



## The College of Wooster Off-Campus Study Proposal

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#### DEADLINE

Declaration of Intent due December 1st  
OCS Proposal due February 1st

#### INSTRUCTIONS

\*\*\*\*IMPORTANT!!! We recommend that you complete this application in one session. You may gather all of the information about your off-campus study plans prior to beginning the application. We also suggest that you write your essay questions in a separate document in order to cut and paste your answers in the online application, rather than writing them directly. The essay questions are: (1) Personal Goals: Discuss how this program complements your past experience as well as your personal, professional and academic goals at Wooster (500 words); (2) Global Engagement: Explain how, through this program, you plan to engage with and explore the local culture and how your experience will help you to reflect on your role as a citizen of a diverse local, national and global community, per The College of Wooster's graduate qualities for Global Engagement and Respect for Diversity (500 words). Please contact Jessica DuPlaga, Director of Off-Campus Studies, at [jduplaga@wooster.edu](mailto:jduplaga@wooster.edu), if you have any technical difficulties.\*\*\*\*

Please submit the following items to the Off-Campus Studies office by February 1st of the year preceding off-campus study:

- 1) Off-Campus Study Proposal (online application)
- 2) Transcript (unofficial, printed from ScotWeb and sent to the OCS office)
- 3) Advisor's Reference (available on the OCS website; completed and signed or e-mailed by your academic advisor)
- 4) Release of Liability (available on the OCS website; completed and signed by you AND your parent/guardian, and mailed, e-mailed or faxed to the OCS office)

Selection criteria: Wooster recognizes the value of off-campus study as an integral part of the educational experience. As such, the Off-Campus Studies office and Advisory Committee strive to accommodate all qualified proposals. However, OCS reserves the right to manage the number of students in the following cases:

- a) In order to plan for and utilize on-campus resources in an effective manner, the off-campus study participation between fall and spring semesters will be split 55% / 45%. You will be informed if your chosen term of off-campus study has been accepted.
- b) When the number of proposals exceeds the projected off-campus study budget for any given year, OCS will rank proposals to distribute institutional financial aid based on the quality of the proposal. If a student's proposal is not granted institutional financial aid, the student may still study off-campus, but institutional financial aid will not be available.

Proposals are evaluated in the following areas:

- Evidence of thoughtfulness, clarity and intentionality.
- Strength of the connection of the off-campus experience to your interests, previous experiences, and future plans.
- Demonstration of how the proposed program enhances and represents a continuation of both your individual academic and personal goals as well as the objectives of a Wooster liberal arts education.
- An academic record that demonstrates evidence of academic preparation and achievement appropriate to the proposed program.
- Strength of advisor's reference.

- Meeting minimum eligibility requirements:
    - Meet with the OCS Director and academic advisor prior to submitting a proposal;
    - Have sophomore or junior standing while participating in the program;
    - Be enrolled at Wooster the semester preceding off-campus study;
    - Maintain a minimum cumulative grade point average of 2.75 (some programs require a higher GPA);
- [Note: Students whose cumulative GPA falls below 2.75 or who are placed on academic probation at the end of a semester prior to their off-campus study program will not be allowed to participate in the off-campus program.];
- Maintain good standing under The College of Wooster's Codes of Academic Integrity and Social Responsibility;
  - Submit all Off-Campus Study Proposal forms by February 1st;
  - Attend the mandatory pre-departure orientation;
  - Complete an OCS Program Evaluation, to be submitted electronically to OCS within three weeks of return to campus. Failure to do so will result in a hold placed on registration for the following semester.



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1. Last Name:\*

2. First Name:\*

3. Middle Name:

4. Student ID #:\*

5. Wooster e-mail address:\*

6. Current telephone/cell phone number:

7. Class of (e.g. 2014, 2015):\*

8. Major(s):\*

9. Minor(s):

10. Academic Advisor:\*

11. Preferred Term of Off-Campus Study:\*

- Fall
- Spring
- Full-Year
- Summer

12. Would you be able to study abroad in the semester opposite your preferred term above?\*

- Yes
- No

13. If not (if you are required to study in the indicated semester), please explain why:



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14. Program Provider/Organization:\*

15. Program Location (Country & City):\*

16. Is this program currently approved/endorsed by The College of Wooster?\*

Note: If your program is one that Wooster does not officially endorse, institutional financial aid will not automatically transfer. To obtain special approval for the transfer of aid and credits to a non-endorsed program, you must submit a petition to the Director of OCS by February 1st. Petition process guidelines and a list of endorsed programs can be found on the OCS website. Please consult the OCS if you are considering attending a non-endorsed program.

- Yes  
 No

17. Program application deadline:\*

18. Program start and end dates (if available):

19. Program GPA requirement:

20. Program language requirement (if applicable):

21. Other program requirements (courses, major, etc.):

22. I currently meet all of the program requirements and pre-requisites:\*

- Yes  
 No. Please explain why you do not meet the pre-requisites and how you plan to meet them before you go:

23. Please list the course titles and credits for each course that you plan to take on your program (you may include alternate courses):

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24. Name(s) (First, Last):\*

25. Address:\*

26. Phone number:\*

27. E-mail:\*





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28. Name(s) (First, Last):

29. Address:

30. Phone number:

31. E-mail:



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Please respond to the following questions in about 500 words for each answer. You are encouraged to discuss your responses with the Writing Center, Learning Center, your academic advisor, and/or the Director of OCS. Please attach a copy of your personal statement to the Advisor's Reference form prior to submitting it to your advisor.

32. Personal Goals: Discuss how this program complements your past experience as well as your personal, professional and academic goals at Wooster. (500 words)\*

33. Global Engagement: Explain how, through this program, you plan to engage with and explore the local culture and how your experience will help you to reflect on your role as a citizen of a diverse local, national and global community, per The College of Wooster's graduate qualities for Global Engagement and Respect for Diversity. (500 words)\*





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34. Please read each item below carefully. By checking each box and submitting your application, you indicate that you have read and agree to the statement.\*
- I have explained to my parents/guardians that I am applying to study off campus. I have discussed with them the billing policy for off-campus programs (available on the OCS website)..
  - I have read and understand the College's policies on off-campus study (available on the OCS website), which include but are not limited to application procedures, credit and financial aid transfer, fees and billing, and criteria for participation.
  - I have read and understand the College's Off-Campus Study Refund Policy (available on the OCS website) and have discussed this with my parents/guardians
  - I currently maintain a minimum cumulative grade point average of 2.75. I understand that I must maintain this GPA in order to participate in off-campus study.
  - I understand that I may not participate in an off-campus study program if I am on academic probation.
  - I understand that I may not participate in off-campus study if I am undergoing sanction by the College for a violation of the Code of Academic Integrity or the Code of Social Responsibility.
  - I understand that during my off-campus study, I must obey the laws, policies and standards of conduct of my Program, of the host institution where I am studying, of The College of Wooster, and of the country in which I am studying.
  - I will permit the College to release my forwarding address while off campus to others who request it (College, fellow students, etc.), and to release my name to other students interested in my program and/or region of off-campus study.
  - I will participate in the REQUIRED Pre-Departure Orientation (you will be notified of the date in your approval letter).
  - I will complete the REQUIRED Off-Campus Program Evaluation no later than three weeks following my return to campus. Failure to do so will result in a registration hold that will remain until the evaluation is submitted.
  - I grant the College permission to release to the off-campus study program information regarding my academic and social standing at the College of Wooster.
  - I understand that I must submit a separate application to the program in question by their deadline.
  - I understand that I must obtain departmental approval for credits to transfer back to fulfill major, minor or general education requirements.



