to rescind approval of my Program should the situation in the region change prior to departure.
- “Travel Risks” include, but are not limited to, delays in transportation, changes in the means of transportation, weather, vehicle accidents, strikes, wars, natural disasters, pickpockets, official corruption, or other unforeseen causes or unfortunate outcomes involving travel.
- Certain Travel Risks are involved in going to, from and within foreign countries and off-campus destinations. Many of these risks are not present on the Colby campus.
- Information on specific Travel Risks relating to this Program has been made available to me, and I understand them.
- I accept full responsibility for covering any loss or damage caused by a Travel Risk, whether through personal insurance, personal funds, or other personal sources.
- If I elect to travel in a vehicle I have hired or chartered, I understand that the qualifications of the driver and determination of the sufficiency of insurance coverage for the vehicle and driver are my responsibility.
- If I become detached from the Program group, fail to meet a scheduled departure, or become ill or injured, I will bear all responsibility and costs to seek out, contact, and reach the group at its next available destination.

Health and Medical:

- “Biomedical Hazards” include, but are not limited to, infectious, tropical, parasitic and other diseases, viruses or bacteria; contaminated water or food; and insect, spider, snake, fish or animal bites.
- I may visit areas where certain Biomedical Hazards are present that are not commonly encountered on the Colby campus; these may be definite and significant risks in certain countries and destinations.
- Colby cannot recommend precautions against Biomedical Hazards that apply specifically to me.
- Prior to participation in the Program, I will consult with a health care practitioner of my choice in order to become familiar with Biomedical Hazards that may be encountered in the Program destination(s), and to obtain the appropriate means of medical prevention or mitigation.
- I have obtained all inoculations and other preventative care required or recommended by my health care practitioner.
- I am aware of my personal medical needs. I further recognize that adjusting to life in a new culture, which often involves changes in diet and/or climate and being away from the support systems I currently have, can be a stressful and emotionally challenging experience and that underlying health-related concerns, including those which may be under control at home, may be exacerbated by these stresses. Having consulted with appropriate family members and/or practitioners who are familiar with my health history, I assure Colby that I have fully considered my readiness to participate in the Program and that there are no health-related reasons, physical or psychological impairments that, in the exercise of reasonable care, would preclude or restrict my participation in the Program, or would put me or others in danger by my participation.
- I have completed or will complete—honestly, accurately and fully—any required pre-departure health forms.
- Water and food sources in off-campus locations may be contaminated.
- Building, vehicle, and other safety standards at Program destinations may be less stringent than those at home. Providers of food, water, shelter and transportation are not agents of, nor represented by, Colby.
- I will exercise reasonable and/or recommended precautions with respect to food, drink, personal hygiene, personal conduct, and exposure to known disease risk factors (including sexual contact and behavior and alcohol use). I further agree to follow any health guidelines provided to me by the Program.
- I am aware of the coverages and limits of the Student Accident & Sickness Insurance Plan and/or my own health insurance that applies to me. I have arranged for whatever insurance I consider adequate to meet any and all needs for payment of medical care while attending the Program.
- I grant Colby full authority to take whatever action it feels is warranted under the circumstances regarding my physical and mental health and safety, including placing me, at my own expense, in a hospital at any point for medical services and treatment, or if no hospital is available, to place me in the hands of a local health care provider for treatment. Colby is further authorized to return me to the United States or to another country for medical treatment if necessary.
- I assume all risk for the cost of my medical care, including transportation and hospitalization, while in, or in transit to or from, the Program.

Please return to: Colby College, Office of Off-Campus Study, 4500 Mayflower Hill, Waterville, ME 04901
Tel: (207) 859-4500 – Fax: (207) 859-4502 – Email: offcamp@colby.edu
Communications:

- I will notify OCS in case of any change in plans at any point.
- I will receive important registration and housing information and other reminders at my colby.edu email address.
- My first step in case of a Program-related, health-related, or personal concern or emergency, is to inform my Program director/local Program contact. I will also allow my Program to inform OCS.
- I authorize Colby’s OCS to discuss my academic or health issues with my Program or host institution.
- I authorize Colby’s OCS office to share my name and program information with other Colby students for the purpose of contact, mutual support, information or advice before, during, and after off-campus study.

RELEASE BY STUDENT OF COLBY COLLEGE

By signing below, I, for myself and for anyone who may claim through me or on my behalf, including my heirs, executors, personal representatives, administrators, legal representatives, assignees, and successors in interest (collectively “Releasors”), hereby release, discharge, hold harmless and promise to indemnify The President and Trustees of Colby College, its trustees, officers, administrators, faculty, coaches, staff, agents, employees, and volunteers (hereinafter collectively referred to as “Releasees”), their representatives, successors, attorneys, heirs, and assigns, from and against any and all rights and claims, INCLUDING CLAIMS ARISING DIRECTLY OR INDIRECTLY FROM THE RELEASEES’ OWN NEGLIGENCE, which Releasors now have or which may hereafter accrue, and any and all damages that may be sustained by Releasors directly or indirectly in connection with, or arising out of, my participation in, association with, or travel to, from or during, the Program. I agree that this Release is governed by Maine law, and is intended to be a complete and unconditional release by each Releasor of all liability to the greatest extent allowed by law.

