



OFF-CAMPUS STUDY

Guidelines for Study Abroad



2020 - 2021



HAMILTON OFF-CAMPUS STUDY

Hamilton College strongly encourages students to study off-campus for one or two semesters. About 250 students, nearly all juniors, take advantage of our exciting off-campus study opportunities each year. Many study abroad on Hamilton programs (China, France, and Spain) or on programs on the Preferred Programs List. Others choose approved domestic study opportunities including Hamilton College programs in New York, Washington, D.C., Boston, and Adirondacks. The Hamilton College Archeology Field School is an option for qualified students in alternate summers.

Students can learn more about all of these programs in the Off-Campus Study Office, Suite 105 in Christian A. Johnson. Contact the following individuals in the Office for help with study abroad questions:

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| Carolyn North Assistant Dean cnorth@hamilton.edu | Madeleine LaCotera Assistant Director mlacoter@hamilton.edu ocs@hamilton.edu | Wanda Fuess Academic Office Assistant wfuess@hamilton.edu ocs@hamilton.edu |
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FIRST YEAR STUDY ABROAD CHECKLIST

Studying abroad takes early planning. Use this checklist during your first year at Hamilton to guide you through the preliminary planning process and to help you start thinking about what you might want to study while abroad and where to study.

- Tell your faculty advisor that you are interested in off-campus study. They will help you integrate study abroad into your academic plan.
- Start fulfilling study abroad eligibility requirements like the writing intensive requirement, the P.E. requirement, and the QSR requirement.
- Pre-Med/Pre-Health Professions students: Work with the pre-health professions advisor to plot your course plan so there will be space in your schedule for study abroad.
- Keep your study abroad options open by considering taking a language course in order to meet the language requirement.
- Inform yourself about pre-requisites since some programs have specific ones.
- Consider applying for the Critical Language Scholarship, a national scholarship competition that pays for summer language immersion study.
- Meet with the Student Fellowships Coordinator to get help in applying for national study abroad scholarships.
- Maintain good academic standing with a GPA of at least 2.7. Many destinations require a higher GPA.
- Attend information sessions about different programs. Announcements about these info sessions are sent by email so look for them.
- Attend an event hosted by the Off-Campus Study Office. There will be events where you will be able to talk to returning students.
- Start looking into Hamilton programs and at the preferred programs list to familiarize yourself with your options.
- Talk with students who have studied abroad.
- Talk with a study abroad advisor.
- Talk to Hamilton faculty about your study abroad plans.
- Stay in touch with the Off-Campus Study Office and read your emails.
- Familiarize yourself with the Study Abroad Guidelines so that you understand the process.

SECOND YEAR STUDY ABROAD CHECKLIST

Sophomores need to start the advising and application process early in the year. Use this checklist during your second year at Hamilton to help you get started. Refer back to the first year checklist as well to make sure you've covered your bases.

- Complete the Leave of Absence form by October 7, 2020 for study abroad in Spring 2021, by March 5, 2021 for study abroad Fall 2021. Submit to Off-Campus Study at ocs@hamilton.edu.**
- Remind your faculty advisor about your interest in studying off campus for either the semester or full year.
- Check with your faculty advisor about the courses you need to take to stay on target to complete your major and minor requirements.
- Keep your options open. Consider taking a language course if you haven't already done so.
- Follow the instructions on the Off-Campus Study "Getting Started" page for instructions on how to set up a Via TRM profile and complete the study abroad planning form: <https://my.hamilton.edu/academics/offcampusstudy/getting-started>. Do this first semester sophomore year!
- Meet with a study abroad advisor. You can set up an appointment through Via TRM upon completing the Study Abroad Planning form.
- Meet with the Scholarships & Fellowships coordinator EARLY if you are interested in national study abroad scholarships. Many scholarship deadlines are in early fall.
- Attend information sessions about different programs. Use this time to talk to program representatives and ask questions.
- Attend an event hosted by the Off-Campus Study Office. There will be events where you will be able to talk to returning students.
- Apply early for programs since most programs admit students on a rolling basis and can fill up before the published deadline.
- Work closely with your study abroad advisor if you find out that you need to petition.

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- Check in with the Financial Aid Office about how your aid will “travel” with you on your study abroad program.
- Once you’ve been accepted, complete the Petition for Transferred Credit form. Gather necessary course materials and appropriate signatures, and bring these items to the Registrar’s Office.
- Keep in touch! Update your study abroad advisor about your application process or any changes to your plans.
- Attend the required pre-departure orientation at the end of the semester.

