

## **Congratulations on your decision to study off-campus!**

This handbook has been prepared for all Dickinson students planning to study off-campus on a domestic Partner or non-Dickinson program.

Your program provider should also be sending you specific orientation materials about your program. Please contact them for more detailed information about your program.

Copies of this handbook will be mailed to your parent(s)/ guardian(s) for their reference and to assist in making arrangements.

Please take the time to familiarize yourself with the handbook's content, so that you can plan to follow up as needed. You will need this handbook as a reference tool before, during, and after your time off-campus.

PLEASE REMEMBER – You are expected to be familiar with and abide by all policies outlined in this handbook.

**Please take this handbook with you!!**

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# IMPORTANT CONTACT INFORMATION

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## **The Center for Global Study and Engagement (CGSE)**

Dickinson College

P. O. Box 1773

Carlisle PA 17013-2896

TEL. 717-245-1341

FAX: 717-245-1688

E-mail: [global@dickinson.edu](mailto:global@dickinson.edu)

Web site: [www.dickinson.edu/global-campus/](http://www.dickinson.edu/global-campus/)

## **Major Emergency Protocol:**

If you need to contact the Center for Global Study and Engagement after hours for emergency assistance in a very serious situation, call the Dickinson College Public Safety 24-Hour Hotline at **717-245-1111**, identify yourself and the program, describe the emergency briefly, and give a number for call back. The operator will locate the proper CGSE staff, who will return the call.

# GENERAL INFORMATION

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## **General College and CGSE Policies**

### **College Non-Discrimination Policy:**

Dickinson College is an academic community that values justice, free inquiry, diversity, and equal opportunity. It is a fundamental policy of Dickinson College to respect pluralism and to promote tolerance, civility, and mutual understanding within its community. On that basis, Dickinson College does not discriminate as to race, color, sex, political and religious beliefs, marital status, age, sexual orientation, national and ethnic origins, veteran's status, or disability.

### **Student Agreement Form (see Appendix II):**

The Student Agreement form, which applicants filled out as part of their application process, acknowledges awareness of inherent risks associated with studying off-campus and that the student is participating in the program voluntarily. By signing the form, the participant agrees to release, indemnify, and hold harmless Dickinson College from and against any claim that the participant, the participant's parents or guardian or any other person may have for any losses, damages, or injuries arising in connection with participation in the off-campus program.

## **Conduct and Discipline Policies**

### **What is this all about? (IMPORTANT: PLEASE READ!!)**

At Dickinson, off-campus study is about becoming an active participant in the life and culture of a different locale in order to gain useful knowledge about a place and its people. By applying to a particular program, you have taken a significant step toward expanding your mind, engaging other cultures, and becoming a more active participant in our global society.

In a very real sense, you will study off-campus as an ambassador of Dickinson College. Your attitude, interactions, and presence off-campus will speak volumes about you and about us. You are privileged to be there as a full-time learner, both academically and in all other aspects of daily life.

### **Code of Conduct:**

All students studying off-campus are expected to abide by the code of conduct as expressed in the Student Agreement that you have signed. This form is reprinted as Appendix II of this handbook. Please read it again.

It is a fundamental expectation that students will respect the norms of the program with regard to behavior and dress and will obey laws as well as all policies and regulations of the program. It is further expected that students participating in off-campus programs will:

- attend and participate in classes and complete assignments
- observe the rules and respect the property of the program's center and/or of the host institution

Students shall respect the rights of other students whether on the program or at the host institution, as well as those of staff and faculty. Dickinson College policies regarding student conduct as outlined in the Dickinson College Student Handbook, including academic infractions such as plagiarism, apply to students studying off-campus as well.

## **Extension of Stay and Early Withdrawal: Process and Penalties**

### **Student Status and Changes of Status:**

All students approved to participate in an academic year/semester program off-campus continue enrollment as Dickinson students with the status of "off-campus," and are expected to keep their commitment to participate in an academic year/semester program for the full term, and to return to campus following their semester or academic year away. To extend a stay or to return early requires changing status, a process initiated by the Center for Global Study and Engagement.

### **Extending for a second<sup>1</sup> semester:**

- You should first consult with the program provider.
- If the program provider indicates that an extension is possible, you should discuss your plans with your major advisor(s). You'll need to consider how an extension will affect the completion of your major and other graduation requirements.
- If your advisor(s) approve(s) of your change in plans, you and your advisor should then email the Director of Study Abroad. The Director of Study Abroad will give official approval to extend for another semester, and the Center for Global Study and Engagement will notify other campus offices of your change in status.

