OFF-CAMPUS STUDY AT SKIDMORE COLLEGE

PROCEDURES

1. **Visit OCSE.** Use the Off-Campus Study & Exchanges (OCSE) library, website, and staff members to familiarize yourself with the off campus study options available to you and to assist you on selecting the appropriate off campus study program.

2. **Declare your major.** All students planning to study off campus are required to declare their major before applying.

3. **Select** your off campus program.

4. **Make sure you meet the eligibility requirements** for off campus study:
   - 3.0 cumulative GPA or better is required. If you do not meet this requirement, you must petition the Committee on Academic Standing through Off-Campus Study & Exchanges. To petition you must attend a mandatory advising session with a Program Manager in Off-Campus Study & Exchanges. After this initial meeting, you are required to:
     - Submit two letters of faculty support (preferably from the instructor of your Scribner Seminar and your academic advisor).
     - Submit a one-page letter to the committee explaining your academic history.
     - Class standing as a Junior at time of participation in the program is preferred. If you wish to study off campus as a Sophomore or Senior you are required to:
     - Submit a letter of faculty support (preferably from the instructor of your Scribner Seminar or academic advisor).
     - Submit a one-page letter of intent explaining why you want to study off campus outside of the junior year. You will need to indicate in the letter what your academic plans are for the remainder of your time at Skidmore.

   The Committee on Academic Standing is responsible for final decisions regarding eligibility to apply for off campus study. These are eligibility requirements set by Skidmore College. You must also meet any requirements or program pre-requisites set by the program to which you are applying.

5. **Complete the appropriate application:** International or Domestic Approved Program application or the specific Skidmore program application.

6. **Submit** your application materials to Off-Campus Study & Exchanges, 202 Starbuck Center, by the appropriate deadline. Students are **not** permitted to apply to more than one program at a time.

**International Approved Programs Deadlines**
- **Two weeks** prior to your chosen program’s application deadline **BUT NO LATER THAN:**
  - October 15 for spring semester programs;
  - March 15 for fall and academic year programs.

Please make yourself aware of the application deadline for your chosen program. Off-Campus Study & Exchanges is not responsible for students filing applications after the program provider deadline. You may be denied acceptance to a program if your application is late.

**Students applying to programs in Italy and to SIT programs are highly recommended to apply early as programs do fill quickly.**

**Skidmore Programs Deadlines**
- **September 22** for Skidmore in London *(spring only)*
- **October 1** for spring semester with Skidmore in Spain
- **October 15** for spring semester with Skidmore in Paris: Liberal Arts, Language & Business
- **March 15** for fall semester and academic year with Skidmore in Spain, Skidmore in Paris: Liberal Arts, Language & Business, Paris Fall Seminar *(fall only)*, The Shakespeare Programme *(fall only)*
Domestic Approved Programs Deadlines

- March 1 for fall and spring Skidmore-Spelman College Exchange

7. Submit your program provider application materials: You can submit your program’s application directly to the program provider only once your Skidmore Approved Program Application has been approved by the Committee on Academic Standing. You are responsible for collecting and mailing all materials to the program provider.

8. Pay your deposit:

International and Domestic Approved Programs:
If you are approved for off campus study by the Committee on Academic Standing a non-refundable confirmation deposit of $500 is to be paid to Off-Campus Study & Exchanges. This deposit must be paid within two weeks of receiving OCSE notification of approval for off campus study and will be credited to your Skidmore College account. The deposit will be refunded if you are not accepted by your program provider. Your student ID number, program name, location, and provider will be required in the memo section of your check. The check must be made payable to “Skidmore College”. In your acceptance paperwork to your program you should note that the deposit was paid directly to Skidmore. Skidmore will arrange to pay the non-refundable confirmation deposit to the program provider. If a refundable deposit (for example a housing deposit) is required, you will need to send it directly to the provider, not to Off-Campus Study & Exchanges. Please check with the program provider for their policy on refundable deposits. You will be assessed the Skidmore College Comprehensive fee (Skidmore tuition, on campus apartment rate (double occupancy), board, as applicable and mandatory College fees.) This fee will be billed by Skidmore College. You are responsible for additional program costs such as airfare to the program site, visa fees, personal expenses, and board if not included in the provider’s program fee, etc. If board is not included, the Skidmore College Comprehensive fee will be adjusted accordingly.

Students are required to use program-sponsored room and board where available. Additionally, if provided program-sponsored housing is available and a home stay is among the options, students are required to select the home stay. Students desiring an alternative to program housing or a home stay should consult with an OCSE Program Manager.

Skidmore Programs:
If you are accepted to a Skidmore Program, you will be required to submit a $500 non-refundable Confirmation Deposit to Off-Campus Study & Exchanges. $400 of the deposit will be credited to your Skidmore College account and the remaining $100 constitutes a processing fee. This deposit must be paid within two weeks of receiving OCSE notification of approval for off campus study and will be credited to your Skidmore College account. Your student ID number, program name, and location will be required in the memo section of your check. The check must be made payable to “Skidmore College”. You will be assessed the Skidmore College Comprehensive fee (Skidmore tuition, on campus apartment rate, board and mandatory College fees.) This fee will be billed by Skidmore College. You are responsible for additional program costs such as airfare to the program site, passport and visa fees, personal expenses, etc.

9. Financial Aid
Consider meeting with a Financial Aid representative to discuss the financial aid implications of studying off campus. Skidmore aid may be applied to any semester or academic year Skidmore Program or International or Domestic Approved program. Be sure to learn the financial logistics involved.

10. Residential Life
Complete a Skidmore Return Housing Preference Form and return it to the Residential Life Office. You must complete this form even if you plan to live off campus upon returning to Skidmore.

11. Pre-Departure
Attend the mandatory pre-departure orientation before leaving campus. These are typically held in November and April. Consult with OCSE to learn the specific date for your pre-departure orientation.