

SEMESTER-LONG, YEAR-LONG, OR BLOCK-LONG OFF-CAMPUS STUDIES PROGRAM

Petition to the Academic Standing Committee

I. Section One – Student Information:

Name _____ ID# _____ Date _____
 Academic Advisor _____ Major(s) _____
 Class at the beginning of the Current Academic Year (please circle): First Year Sophomore Junior Senior

II. Section Two – Program Information:

Please check the box next to the Petition you are requesting. *Based on your selection, fill out the following subsection A or B of Section Two.*

- A. Affiliated Program or Exchange program** **B. Academic Leave of Absence (Non-Affiliated program)**

A. Petition for Need-Based Aid or Participation in an Affiliated Program or Exchange: The International Studies Oversight Committee (ISOC) considers each petition and makes recommendations to the Academic Standing Committee (ASC) based on the following criteria: 1) no prior support for off-campus study through financial aid or Cornell funds; 2) students going as seniors, juniors, or sophomores, in that order of preference; 3) students who apply for ACM-sponsored programs; 4) the merits of a student's statement of purpose; 5) GPA; 6) the student's level of financial need; 7) the merits of the faculty recommendation; and 8) an interview. Please note that the College reserves the right to limit the number of student participants and/or funding per student in any given year. The rules governing off-campus programs are stated in the *Academic Catalogue* under "Off-Campus Programs."

INSTRUCTIONS: We ask that you select only **ONE** affiliated program or exchange below. If you wish to use your Cornell need-based aid toward an affiliated program, you **MUST** turn this form in by **the first Monday in December**. Please refer to section IV for information on **required** attachments: **personal statement** and **faculty recommendation**

International

- ___ ACM Shanghai, China [ACM 920]
- ___ ACM Arts of London/Florence [ACM 951]
- ___ ACM Florence [ACM 952]
- ___ ACM India: Culture, Traditions, & Globalization [ACM 922]
- ___ ACM India: Development & Hindi Lang. [ACM 924]
- ___ ACM India: Service Learning & Immersion [ACM 925]
- ___ ACM Japan [ACM 923]
- ___ ACM Jordan Middle East and Arabic Language [ACM 930]
- ___ ACM Community Engagement in Costa Rica [ACM 941]
- ___ ACM Field Research in the Environment, Social Sciences, & Humanities in Costa Rica [ACM 942]
- ___ ACM Mexico [ACM 943]
- ___ ACM Botswana [ACM 914]
- ___ ACM Tanzania [ACM 912]
- ___ ACM Tropical Field Research in Costa Rica [ACM 942]
- ___ ACM Brazil/Brazil Exchange [ACM 990]
- ___ CCA Paris, France [FLAP 990]
- ___ CCA Vienna, Austria [FLAP 990]
- ___ CCA Merida, Yucatan [FLAP 990]
- ___ CCA Granada, Spain [FLAP 990]
- ___ SIT [988] (list program below)

___ AIFS [988] (list program below)

___ CEA (list program below)

___ CIEE (list program below)

___ Arcadia College of Global Studies (list program below)

Domestic

- ___ ACM Arts, Entrep. & Urban Studies [ACM 967]
- ___ ACM Newberry Library [ACM 962]
- ___ ACM Urban Education [ACM 966]
- ___ ACM Oak Ridge Science Semester [ACM 963]
- ___ Washington Center [WSH 981]
- ___ Capital Experience [IEL 982]
- ___ Audubon Center [ANW 901]

Exchanges

- ___ Ewha Womans University (Korea) [EWU 990]
- ___ Sookmyung Women's University (Korea) [SWE 990]
- ___ Kyoto Seika University (Japan) [KSU 990]
- ___ Exchange Program in Northern Ireland [NIE 954]

Apply as soon as possible; external application deadline is Feb. 1

Academic Year 20 ____ - 20 ____ and Terms (circle all) when you will be participating in the program:

1 2 3 4 5 6 7 8 **SUMMER**

Do not write in the space below. For Committee use only.

___ Approved ___ Waiting List ___ Denied Note: _____

B. Petition for Academic Leave of Absence in a Non-Affiliated Program:

INSTRUCTIONS: A student who wishes to participate in an off-campus study program not formally affiliated with Cornell College may use this form to request an *Academic Leave of Absence*. Please complete the items below and submit this form to the Coordinator in the Office of International & Off-Campus Studies.

Program Information

Name of Program _____

 Offered by (*name of university or sponsoring agency*) _____

Contact name, e-mail, & phone of sponsoring agency _____

Location of the Off-Campus Experience _____

Academic Year 20 ____ - 20 ____ and Terms (circle all) when you will be participating in the program:

1 2 3 4 5 6 7 8 **SUMMER**

Financial Aid - Consult the Financial Assistance Office to determine if you should apply for a Consortium or Contractual Agreement.

A Consortium/Contractual Agreement, if approved by Cornell and the college, university, or agency sponsoring the program, enables Cornell to consider you to be enrolled while participating in the approved program and permits us to provide you with federal or state financial assistance to which you may be entitled. (Cornell-funded scholarship and aid monies are **not** available to students participating in non-affiliated programs.) Programs exceeding one academic year will not be considered.

I have met with this student and she/he **WILL / WILL NOT** be (*circle one*) applying for a consortium/contractual agreement.

Financial Assistance Signature _____ Date _____

Deadline: This completed petition must be submitted to the Coordinator in the Office of International & Off-Campus Studies (2nd Floor, Old Sem.) **at least 90 days prior** to your program start date.

III. Section Three – Required Signatures: *Please obtain the following signatures.*

1). Signature of Applicant's Academic Advisor _____ Date _____

2). Signature of the Program Advisor* _____ Date _____

*Program Advisors are listed in the Off-Campus Programs section of the Academic Catalogue or here:
www.cornellcollege.edu/academic-affairs/directory-lists/department-chairs-and-program-advisors.shtml

3). Financial Assistance Signature _____ Date _____

 4). *International Students Only:* Signature of the Director of Intercultural Life _____ Date _____

*International students must speak with the Director of Intercultural Life to determine how their U.S. visa status may be affected as a result of participating in an off-campus study experience. Students are responsible for obtaining all necessary documentation for off-campus study and international travel as well as to return back to Cornell College at the conclusion of the program.

5). Final Approval: Office of Int'l & Off-Campus Studies _____ Date _____


IV. Section Four – Attachments (for affiliated and exchange programs only*):**

Statement of Purpose: Attach to this form a typed statement of purpose (around 500 words) describing 1) the features of the program that are of special importance to you; 2) how the program relates to your Cornell studies; and 3) how the program relates to your general educational or career goals.

Faculty Recommendation: Faculty recommendation should be from your academic advisor or other faculty member familiar with your academic interests and abilities. The recommendation(s) **MUST** be addressed to the International Studies Oversight Committee (ISOC) and **MUST** be sent **directly** by the faculty member to the Office of International & Off-Campus Studies.

Do not write in the space below. For Committee use only.

____ Approved ____ Waiting List ____ Denied Note: _____