### **Early return or withdrawal:**

- A compelling medical or academic reason is required for leaving a program early. You should consult first with the program provider's staff, and then with the Center for Global Study and Engagement (contact details are on the inside of the front cover of this handbook). The Center for Global Study and Engagement will notify your class dean about your change in status.
- Whenever possible, students should complete the semester that has already begun. Students risk not receiving credit if they withdraw from a program mid-semester before completing scheduled instruction and examinations.
- Financial consequences for early withdrawal from Partner Programs are described in the following section, "Refund Policy and Financial Consequences for Early Withdraw," and in Appendix III-

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<sup>1</sup> Students who are interested in studying off-campus for longer than an academic year plus a short-term program must petition for special approval to do so. For information about the petition process, please see "Non-traditional Off-Campus Study" on page 5.

“Refund Policy for Domestic Partner Programs.” To find out financial consequences for early withdrawal from a non-Dickinson program, please consult your program provider.

- When certain of your decision, communicate your reasoning in writing to the Center for Global Study and Engagement. Please also request that your program’s on-site staff e-mail the Office of Global Education confirming the last date you attended classes.
- The Center for Global Study and Engagement will then notify the campus officially of your change in status. If you are asked to follow up directly with certain offices, please do so.
- If your withdrawal occurs prior to the end of the first week of classes at Dickinson, you may be granted permission to return to campus. If so, you can contact Campus Life to arrange for housing on a last-in-line basis.
- Students returning early from studying off-campus will register during the add/drop period of the following semester.

### **Refund Policy and Financial Consequences for Early Withdrawal:**

Early withdrawal from a **Partner Program** will have financial consequences. Both the \$35 application fee and the confirmation payment are non-refundable. Before making a final decision to withdraw, you should read the Refund Policy for Domestic Partner Programs, which is reproduced as Appendix III of this handbook. **These policies apply in all cases of early withdrawal from academic year and semester Partner Programs, regardless of the reason for withdrawal.**

Students receiving Title IV federal financial aid will have funds returned to federal aid programs according to the policies outlined in the Dickinson College Bulletin. It is important to understand that, since the financial aid refund and the refund to the student’s account are calculated using different methods, the refund to the student account may not fully cover the required refund to the financial aid programs, and the student may end up owing funds to the college after the refund to the financial aid programs has been made.

Students who withdraw early from a **non-Dickinson Program** should consult with the program provider about its refund policy.

### **Non-traditional Off-Campus Study:**

Off-campus study in the senior year that precludes meeting the senior residency requirement requires special approval from the Academic Program and Standards Committee.

Special approval is also necessary for participation in more than two semesters of study off-campus.

Petitions should be addressed to Samantha Brandauer, Director of Education Abroad, and should include the following:

- An essay describing how your specific off-campus study plans fit in with your overall academic goals and plans
- Letters of support from your academic advisor(s), department chair(s), on-campus coordinator, and/or the program provider’s staff, as applicable
- An audit showing in detail how off-campus courses will fit in with graduation requirements.

## **Program Cancellation**

### **Program Cancellation for Partner Programs:**

All decisions concerning the cancellation (or required modification) of a Dickinson College Partner Program will be made by the Center for Global Study and Engagement and/or the Partner Program sponsor or institution, in consultation with responsible authorities for your program. These decisions may be based on, but not limited to, State Department warnings. In the unlikely event of an emergency

program cancellation, Dickinson will make every effort to work with the Partner Program sponsor or institution to accommodate the academic needs of program participants.

### **Program Cancellation for Non-Dickinson Programs:**

Any decisions about cancellation of a non-Dickinson Program will come from the program provider. If you have any concerns, please be in contact with your program provider about their cancellation policies.

## **Program Fees**

### **Program Fees for Partner Programs**

Most Dickinson College Partner Program academic year/semester fees for 2013-2014 include the following: tuition and fees, room and board. Not included in the program fee are: required primary health and accident insurance, travel to/from program site, books, clothing, entertainment, vacation travel, meals during independent travel, and other personal expenses. Invoices sent out by the Student Accounts Office will show credit for the confirmation payment and for any financial aid for which you are eligible and have applied to the program.