GUIDING PRINCIPLES FOR STUDY ABROAD

Study abroad is an enriching educational experience that is most beneficial when it is fully integrated in your overall academic experience. Therefore, Hamilton College follows certain principles in recommending and approving study abroad programs and applications:

Study abroad programs should reflect Hamilton's liberal arts curriculum.

- Internships and non-liberal arts courses (i.e. business, journalism) will not receive credit.
- Students will not receive credit for language courses below the level of Hamilton's language requirement for the country.
- Programs must be equal in length to a Hamilton semester, including vacations. Year-long programs must equal two semesters.
- Student must take final exams at times regularly scheduled by their host school abroad.

Study abroad should be a serious academic experience complementing a student's Hamilton studies.

- Students should discuss with their advisors which courses to take abroad and how these will fit with their concentration or minor.
- Students should only choose programs that offer options that complement their Hamilton program, if possible offering courses not available to them at Hamilton.

Since the principal educational advantages of study abroad are in-depth cross-cultural exposure and language learning, study abroad programs should maximize these benefits.

- Whenever possible, Hamilton approves programs that fully immerse students in the host country's educational system and culture. We do not approve "island" programs for American students only.
- We encourage students to choose programs that build on previous language study.

- Students must meet Hamilton's language proficiency requirement for countries whose language is taught at Hamilton.
- Study abroad programs must include courses that increase the student's proficiency in the language of the host country or, for more advanced speakers, are taught in that language. Those courses must equal at least one-fifth of the total course work presented for transfer credit.
- Study abroad advisors can guide students to approved programs offering courses in your concentration.
- Students may petition the Committee on Academic Standing to study on an "off list" program, but must consult with a study abroad advisor before petitioning.

To meet the above goals, study abroad is normally intended for the junior year, when students have established their foundation in the liberal arts, declared their concentrations and completed language requirements.

- Most study abroad programs are designed for juniors and are most effective for juniors, who will have already completed important requirements and foundational coursework for their concentrations, but will not yet be busy with senior theses, GRE and other testing, and preparing for graduate school or the job market.
- Hamilton's expectation is that students will normally reserve study abroad for their junior year.

ELIGIBILITY FOR STUDY ABROAD

The College considers the opportunity to transfer credit from study abroad a privilege, not a right. You must meet certain requirements to be eligible to receive credit for study abroad.

1. To obtain permission to study abroad, you must: a) earn a GPA of at least 2.7 calculated in the two consecutive semesters at Hamilton immediately preceding the last semester at Hamilton before study abroad; b) receive no final grades of F or FF in the semester immediately preceding your proposed period of study abroad.
2. Prior to study abroad you must complete the quantitative and symbolic reasoning requirement, physical education requirement, and writing requirement.
3. To study abroad in a non-English speaking country, you must pass a course or otherwise show proficiency in the country's language at:
 - The fourth-semester (140) level for French, German, Russian, Spanish
 - The second-semester (120) level for Arabic, Italian, Chinese, and Japanese
 - The second-semester (120) level for any language offered by the Hamilton Critical Languages program on a regular basis.
4. You must remain in good academic and social standing (not on academic or social probation) until the start date of your leave of absence from Hamilton. Students with six (6) disciplinary points or more are not eligible to study off-campus.
5. Your leave to study abroad must normally occur in the first or second semester (or both) of your third (junior) year. However, you may apply to the Committee on Academic Standing to study abroad before that or in the first semester of your fourth (senior) year.
6. Your Hamilton account must be paid in full prior to departure for study abroad.

PLEASE NOTE: If you wish to attend a summer study abroad program in another country, ***you must still meet conditions 1-3 in order to transfer credit. Limited transfer credit may be available for summer study abroad.***

PREPARATION

- 1. Begin planning for study abroad early in your Hamilton career!**
2. Attend study abroad information sessions.
3. Talk with your faculty advisor about your goals for study abroad, courses you must complete in your major before you study abroad, courses that might transfer from study abroad, and what you will need to take when you return.
4. If you want to study in a non-English-speaking country, begin or continue language study to achieve the necessary level.
5. [Set up a Via TRM profile](#) and complete the Study Abroad Planning form on Via TRM before you meet with a study abroad advisor.
6. Email ocs@hamilton.edu to make an appointment to discuss possibilities and plans with the Off-Campus Study Office. A meeting with a study abroad advisor is necessary.

Begin planning early!

*Talk to your faculty advisor and
make an appointment to talk to
a study abroad advisor.*

PROGRAM SELECTION – STUDY ABROAD

1. If you are considering a Hamilton program, you can obtain information directly from the [ACC \(China\)](#), [France](#), and [Spain](#), program coordinators by emailing them.
2. If you are interested in non-Hamilton options, begin by looking at the Preferred Programs List available from the Off-Campus Study Office website and attend Study Abroad 101 and 201 sessions. These sessions are offered in the spring and fall.
3. Consult your faculty advisor and study abroad advisor for suggestions and in-depth advising regarding these options.
4. Some programs also send representatives to campus – look for email announcements regarding information sessions.

