

# Off-Campus Study Program Change and Course Exercise Form, 2024-2025

*Make a copy for your records, then return to the OCS Office by **March 1<sup>st</sup>** for Fall and **Sept 15<sup>th</sup>** for Spring.*

Last Name: \_\_\_\_\_ Lived First Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Period Away:  Fall  Spring  Year (Fall)  Year (Spring)      Type of Credit:  General credit ONLY  General AND major(s)/minor credit

NEW Program/University Name (and track, if applicable): \_\_\_\_\_ Is this a petition program?  YES  NO

Requested Major 1 (req.): \_\_\_\_\_ Requested Major 2 (opt.): \_\_\_\_\_ Requested Minor (opt.): \_\_\_\_\_

\_\_\_\_\_ Write the number of credits at this host institution/program that is considered a full load. (Refer to the Options List on OCS's website for this info). Students must take a full load of courses that are comparable to Bowdoin's liberal arts subject areas (no accounting, business, communications, entrepreneurship, leadership, linguistics, internship, journalism, marketing, media, etc.).

**Below, list courses you hope to take the semester you are away.** (Year students must submit a form for each semester or trimester of study away.)

Show these chosen courses to a faculty advisor in your department of study to review and sign off below.

- If you are only taking classes for general credit the advisor only needs to sign at the bottom.
- In the case when you want a class to count toward a major/minor, ask your advisor from that respective area of study to sign off for that specific course (you may need to provide course descriptions or syllabi for your advisor to review). For independent study courses that are optional components, faculty may indicate approval of whether course transfers as general or major/minor credit.

NOTE: The courses listed below do not constitute an official course registration; adjustments may be made on-site to your final course registration. Changes to your courses, especially towards your major/minor department(s) should be communicated to faculty while on-site and may require submission of coursework to your upon return.

Course Code and Title <small>(if course code is unavailable, that is okay)</small>	Credit Value at Host Institution	Type of Credit			IF Major/Minor credit: What is the major or minor you would like this course to count toward?	FACULTY SECTION	Department Advisor: Print name and initial here to indicate CONDITIONAL approval for <u>major/minor</u> credit. Faculty may provide conditional approval for optional independent study courses regardless of whether the course is indicated for major, minor, or general credit.
		Major	Minor	General			

For Faculty: Please sign below to indicate support of student's off-campus study plans, semester, and proposed course selection. Please use space below to note any additional applicable policies or remarks about departmental credit transfer for this student and for this program/university.

Major 1 Department	Major 2 Department (if double or coordinate major)
Faculty Signature: _____ Date: _____ Printed Name: _____ Dept: _____ Department Notes (optional): _____	Faculty Signature: _____ Date: _____ Printed Name: _____ Dept: _____ Department Notes (optional): _____

# Bowdoin Off-Campus Study Academic Policies, 2024-2025

*For academic policies, refer to [bowdoin.edu/ocs/policies/academics](http://bowdoin.edu/ocs/policies/academics)*

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## **Here are the important rules to follow in order to transfer non-Bowdoin credits for a full semester (4 course credits) or year (8 course credits):**

- A. Credit is transferable only for liberal arts courses compatible with the Bowdoin curriculum. No credit is transferred for courses with a professional focus such as accounting, business, marketing, communications, journalism, or physical education; or for distance-learning courses. A few courses in “outdoor education” and similar field-study areas are specifically identified as unacceptable if required assignments consist of only reports or reflective summaries. If you are at all uncertain of the acceptability of a particular course, please email the Associate Registrar <jbedard@bowdoin.edu> with a syllabus or equivalent information.
- B. You may not take a reduced load. The number of courses in which you enroll each term must constitute the normal (not minimum) full-time load at that institution, and all the courses should be in areas for which Bowdoin credit is transferable. (You are free to take an extra non-transferable course as an overload, if the program permits.) Students should be advised that changes to their course load while earning credit elsewhere may result a change in the amount of credit that will be transferred back to Bowdoin; students are advised to check with the Office of the Registrar and the Office of Off-Campus Study.
- C. Credit will not be awarded for courses that to a large extent cover ground that you have already covered at Bowdoin.
- D. Independent Study: If it is a required component of the on-site academic program, students can earn transfer credit for an independent study (e.g. independent study, directed research, independent research, research assistantship). If it is an elective component of the on-site academic program and the student has obtained appropriate Bowdoin faculty provisional credit approval on the OCS Course Exercise sheet form, students may earn transfer credit for independent study (e.g. independent study, directed research, independent research, research assistantship).
- E. Courses may not be taken pass/fail, and you must receive a minimum grade of C- (or the equivalent) in a course in order to transfer the credit.
- F. All examinations must be taken, if required of host-country students and open to visiting students; alternative assessments are not acceptable.
- G. No extra credit is awarded for courses above the normal course load; a maximum of 4 credits per semester or 8 credits per year is transferable.
- H. Bowdoin distribution/division requirements must be taken at Bowdoin, and should be taken in the first two years, before off-campus study. In no circumstances will distribution/division requirement credit be given for off-campus study courses.
- I. Bring papers, syllabi, and other course materials back to Bowdoin in case they are needed for evaluation of general or major credit. Approval for you to go on a program does not constitute automatic approval for either general or departmental credit for courses taken on that program.
- J. If you wish to receive credit for a course in your major or minor, it is your responsibility to check with the department chair to determine whether the course will satisfy departmental requirements.
- K. With very few exceptions, Bowdoin does not award credit for internships or similar courses in which a student works several hours a week for a business, NGO, or service organization, whether or not an internship seminar or written assignments are required. Students who take an internship may take it as an overload; sometimes the experience becomes the foundation for a later independent study at Bowdoin. Occasionally language students are permitted to take a maximum of one internship for credit, provided that the work of the internship is in the foreign language and prior authorization is obtained from the appropriate language department at Bowdoin. Students who take the A.U. Washington Semester internship must upon return promptly submit a substantial research paper to Professor Janet Martin for approval; failure to submit the research paper will result in no credit at all for the entire semester.