Arrangements for any type of monthly payment plan options should be made as soon as possible through Tuition Management Systems (1-800-722-4867, ext 775, or [www.afford.com](http://www.afford.com)).

If the balance due on your account is not paid by the deadline noted on the billing, or if special arrangements have not been made with Student Accounts (tel. 717-245-1953 or email: [stuaccts@dickinson.edu](mailto:stuaccts@dickinson.edu)), you will not be allowed to participate in the program.

### **Student Budget Sheet for Partner Programs:**

The Center for Global Study and Engagement prepares a student budget sheet for each Dickinson Partner Program to help students and parents anticipate expenses not covered by the program fee. These are available on the program description page at <http://dickinson.studioabroad.com> (search for program). At the top of the sheet the program fee is given, followed by a listing of what is included. Below that there is a table of estimated costs not included in the program fee. These estimated costs are then divided into required and optional cost sections. The estimate for personal expenses is an average amount, and you may not actually incur all expenses listed; some students get by with less, whereas others may spend more.

### **Program Fees for Non-Dickinson Programs**

Students should contact their non-Dickinson Program provider for more information about program fees. All students studying off-campus on a non-Dickinson Program will be charged an off-campus study fee to their student accounts. The non-Dickinson Program Off-Campus Fee for 2013-2014 is \$1,820 and \$3,640 for the academic year.

Under no circumstances may a student use Dickinson-awarded financial aid to fund any type of study on a non-Dickinson Program. Students may use federal financial aid, private scholarships (not given by Dickinson), or personal funds for funding a non-Dickinson Program.

Dickinson offers a bill payment service for students studying off-campus on non-Dickinson programs. Benefits include the uninterrupted use of Dickinson's monthly payment plan and greater efficiency in the processing and crediting of federal and state financial aid. Students electing to use this service should send their host school bill to the Center for Global Study and Engagement (attn: Samantha Brandauer). There is a \$65 administrative fee for this service.

Students may also opt to pay their program provider directly. Please note that payment may be due sooner than is the case at Dickinson, and that the host institution may expect payment in full without consideration of pending financial aid.

## PROGRAM PREPARATIONS

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### Things to Take Care of at Dickinson

#### **Declaring a Major:**

Before you can study off-campus you must officially declare a major. The applicable text from the Dickinson College Bulletin reads as follows:

“A student must be accepted for a major field of concentration by the time he or she earns junior standing. A student who does not have a declaration of a major on file in the Registrar’s Office by the end of the semester in which the 16th course (counting towards the degree) is completed may be required to withdraw from the college.”

To declare a major you must complete the necessary paperwork available from the Registrar’s Office. The declaration of a major is only official when the completed paperwork has been turned in to the Registrar’s Office. A conversation with someone in the major department about your intentions is NOT sufficient. To avoid being dismissed from your off-campus program, be sure to attend to this well before your departure.

Now is also an appropriate time to look over the requirements for you major(s)/minor/general education. Make sure to note courses that you need to take while away from Dickinson, especially if you are planning to double major.

#### **Career Center Resources:**

The Career Center offers a variety of resources to help assist you before you go abroad or while you are abroad. Please see the important information below about Career Center resources that you can utilize. The Career Center is available to assist you in any way possible while you are abroad.

- **Resume/Cover Letter/Personal Statement Reviews:** If you would like to have a resume, cover letter, or personal statement reviewed, just email it to [career@dickinson.edu](mailto:career@dickinson.edu).
- **Phone or Skype Appointments:** If you would like to speak with a counselor – either email or call (717-245-1740) to schedule a phone or Skype appointment. Be sure to schedule the appointment for Eastern Standard Time and please provide a phone number or Skype address where you can be reached.
- **Skype IM:** You can IM the Career Center with quick internship questions that do not need an appointment. IM between 2-4 EST, W-F. Screen name: InternshipIM
- **Career Center Updates:** You will continue to receive emails from the Career Center about upcoming events, programs, deadlines, etc. Pay attention to these emails – there may be opportunities that you can take advantage of.
- **Career Center Website:** Periodically review our website, [www.dickinson.edu/student-life/resources/career-center/](http://www.dickinson.edu/student-life/resources/career-center/), for resources, and Dickinson Connect (available through the Gateway portal) for job and internship postings, interviews and events, job fairs, on-campus employment, scholarship and fellowship information, and volunteer opportunities.