5. If you are unable to find an approved program that meets your needs, you should consult with your faculty advisor and the study abroad advisor. You may propose a program outside the Preferred Programs List and then submit a petition to the Committee on Academic Standing for approval to attend the program. Talk to your study abroad advisor for more information about requirements for a petition.

APPLICATION

1. Once your program is selected or approved (if it is not on the preferred list), complete and send the application as soon as possible. If you are petitioning, please consult with your study abroad advisor about the best time to submit a program application.
2. Many programs use rolling admissions and may fill in advance of the deadlines. It is in your best interest to apply early.
3. Request any needed transcripts from the Registrar's Office. This **MUST** be done in writing. You may hand in, mail or fax (315-859-4632) your request form. You can also [order a transcript online](#) through the Registrar's website.
4. Seek faculty recommendations and provide them the materials to complete those recommendations. Give your faculty references an **EARLY** due date for recommendations. Popular programs with rolling admissions will fill early. Your application will not be considered complete until your recommendations have been received by the provider!
5. In many cases, you will need to submit a Program Approval form to Off-Campus Study. Madeleine La Cotera, Assistant Director of Off-Campus Study is the designated contact.
6. Send any approval forms to ocs@hamilton.edu. Please provide us with the application deadline, your name, your cell number, and let us know if you are petitioning to go abroad.
7. If you need a passport or need to renew a passport, you can apply for one at the Clinton Post Office. Passport photos can be obtained in local stores, like CVS, or in the Clinton PostOffice.

***Seek letters of recommendation
from faculty early.***

***Programs use rolling admissions
and popular ones fill before the
deadlines!***

PETITION PROCESS

Students who do not meet eligibility criteria for study abroad or who wish to study abroad on a program outside the preferred list may petition the Committee on Academic Standing using the following process – submitting all documents to Off-Campus Study.

1. Complete the study abroad petition form available on the Off-Campus Study website or in the office. This form requires your academic advisor's signature.
2. Submit the following with your study abroad petition form:
 - your personal statement. Make sure to meet with a study abroad advisor to discuss a draft of your essay.
 - course syllabi for the proposed program
 - a completed and signed Petition for Transfer Credit form
 - at least one letter of support from your faculty advisor or a relevant department chair. Ask faculty to send their letter to Carolyn North, Assistant Dean of Off-Campus Study (cnorth@hamilton.edu). Include your name & "PETITION" in the subject line.
3. Off-Campus Study will affix a cover memo and deliver to CAS.
4. Check with a study abroad advisor concerning a decision to continue with your study abroad application while awaiting an appeal decision.
5. **Important note:** Students who are missing only **one** Writing Intensive, QSR, or PE requirement and have a plan for completing it can be approved to study abroad by the Off-Campus Study Office without having to petition CAS.
6. Students missing more than one element of the above requirements need to petition.

DECLARING AN ACADEMIC LEAVE OF ABSENCE

1. Complete the form and obtain the signature of your academic advisor or the chair of your department of concentration, showing that you have fully discussed your study abroad plans with them. An email from your advisor approving plans is okay too.
2. Declare even if you are uncertain about your study abroad plans. You may always cancel your leave of absence if you change your mind.
3. You must submit the completed [Declaration of Leave of Absence for Off-Campus Study](#) form to the Off-Campus Study Office. You may send it to ocs@hamilton.edu.
4. To cancel your leave of absence, complete the [change of leave form](#) found on the Off-Campus Study website.

Final Deadlines for
Leave of Absence Forms:
October 7, 2020 for Spring 2021
March 5, 2021 for Fall 2021 or AY 21-22
Submit to the Off-Campus Study Office

TRANSFER OF CREDITS

All student who study abroad must complete a [Petition for Transfer Credit](#). Transfer Credit Petitions are due in the Office of the Registrar on December 1 (for spring abroad) and April 15 for (fall or AY abroad).

Hamilton College has no obligation to transfer credits received abroad if the Petition for Transfer Credit has not been submitted on the due date and has not been approved by the Registrar. A Petition for Transfer Credit is not approved until reviewed and accepted by the Registrar and CAS.

Students who are petitioning to study abroad must submit a complete Petition for Transfer Credit (with attached course syllabi) with their Petition to Study Abroad. This is submitted directly to Off-Campus Study and becomes part of your petition file to CAS. If your study abroad petition has been approved by CAS, Off-Campus Study will forward your signed Petition for Transfer Credit to the Registrar.

