

Colby College
Request to Live On Campus during Jan Plan 2019

Students who return to campus in January must be enrolled in a Jan Plan course, independent study/honors project, or internship. Otherwise, special permission is required to live on campus for part or all of January.

To request permission, complete this form, which requires the signature of a faculty or administrative sponsor. **Return it to the Office of Campus Life by November 9, 2018. Requests received after that date may not be considered.**

Requests for permission will be reviewed the week of November 12 and email notifications will be sent the week of November 19. **Only students who are approved will have access to residence halls and dining services during Jan Plan.** Students found to be living on campus in January without permission will be subject to disciplinary sanctions.

Name _____ Student ID _____

Building/Room Assignment _____ Class Year _____

I am requesting permission to remain on campus during Jan Plan (January 6 - 31, 2019) for one of the following reasons:

*** I am working on research with a faculty sponsor which requires me to be on campus.**

Department: _____ Project: _____

Faculty Sponsor: _____ Faculty Signature: _____

Please provide a description of the research, the time commitment required (hours per week), and whether or not you will be compensated. Use an additional sheet if necessary.

*** I am an international student staying until I depart on _____ (date) for my abroad experience for the Spring 2019 semester.**

Dean McDougal's Signature _____

*** Other reason (Jan Plan is designed for focused academic engagement that can only be undertaken at Colby):**

Faculty Sponsor: _____ Faculty Signature: _____

I have discussed this matter with my faculty/administrative sponsor, who is willing to attest to the need for me to be on campus during January. My sponsor and I agree that my presence will not interfere with academic projects being undertaken by other students during this time.

Student Signature: _____ Date: _____