### ***Graduate & Professional School Advice***

Studying abroad during the junior year and beginning graduate school immediately after graduation from Dickinson can be accomplished - with careful planning. But, before you make the decision to apply, here are some things you should consider:

1. What are your career goals? Do you need an advanced degree to accomplish them? This is important, irrespective of studying abroad.
2. Will you have enough time to prepare for the entrance exams you need to take? Are you willing to spend time doing that while abroad?
3. Some students find that trying to prepare for graduate or professional school while abroad is a difficult challenge. For those students, delaying graduate school might be a good idea. Graduate school will always be available, but this might be your only chance to study abroad, so make the most of it.

The typical timeline for applying to graduate/professional school is available at [www.dickinson.edu/student-life/resources/career-center/content/student/Grad-School-Timeline/](http://www.dickinson.edu/student-life/resources/career-center/content/student/Grad-School-Timeline/).

Review the timeline to see what you can do before, during and after your abroad experience. If you are studying abroad for the fall semester only, you should be able to follow this timeline easily. In either case – one or two semesters abroad - you should plan to meet with the Graduate and Professional Studies advisor in the Career Center during the spring semester of your sophomore year to make sure you are on track.

If you are applying to medical, dental or veterinary school – or any of the allied health professions – be aware that your deadlines will likely be earlier, so plan to adjust your own timeline. For more information on applying to these professional degree programs, go to [www.dickinson.edu/student-life/resources/career-center/content/student/Pre-Health-Program/](http://www.dickinson.edu/student-life/resources/career-center/content/student/Pre-Health-Program/). For individual questions related to health related applications during your year abroad, please consult the Career Center Pre-Health Advisor by emailing [swarnerd@dickinson.edu](mailto:swarnerd@dickinson.edu).

Taking entrance exams - the GRE, MCAT, LSAT, GMAT, PCAT, DAT, etc. – before you return to campus for your senior year is always a good idea. The GRE Subject Test is paper-based and only available in October, November and April. It is administered on the Dickinson campus. However, do not take any exam before you have thoroughly prepared for it. Schools will have access to all of your scores, not just your highest ones! For more information on the entrance exams, go to [www.dickinson.edu/student-life/resources/career-center/content/student/Graduate-and-Professional-School-Exams/](http://www.dickinson.edu/student-life/resources/career-center/content/student/Graduate-and-Professional-School-Exams/).

For more information on applying to graduate or professional school, go to [www.dickinson.edu/student-life/resources/career-center/content/student/Students/](http://www.dickinson.edu/student-life/resources/career-center/content/student/Students/).

### ***Internship Advice***

If you plan to undertake an internship upon your return, you can search and apply to opportunities while you are abroad. You can search online by going to Dickinson Connect through the Gateway portal. Login instructions are on the left hand side of the page. Additional resources and information about the internship program can be found on [www.dickinson.edu/student-life/resources/career-center/content/student/Students/](http://www.dickinson.edu/student-life/resources/career-center/content/student/Students/). You will find registration options and deadlines on this page. If you have questions about the internship program, please email [career@dickinson.edu](mailto:career@dickinson.edu).



### ***IM about Internships***

Now you'll be able to IM the Career Center with quick questions about internships. IM via Skype between 2-4 pm Wednesdays – Fridays EST and Amity Fox, the internship coordinator, will get back to you. **Screen name:** InternshipIM You can also schedule Skype appointments if you'd like to have a face-to-face meeting. Just IM Rachel or e-mail at [foxa@dickinson.edu](mailto:foxa@dickinson.edu) to schedule an appointment.

### ***Job Search Advice***

You can start your job search while you are abroad! The Career Center has many resources available online to assist you, and networking – the number one job search method – can be very effective electronically. One of the first steps in job searching is researching organizations to which you will want to apply, and learning their application processes. Some application deadlines will approach as early as the fall semester senior year; it is important to conduct research prior to returning to campus in the fall. A key resource to utilize in your research is Vault, available through the Student Resources tab in Gateway. Check out many other job search resources at [www.dickinson.edu/student-life/resources/career-center/content/student/Career-Research/](http://www.dickinson.edu/student-life/resources/career-center/content/student/Career-Research/).

