

ACADEMIC LEAVE
for the purpose of participating in a
NON-AFFILIATED OFF-CAMPUS PROGRAM
Petition to the Academic Standing Committee

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*. The rules governing off-campus programs are stated in the *Cornell College Catalogue* under "Off-Campus Programs, section IV." To participate in a Cornell-affiliated program (i.e. one listed in the *Catalogue*), please use the "Off-Campus Study Petition" available from the Office of International and Off-Campus Studies. Please complete the items below and submit this form along with a faculty recommendation from your academic advisor or other faculty member familiar with your academic interests and abilities. The recommendation(s) **MUST** be sent **directly** by the faculty member to the Academic Standing Committee in care of the Office of International & Off-Campus Studies.

Section One – Student Information

Name _____ ID# _____

Campus Box _____ Campus Phone _____ Current Class (please circle): FY SO JR SR

Section Two – Program Information

Name of Program _____

Offered by (name of college, university, or sponsoring agency) _____

Address of college, university, or sponsoring agency _____

Academic Year _____ and Terms (circle all) when you will be participating in the program:
1 2 3 4 5 6 7 8 9 summer.

Section Three – Financial Aid

- Consult the Cornell Financial Assistance Office to determine if you would benefit from applying 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 may not exceed one academic year to be considered.

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

Signature of the Director of Financial Assistance _____ Date _____

Section Four – Required Signatures - Please obtain the following signatures in the order in which they are listed.

Signature from Office of Int'l & Off-Campus Studies _____ Date _____

Signature from the Department approving credit _____ Date _____

Signature of applicant's Academic Advisor _____ Date _____

International Students must also 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.

Section Five – Statement of Purpose

Attach to this form a typed statement of purpose, c. 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.

Please return this petition with your statement to the Office of International & Off-Campus Studies
at least 90 days prior to departure.

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

Signature of the Registrar _____ Date _____

____ Approved ____ Denied ____ No Action