1. Once you've been accepted to a program, you must arrange for transfer of credits.
2. Select courses you would like to take, along with backup courses. Always list extra for 'insurance' in case you do not get your first choice courses while on the program.
3. Fill out a Petition for Transfer Credit for all courses you have selected.
4. Take the petition and catalogue copy or syllabi of the courses to the necessary department chair and your advisor to have the form signed.
5. Turn in the form and syllabi or course descriptions to the Registrar's Office.
6. Check with the Registrar's Office that you understand how many courses you must take to receive the full complement of Hamilton credits.
7. You must transfer back the equivalent of at least four Hamilton credits.
8. To be eligible for transfer, a course must be completed with a grade of C or higher.
9. Courses earning numeric or other non-letter grades such as "credit" or "pass" will not be accepted for transfer unless the school or Sponsoring Institution can provide the Registrar with documentation stating that those grades are equivalent to C or higher.
10. Students should enroll in classes abroad that are approved for transfer credit.
11. Generally, the College does not award credit for internships and service learning courses, nor does it award credit for non-liberal arts courses (e.g. business, marketing, finance, etc.).

FINANCIAL AID

1. If you receive financial aid, consult [Diane Barrett](#) (315-859-4395) about arrangements to cover costs of study abroad.
2. Many sources of financial aid are applicable to study abroad, but each person's financial aid package is unique, and you must consult the financial aid office to be sure you understand your financial situation.
3. Make sure that you and anyone providing financial support for you understands what is covered by your program. Depending on the program, you may be responsible for airfare, room, board, in-country travel, books, fees, etc. Make sure you know what you will pay and what will be covered by financial aid.
4. Many providers of approved study abroad programs have scholarships for which you must apply directly. Most of these applications are required at the time of your application to the program.
5. National Scholarship programs may pay for a significant portion of your study abroad experience. Know these early deadlines and apply! This requires early planning – Gilman, Boren and the Fund for Education Abroad are three significant programs. Information is available in the Scholarship Office, [Ginny Dosch](#), 315-859-4467.
6. Failure to satisfactorily complete courses abroad can impact financial aid going forward.

TUITION AND BILLING

1. **Hamilton's off-campus study fee is \$1500 for one semester and \$2000 for the full academic year.** This fee ***does not apply*** to the Hamilton College programs (Hamilton in New York, Hamilton in Washington, New England Center for Children, China, France, and Spain).
2. When you study off-campus, you pay the comprehensive fees charged by the program. You are not paying regular Hamilton tuition.
3. All students are responsible for the application fee and program deposit, which should be paid directly to the program provider.
4. Hamilton will bill you for the off-campus study fee.

5. Hamilton will also bill you for the remaining program costs on behalf of your program.
6. Keep in mind that some program providers may not provide board in the cost of the program. You will have to make arrangements to have sufficient funds to cover the cost of food.
7. Student accounts must be paid in full in order to be able to study abroad. Please contact the Student Accounts Office at stuaccts@hamilton.edu if you need assistance.

OTHER CONSIDERATIONS

- Visas and Residence Permits - Most study abroad destinations require visas. You must follow the visa application instructions provided by your study abroad program. Be certain you adhere to deadlines and submit ALL required materials on time. Failure to do so may force you to cancel your plans to study abroad. Each country has specific processes, requirements, and deadlines. The only source of correct information is your program provider and the Consular Office of your country of destination!
- Career Center - We strongly suggest making an appointment with the Career Center, particularly if you want an internship following your study abroad or will be a first-semester senior when you return.
- Scholarship Office - We also suggest that you meet with Ginny Dosch (315-859-4467), Student Fellowships Coordinator, to discuss fellowship opportunities. Many significant fellowship application deadlines such as Fulbright, Bristol, Watson, and Emerson, require planning and action while you are abroad. These significant and prestigious awards will enable you to extend or advance your international experience and research options in the senior year and following graduation.
- Health Center - Consult the Health Center and your program provider about immunizations, prescriptions, and other health concerns.
- Check the Study Abroad Pre-Departure Checklist on the Off-Campus Study website for a list of things to do on- and off-campus before you leave.

PRE-DEPARTURE MEETING

A pre-departure meeting will be held close to the end of each semester. You will receive information about health, safety, communication, and finances. You will also complete the Release and Indemnification form and receive information about housing for your return.

ATTENDANCE AT THIS MEETING IS MANDATORY!!

Your Leave of Absence is not approved until you attend a pre-departure meeting.



Off-Campus Study Office
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