### ***Networking Advice***

Networking is one of the most effective methods of job searching! Take the opportunity to meet and talk with as many people as possible who are working in your desired industry. Additionally, individuals who work in industries that are not of interest to you can also be of assistance in putting you in touch with people who can help. The primary networking tool available through the Career Center is Dickinson Works. This is a database of alumni who have agreed to provide career-related information or assistance to other Dickinsonians. Please note – this is NOT a job searching database, although networking can sometimes turn into a job lead, the primary purpose is to assist you in connecting with alumni in your desired career field and learning from them. More information on how to use Dickinson Works can be found on the main page of the Gateway portal.

Time spent abroad could be viewed as a networking opportunity. If you plan to network during your time abroad, you might want to consider having business cards made before leaving the U.S.

### ***On-Campus Student Employment When You Return***

Departments and offices on-campus are continually seeking student employees and are often looking to fill positions a semester ahead of time. Make sure you check the on-campus student employment section of DickinsonConnect the semester before your return.

### ***Using DickinsonConnect***


**DickinsonConnect** is the online recruiting system that will help you to:

- Apply and sign up for on-campus interviews
- Apply to resume referrals
- Search for jobs (full-time, part-time or summer opportunities)
- Conduct an employer search
- Search for internships
- Search on-campus student employment
- Search for graduate scholarships and fellowships
- View and sign up for events/programs
- Upload resumes and cover letters easily from a Microsoft Word file for employers to review
- Manage and edit your job/internship preferences (job type, level or location).

DickinsonConnect is available 24 hours a day, seven days a week. Students must complete a user profile in DickinsonConnect before being able to utilize the system.

Getting started with DickinsonConnect is quick and easy. To begin, follow these basic steps:

1. **To access your account, current students should do so through Gateway**
  - Log into your Gateway account.
  - Click on the "Student Resources" tab.
  - Click on the "DickinsonConnect" **link**
2. All students are pre-registered to use the DickinsonConnect system. But if you are having problems, please contact the Career Center office at [recruit@dickinson.edu](mailto:recruit@dickinson.edu).
3. After you have successfully logged in for the first time, your student profile will appear and must be completed before you will have full access to the system. **Note:** There are several tabs that required fields (indicated by \*) must be completed – make sure to fill in all required fields.
4. After your profile has been completed, you will see the Student Home Page. Here, you will be able to view Announcements, Upcoming Events and additional resource links.
5. The links on the left side and top of the page will allow you to navigate and to utilize the DickinsonConnect system.

For assistance on using the system, click on the  *Resource Library* link on the left side of page and click on the + sign beside the Using DickinsonConnect folder to view the folder contents. There are several files listed to help with most questions you may have. If you would have questions not covered in any of the files, please feel free to contact the Career Center at [recruit@dickinson.edu](mailto:recruit@dickinson.edu)

## Legal Matters

### Absentee Voting:

To vote by Absentee Ballot, you need to register to vote before leaving. Check with the Board of Elections or the Secretary of State in your home state about the procedures for voting by Absentee Ballot. It is important to get this information before leaving since there are usually several steps involved with specific due dates for the Absentee Ballot. Remember to make a note of your Party, Ward, District, and Voter Registration Number.

The Federal Voting Assistance Program offers extensive information about registering to vote by absentee ballot online at <http://www.fvap.gov/>.

## Health Matters

### Health Insurance:

**You are required to maintain your primary health insurance while studying off-campus. This cost is not included in the program fee.**

### Medical Check-ups:

Before departing for your program, you should visit your physician, gynecologist, eye care specialist, and dentist. Make sure you are in good health before studying off-campus so that you can avoid any potential problems.

### **Special Accommodations:**

The accommodations available to students with disabilities at Dickinson may not be available to students studying off-campus. For you to fully assess whether you will be able to successfully complete an off-campus study program, we encourage any student with special needs to review the program descriptions and to visit websites about the community in which you will be living and learning. If you wish to have assistance from the College in helping you to assess your ability to succeed in studying in a particular program or in identifying programs where more support may be available, you are encouraged to disclose your situation on the medical forms you completed during the application process or to come talk to the Center for Global Study and Engagement. Such disclosure is completely voluntary. If you participate in an off-campus program, you will be expected to fully participate in the program. Therefore, you need to inform yourself about the demands of the program in order to plan ahead and to prepare to cope with your health needs in a new environment.

