



OFF-CAMPUS STUDY & EXCHANGES

Policies

Off-Campus Study at Skidmore College has been developed to complement Skidmore's degree programs and meet the high standards of a Skidmore education. Skidmore College views off campus study as an extension of the student's Skidmore academic experience. The main objective of our off-campus program structure is to include programs that allow Skidmore students to integrate more closely their experiences off campus with their work here on campus. All off-campus programs are linked to Skidmore's curriculum and are meant to support majors and minors. To do this, Skidmore has developed Skidmore programs abroad, a list of approved study abroad programs, and a number of domestic study opportunities, including the Skidmore-Spelman College Exchange, the Semester in Environmental Science (SES), and the Washington Semester programs. Skidmore College also employs a financial structure that allows an inclusive approach to off-campus study.

Administered through Off-Campus Study & Exchanges (OCSE), students may study abroad on **Skidmore Programs** – including Skidmore in London, Skidmore in Paris: Liberal Arts, Language and Business, the Paris Fall Seminar, and Skidmore in Spain – and **Approved Programs**, both international and domestic.

The **Approved Programs** list includes programs around the world and in the U.S. that complement the academic quality and administrative support offered to our students on campus. Approved Programs have been chosen and approved by Skidmore's academic departments and programs in conjunction with Off-Campus Study & Exchanges.

OCSE has domestic opportunities such as the **Skidmore-Spelman College Exchange**, a historically black liberal arts college for women in Atlanta, Georgia, the **Washington Semester** at American University in Washington D.C. and the **SES** at the Marine Biological Laboratory in Woods Hole, Massachusetts.

ACADEMIC POLICIES

- Students must have a cumulative grade point average of 3.0 to participate in off campus study opportunities administered through OCSE. Students with less than a 3.0 should consult with an OCSE Program Manager.
- Students may participate on Skidmore Programs or Approved Programs, both international and domestic.
- Students may **not** apply to more than one program at a time.
- Students wanting off-campus program credit to count toward their majors and minors should choose study abroad programs from the Approved Programs list for their major/minor department. The Approved Programs list is available in the OCSE office and on the OCSE Web site at <http://www.skidmore.edu/ocse/search>.
- Students who do not need credit toward their major or minor are able to participate in any of our Approved Programs. The Approved Programs List and list of domestic opportunities are available on the OCSE Web site at <http://www.skidmore.edu/ocse/search>.
- The number of credits in which students enroll while off campus depends on their program choice. Students **must maintain a full course load while studying off campus (usually the equivalent of 15 semester credits)** but no more than 18 semester credits. The number of credits for each course is determined by the host institution. Skidmore accepts transfer credits only as reported by the host institution. Some programs will require students to take more than 18 semester credits. Please check with an OCSE Program Manager if you have questions regarding your specific program choice.
- Students who cannot find an appropriate academic program on the Approved Program List, may petition the Advisory Committee on Off-Campus Programs (ACOP) to participate on a program that is not approved. The petition must have an academic focus and have the support of the students' major/minor department. Students wanting to petition must meet with the Director of OCSE for details. All petition decisions are made by ACOP.
- Credits will count as Skidmore credits for Skidmore programs, except Skidmore in London, which counts as transfer credit. Credits will count as transfer credits for Skidmore in London and International and Domestic Approved Programs. Students must earn a "**C**" or better to have credit for a course transferred back to Skidmore.
- Grades for Skidmore programs, except Skidmore in London, will count toward the Skidmore GPA. Grades for Skidmore in London and International and Domestic Approved Programs will not count toward the Skidmore GPA. However, all

courses will be listed on the Skidmore transcript. Grades will only appear on the Skidmore transcript for programs earning Skidmore credits.

- Satisfactory/Unsatisfactory grades will not be accepted for transfer credit except where the hosting institution transcript states that a satisfactory grade is a “C” or above.
- All courses at the 300-level will be applicable to the all-college requirement for maturity-level credits. Each department determines how many maturity-level credits from off campus may count toward the major or minor. Therefore, students on ALL programs must work with their advisors before departure to determine which of the 300-level courses taken while off campus will fulfill departmental or other requirements.
- Sophomores, juniors, and seniors may all study off campus. Those who will plan to study outside of the junior year should check with an OCSE Program Manager regarding the need for additional application materials.
- All students applying to study off campus must declare their major before submitting an application to OCSE.
- Off-campus study is a privilege extended to students who have the established academic, social and financial standing. However, a student’s approval for off-campus study can be rescinded by OCSE should a student fail to maintain these requirements. In addition, neglecting to complete the mandatory Skidmore acceptance documentation and submitting the requisite non-refundable deposit required to study off campus will jeopardize students’ ability to study off campus.

FINANCIAL POLICIES

- Students studying off-campus will be charged the Skidmore comprehensive fee for their semester or year off campus. This fee will be billed by Skidmore’s Bursar. (NOTE: Skidmore’s comprehensive fee will differ from the fees of program providers.) This fee is equal to Skidmore tuition, on campus apartment rate, board if applicable, and mandatory college fees. **Students are required to use program-sponsored room and board where available.** Additionally, if 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. If the program does not include room and/or board, or only partial board, the comprehensive fee will be adjusted accordingly. Students are responsible for paying any refundable deposits and non-included fees directly on-site or to the program provider.
- Students should be aware that their program provider’s mandatory course enrollment and maximum credit load for the semester may differ from Skidmore’s 15 semester credit requirement. Students should adhere to Skidmore’s 15 credit requirement. Any student seeking an exception to this policy must contact OCSE’s Associate Director of Programs and Outreach. Occasionally, there have been instances when students must enroll in additional coursework in order to stay on track for graduation. All overloads or underloads must be approved by OCSE and the program on site. Please consult the Associate Director of Programs and Outreach concerning this process. Lastly, if a student elects to enroll in courses during his/her off-campus program that have not been approved for academic credit and, therefore, are not transferable to Skidmore, he/she will be responsible for payment of said course fees. Students must also obtain OCSE approval prior to enrolling in courses that carry additional fees or have travel components.
- Students will submit a \$500.00 non-refundable confirmation deposit two weeks after approval by the Committee on Academic Standing (CAS) to study off-campus; \$400 of the deposit will be credited to your Skidmore College account and the remaining \$100 constitutes a processing fee.
- Students are responsible for paying any refundable deposits, most commonly a housing deposit, directly to the program provider.
- Skidmore will handle payments to the program providers on behalf of students. Non-Approved Program participants will have their program tuition paid by Skidmore. However, participants must work directly with OCSE to determine what additional expenses will be paid by Skidmore on their behalf.
- For Skidmore and Approved programs, as well as Skidmore-Spelman College Exchange, Washington Semester and the SES, Skidmore will cover tuition and mandatory academic fees, room (double occupancy), board if applicable, international medical insurance, and any other mandatory program fees. Students are directly responsible for travel costs to and from the program site, on-site transportation if not included in the provider’s program fee, books, accommodation upgrades, optional course overloads, board where applicable, voluntary field trips and excursions, refundable deposits, and personal expenses. Students are also responsible for their housing and board when participating in programs that do not include those items. The Skidmore Comprehensive fee will be adjusted accordingly in these cases.
- Students may use financial aid on all Skidmore and International and Domestic Approved Programs. Students receiving financial aid should speak with a Financial Aid representative to review possible aid changes based on increased expenses.