



# OFF-CAMPUS CHANGE OF STATUS REQUEST FORM

Please complete this form as soon as you are aware of any changes to your off-campus study plans. This includes a change in program, location, term, courses, etc. **If you have applied to more than one program**, this form must be completed as soon as you choose your final program. Until OCSE receives this form, you are not confirmed to study abroad. Use the reverse side for any changes in your proposed course of study. Changes in program location or a request for an extension require approval of the Committee on Academic Standing. **PLEASE TYPE OR PRINT CLEARLY.**

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Advisor: \_\_\_\_\_

Current off-campus study period: \_\_\_\_\_

Current off-campus program (Program Sponsor, Program Title, City, Country): \_\_\_\_\_

## MARK ALL THAT APPLY AND PROVIDE THE REQUESTED INFORMATION:

- Decision of program participation:**  
Name of program in which you will participate (include Program Sponsor, Program Title, City, Country): \_\_\_\_\_  
  
Name(s) of program from which you are withdrawing (include Program Sponsor, Program Title, City, Country): \_\_\_\_\_
- Change in term:** Requesting approval for \_\_\_\_\_ term of 20\_\_\_\_ – \_\_\_\_\_ academic year.  
*\* NOTE: Approval is contingent upon achieving minimum GPA of 3.0 for the current term.*
- Termination of all study off-campus plans:**  
**Reason:** [ ] Finances [ ] Course availability [ ] Major credit issues  
[ ] Maturity level credit issues [ ] Medical reasons  
[ ] Other (please explain) \_\_\_\_\_
- Change in course selections for current program:**  
Indicate new course selections on reverse side and **attach course descriptions.**
- Request for change of program location** (Indicate Program Sponsor, Program Title, City, Country):  
**New location:** \_\_\_\_\_  
You must include changes in course selections on reverse side and **attach course descriptions.**
- Request for Extension of study off-campus plans:**  
**Program extension is requested for (give semester):** \_\_\_\_\_  
Indicate new course selections on reverse side and attach course descriptions.
- Request for Extension to study in new location (if you are already off-campus)**  
Program extension and new location (give location and semester): \_\_\_\_\_  
*\* NOTE: Approval is contingent upon achieving minimum GPA of 3.0 for the current term.*

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

- Please check this box and confirm that your contact and legal guardian information is the same as that on your original application. Attach new information with this form if applicable.*

### ATTACH COURSE DESCRIPTIONS AS APPLICABLE AND SUBMIT FORM TO:

Skidmore College ~ Off-Campus Study & Exchanges

Starbuck Center 202

Fax: 1-518-580-5359

E-mail: ocse@skidmore.edu

Web: www.skidmore.edu/ocse

For OCSE use only.

- Financial Coordinator
- Database date: \_\_\_\_\_
- Academic Advising
- Student File(s)
- Reported to Program Provider: \_\_\_\_\_
- Reported to CAS: \_\_\_\_\_

Name: \_\_\_\_\_

Program: \_\_\_\_\_

**Off-Campus Proposed Course of Study Form**

Please report your intended off-campus course enrollment on this form. You must obtain approvals for all courses *except* those you expect to use as general electives. Please fill in the two (2) "To Be Completed By Student" columns of the **Course Approvals** chart below; the other three (3) columns are for faculty or the Registrar's Office only. Be sure that you discuss with your advisor how your course selections will affect your progress toward graduation.

You must enroll in a **full course of study** while off campus (generally **15 semester credits** and no more than 18). Course credit hours are determined by the host institution; Skidmore accepts transfer credits only as reported by the host institution.

**If You Want To:**

- Fulfill major requirement(s).....
- Fulfill minor requirement(s).....
- Fulfill breadth requirement(s).....
- Fulfill Maturity-level requirement(s).....
- Enroll in any foreign language course(s) (i.e. grammar, literature).....
- Enroll in general elective course(s).....
- Submit this form to OCSE.....

**Obtain Approval From:**

- Major Department Chair or Program Director
- Minor Department Chair or Program Director
- Dept. Chair or Prog. Director in same discipline or Registrar
- Department Chair or Program Director in same discipline
- Chair of Dept. of Foreign Languages & Literatures
- (signature not required)
- Your faculty advisor

**COURSE APPROVALS**

Course availability off campus may be limited, so be sure to include alternate course selections for approval.

TO BE COMPLETED BY STUDENT		TO BE COMPLETED BY DEPARTMENT CHAIRS / PROGRAM DIRECTORS			
Off-campus course title and number <i>(attach all course descriptions or syllabi)</i>	Credits <i>(per course description)</i>	Skidmore equivalent course number	Counts for Maturity/300-level credit		Chair's or Director's Signature
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	

**To be completed by applicant's FACULTY ADVISOR in major department:** Please check the appropriate boxes.

- I am familiar with the applicant's academic progress and believe that his or her training and intellectual interests are such as to qualify the student to profit by participating in this study abroad program.
- I recommend the applicant with respect to character and maturity for admission to this study abroad program.

Comments: \_\_\_\_\_

Faculty Advisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_