## **CREDIT TRANSFER INFORMATION**

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### ***General Policies***

Students participating in an off-campus program must abide by the following course credit policies:

- Only **liberal arts classes** will qualify for transfer credit.
- Generally speaking, courses must have an equivalent at Dickinson.
- Transfer credit will not be awarded for coursework that duplicates what a student has already completed at Dickinson.
- Transfer credit is awarded only for classes in which a student earns a grade of “C” or better. However, *all* courses and grades will appear on the transcript.
- Grades for courses taken at a cooperating institution (including all Partner Programs and Non-Dickinson Programs) are recorded on the transcript, but are not included in the GPA.

### ***Specific Policies for Dickinson Partner Programs***

- Dickinson students enrolled in a Dickinson Partner program may receive up to a minimum of 4 course credits and a maximum of 4.5 course credits for one semester.
- Please note that not all programs will provide half courses (.5 credit).
- To take more than 4.5 credits per semester, a student must petition Samantha Brandauer, Director of Education Abroad, by providing a statement outlining an academically compelling reason for taking a course overload as well as a letter (or email) of support from the student’s academic advisor at Dickinson. Students who have already taken overloads during 2 semesters at Dickinson are not eligible to overload while studying off-campus. **If a student registers for more than the maximum allowed without permission of CGSE, the course credit will not transfer.** Students will also be responsible for any additional fees for doing this.

### ***Specific Policies for Dickinson Non-Dickinson Programs***

- Dickinson students who have been granted permission to enroll in a non-Dickinson Program must take a normal full load of classes as defined by their host program or institution.
- Dickinson students enrolled in a non-Dickinson Program may receive up to a maximum of 4 course credits for one semester.
- To take more than 4 credits per semester, a student must petition Samantha Brandauer, Director of Education Abroad, by providing a statement outlining an academically compelling reason for taking a course overload as well as a letter (or email) of support from the student’s academic advisor at Dickinson. Students who have already taken overloads during 2 semesters at Dickinson are not

eligible to overload while studying off-campus. **If a student registers for more than the maximum allowed without permission from CGSE, the course credit will not transfer.**

### ***What to Do BEFORE Studying Off-campus***

Dickinson College does not formally pre-approve courses for transfer. However, students should discuss their off-campus plans with their academic advisors prior to leaving Carlisle. Students should talk with their advisor(s) about what may or may not fulfill Dickinson transfer credit requirements and specifically which courses taken may fulfill major, minor, or distribution requirements. In some cases, conversations with appropriate department chairs may also be helpful. Departments on campus may require extra work for some courses, especially for advanced-level credit. It is the student's responsibility to inquire about extra work required. CGSE staff are available to answer general questions about transfer credit policies.

### ***What to Do WHILE Off-Campus***

Students should maintain e-mail contact with their academic advisors while off-campus, especially during the first weeks of the semester when they are in the process of finalizing course schedules. To document coursework at cooperating institutions, students should keep a portfolio for each course, including a syllabus, reading list, completed projects, written work, examinations, journals, etc.

### ***What to Do AFTER RETURNING to Campus***

Upon returning to the Carlisle campus, students should complete the *Enrollment in Another Institution* form. Seniors are required to submit this form prior to the course request period for their last semester. If the form is not submitted to the Registrar's Office by that time, the student will not be permitted to participate in the course request period.

**For Partner Programs:** Please note that the *Enrollment in Another Institution* form is required **only** when a student is seeking major, minor, or distribution credit for coursework completed at a cooperating university. The form is *not* required for courses at a cooperating university for which a student is seeking only general credit. After obtaining the required signatures, the student should bring the form to the Center for Global Study and Engagement for approval. The form will then be forwarded to the Registrar's Office.

**For Non-Dickinson Programs:** Please note that the *Enrollment in Another Institution* form is required whether a student is seeking major, minor, distribution, or general credit. Students should work directly with their host program to ensure that an official transcript is sent to the Registrar's Office as soon as possible after the end of the semester. After obtaining the required signatures, the student should bring the form to the Center for Global Study and Engagement for approval by the Director of CGSE. The form will then be forwarded to the Registrar's Office.