Applicable Law, Entire Agreement:

I agree that this COLBY COLLEGE OFF-CAMPUS STUDY AGREEMENT FOR PARTICIPATION AND RELEASE (NON-COLBY PROGRAM) is meant to be as broad and inclusive as permitted by, and will be construed under, Maine law. The terms of this agreement are severable, such that if a court of law holds any term to be illegal or unenforceable the validity of the remaining portions will not be affected. This agreement represents the entire agreement, and supersedes any prior representations, whether written or oral, made by Colby concerning the Program.

CAUTION:
THIS COLBY COLLEGE OFF-CAMPUS STUDY AGREEMENT FOR PARTICIPATION AND RELEASE (NON-COLBY PROGRAM) CONSTITUTES A WAIVER OF IMPORTANT RIGHTS AND MUST BE CAREFULLY REVIEWED AND UNDERSTOOD BEFORE SIGNING

Student Signature: ___________________________ Dated: ___________________________

If student is under 18, a Parent/Guardian must sign below:

Parent or Guardian Name: ___________________________

Signature: ___________________________ Relationship: ___________________________ Date: ___________________________
It is your responsibility to familiarize yourself with these policies and procedures. If you do not follow these procedures, you may not receive full credit.

### Course Approval

**Policies & Procedures**

All courses taken abroad must be pre-approved to guarantee transfer credit.

**Course Approval Contacts and Instructions 2015-16**:

http://www.colby.edu/offcampus/students/how-to-apply/course-approval-course-load-and-academic-requirements-2/

<table>
<thead>
<tr>
<th>Type of Credit</th>
<th>Approved by</th>
<th>Number or Limit</th>
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<tr>
<td>Major or Minor credit</td>
<td>Departmental representative (see Course Approval Contacts &amp; Instructions)</td>
<td>Varies by department</td>
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<tr>
<td>Distribution or Diversity Requirement</td>
<td>Relevant Departmental representative (see Course Approval Contacts &amp; Instructions)</td>
<td>No limit</td>
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<tr>
<td>General Credit</td>
<td>Off-Campus Study</td>
<td>Full course-load local equivalent (variable depending on credit value)</td>
</tr>
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See policies & requirements for your department or program here See

http://www.colby.edu/offcampus/students/pre-departure/

Transmit all course information + approvals to the OCS office either by delivering the form to Eustis 103 or forwarding an email to offcamp@colby.edu.

### Required Course Load:

- **Course Load - Credit Enrollment**: Students must register for a full course load, equivalent to 15-16 Colby credits per semester. Depending upon program, full enrollment could be as many as six courses per semester or as few as two.

  Required Course Load for Programs/Universities with Variable Credit
  
  http://www.colby.edu/offcampus/students/how-to-apply/course-approval-course-load-and-academic-requirements-2/

- **Course selection**: Course selection should generally be made in consultation with your Colby academic advisor and OCS prior to departure. In some cases, this is not possible and course selections may change upon arrival in country. You should always notify OCS (offcamp@colby.edu)

- **Language requirement abroad**: When studying in a non-English speaking country, you must take at least one course each semester in the language of the host country for the duration of the program. This course may be either an academic subject course taught in the language of the country or an appropriate language/grammar course. This includes both languages taught at Colby and those that are not. In some programs, such as DIS (Denmark), the Danish language and culture course will be in addition to 4 other courses for a total of 5 courses.

- **Number of Credits**: For most programs you will receive, upon successful completion, the number of credits (or their U.S. equivalent) indicated on your OCS transcript, usually 15-16 Colby credits per semester.

- **Maximum credits**: You may transfer a maximum of 20 credits for a semester and 32 for a full year back to Colby. You may be granted more than 16 credits for work that exceeds the normal course load of the program, upon petition to the Registrar.
Credit Requirements:

- **Pass/Fail:** You MAY NOT take a course on a pass/fail (or equivalent) basis unless this is the only grading option available for that particular course.
- **Audit:** No credit will be given for audited courses.
- **Repeat:** You will not receive credit for a class you have already taken at Colby.
- **Credit for internship:** International or domestic internship programs are encouraged, but to receive academic credit the internship must be non-paid, include considerable academic work, and not exceed 4 credit hours. It should be part of a credited study abroad program. Typically, an internship is one of four 4-credit courses. Please consult with OCS to ensure that your internship will receive credit.
- **Credit for courses in subjects not taught at Colby:** In the case of disciplines such as agriculture, archeology, architecture, business, engineering, law, or veterinary studies, please ask OCS for advice on approving these courses in advance.
- **Not all of the courses** on an approved program will automatically be approved for all students.
- **Academic rigor:** Please be aware that Colby may not approve full credit for certain courses taken abroad that do not meet Colby’s standards of academic rigor, even when these courses are marketed to you during your program orientation. For example, courses about sports or certain service-learning courses often do not qualify for full credit. When in doubt, please consult with OCS to ensure that your program will receive credit.
- **Jan Plan Credit:** Jan Plan credit for that year will be awarded in the case of:
  a) students who study off campus for a full academic year in 1 or 2 sites;
  b) a fall program which is in session through most of January;
  c) a spring program which is in session for most of January and whose total duration is at least eighteen weeks. Holidays and vacation periods are deducted from the 18 weeks.
 Programs that qualify for exemption include:
- **Fall:** Hamilton in Paris (if Fall only), Wellesley in Aix, American University in Beirut. Some other programs in Spain and France which finish in January may also qualify; the student must provide the program’s academic calendar.
- **Spring:** Arcadia in Granada, Colby in Salamanca (integrated and language programs), Columbia-Penn in Paris, EDUCO, King's College, Pitzer in Ecuador, Queen Mary: Univ of London, Royal Holloway, SOAS, University College London, University of Bristol, University of Cambridge, University of East Anglia, University of Edinburgh, University of Oxford, University of Sussex, University of the Arts: London, University of York, Washington University in Chile, Wellesley in Aix, VWW in Regensburg.
The exemption will be reflected on the Colby record at the completion of the program.

Note: If you believe that your program qualifies for Jan Plan exemption and is not listed here, submit a program calendar to the OCS Office for review.

Grades and Exams:

- **on a Colby program** (Salamanca, Dijon, St Petersburg, or Bigelow) will appear on your transcript and will count in your Colby GPA. This includes passing and non-passing grades. You may elect to take a course satisfactory/unsatisfactory prior to a specific deadline, which will be announced once you arrive on site. Resident directors of Colby programs submit the grades for students in their program directly to the Colby Registrar.
- **on a Non-Colby program** appear on your Colby transcript but do not figure into your Colby GPA. (It is, however, legitimate for you to include them when you are asked to compute your own GPA for the purpose of employment or graduate school.) The policy of factoring grades earned on our own programs into the GPA, but not those of other institutions and providers, is quite standard among our peer institutions. It stems from the inherent impossibility of controlling the curricula, faculty and staff, course content, and grading practices of other institutions’ programs.
- **Minimum Grade:** Grades below a C- will not receive any credit but will appear on your Colby transcript.
- **You will receive credit only for those courses for which you receive a grade** on your transcript (including internships, independent study, and research).
- **Grade conversion:** Grades transferred will be as they are on the OCS transcript. In the case of non-US grades, they will be converted to US grades according to established conversion scales provided by the issuing institution.
- **Attendance and exam requirements:** You are expected to attend classes regularly and to comply with all the requirements of your program. If you are studying at a foreign university or institution, you are required to take the regular final examinations for all courses in which you are enrolled, or to have an alternative assessment of your work if you are not allowed to take the final examinations. Otherwise, you will receive no Colby credit for the course. If you leave your program early or for extended periods of travel while classes are in session, the amount of credit you receive will be reduced. In extreme cases, you will receive no Colby credit for your period abroad.
ACADEMIC REQUIREMENTS

At the London School of Economics students must take exams in all courses and half-courses in which the student is enrolled. At other UK universities, degree exams must be taken except in the following situations:

- When graduating students do not sit an exam.
- When a student’s work is of high enough quality during the term to be excused from the exam using the same standards applied to the UK students receiving exemption.
- When a student joins a year-long course part way through the course. This situation would apply most frequently to spring semester students.
- When the degree exam covers materials not covered by the class taken by the student.

NOTE: Please take these exam policies into account as you plan your stay abroad. Students attending approved fall semester programs which continue into January should expect to stay into January to complete their courses and exams, unless there is an early start program in September.

3 Steps to Timely Credit Transfer:
Credits from OCS (and grades) will only appear on your Colby record once these steps are complete:

1. **Submit Your OCS Program Evaluation online.** Transcripts for non-Colby programs and grades for Colby programs will not be released to the registrar until student log-ins to the evaluation site have been documented.

2. **Official OCS Transcript from your program/university:** Have your OCS Transcript sent to the Colby Off-Campus Study office at 4500 Mayflower Hill, Waterville ME 04901. In some cases, the student must request it from the provider or university and indicate that it should be sent to Colby. (This may take 1-6 months depending on the country.)

3. **Apply or request Course Approvals for Major, Minor, Distribution or Distribution Credit.**