### **Accessing College Library Resources from Dickinson Global Library:**

If the libraries at your off-campus site do not have the resources you need, or if you have trouble getting the assistance you need for your research projects, please remember that you can access all the resources and services from Dickinson College Library no matter where you are. All you need to do is to go to the Dickinson Global Library page

([http://lis.dickinson.edu/Library/Research/Global\\_Library/LibraryResourcePage.htm](http://lis.dickinson.edu/Library/Research/Global_Library/LibraryResourcePage.htm)).

You can access the page on the library website under "For Students," or "For Faculty," or "Doing Research."

From the Dickinson Global Library page, you will find detailed information on

- How to find journal articles through the online databases
- How to find books and have them sent to you
- Research resources available online such as subject guides and online reference works

- And most important of all, how to get in touch with a Dickinson College librarian via phone, email, and instant messaging and get the assistance you need.

## **SAFETY WHILE OFF-CAMPUS**

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### **Safety and Emergency Procedures**

#### **Overview of Emergency Precautions:**

The Center for Global Study and Engagement has always taken seriously our students' safety while studying off-campus. In the wake of the September 11 events, safety concerns are even more urgent. With the continuing threat of terrorism around the world, we are obviously concerned about the global security situation and continue to monitor it and we encourage students and parents to do likewise. We depend on a variety of sources to assess situations, including the news, on-site contacts, professional colleagues and publications.

We consider it essential that students take responsibility for their own safety and we expect their cooperation. For example, students are asked to share flight itineraries with our office; students are encouraged to inform their program provider about any travel plans away from the site. Each student is given a key chain with emergency phone numbers and instructions and is asked to carry it at all times. In a serious emergency, administrative staff of the Center for Global Study and Engagement can be accessed 24 hours/day, 7 days/week.

Dickinson College is concerned about the health and safety of its students studying off-campus. We review our approach frequently and make every effort to anticipate health and safety issues.

#### **Key Chains for Emergencies:**

Lightweight key chains are distributed to all students participating in an off-campus program.

Students are asked to attach the key ring to the key(s) that they carry with them at all times. The tag contains the Dickinson College 24-hour Department of Public Safety number (717-245-1111). The emergency numbers on the key chain make the following easier:

- calling for help at any time in a serious emergency
- contacting the Center for Global Study and Engagement during office hours with matters of concern
- identifying "who he/she belongs to" if injured seriously while not carrying identification.

Obviously, the first step in an emergency is to react to the emergency itself, i.e., go to the hospital, call the police, contact the Program Director or other on-site contact, etc.

Any student off-campus may call the 24-hour Dickinson College Public Safety number collect in a serious emergency and ask for assistance. The student should identify himself/herself and the program, and give a brief description of the emergency and a call-back number. The operator will locate the proper CGSE staff member, who will then return the call.

#### **Parents and the Public Safety number:**

Parents, too, may use the 24-hour Dickinson Public Safety number if they need assistance in contacting their son or daughter after hours in a serious emergency, or if their son or daughter has contacted them because of such an emergency. The procedure would be the same as above.

#### **Requests for Contact Information:**

To have emergency contact information at our fingertips, we collect emergency contact information for each student. Parents' work and cell phone numbers and email addresses are extremely useful, should we

need to contact parents quickly. We therefore ask you to cooperate with our requests for parental contact information as well as your program mailing address and phone numbers.

### **Personal Safety:**

While off-campus, students should always be aware of their surroundings and use common sense. It is easy to fall into a false perception of safety and to let your guard down. Students can be easy targets for crimes involving theft, such as pick pocketing, purse snatching, theft of unattended backpacks or baggage, and the like. Criminals often operate around bus and train stations as well as tourist attractions (including museums, monuments, schools, subways, beaches, etc.). Safeguard your documents and money at all times! Do not walk home alone late at night. Do not make yourself an easy target. Use the buddy system or call a cab. Also, always keep the local emergency numbers for the police, fire station, and ambulance with you.

## **RETURNING BACK HOME**

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### **Things to Take Care of at Dickinson before Returning Home**

#### **Course Request Process when Returning to Campus:**

Information regarding the course request period will be sent via e-mail to students' Dickinson e-mail addresses, announcing when the course request period will take place. Course requests will be made through the web, and the site will be accessible from off-campus.

#### **Room Selection at Dickinson:**

The following information about room selection has been provided by the Office of Campus Life. Like other offices on campus, Campus Life relies on e-mail to convey information to students away from campus. You may contact the Office of Campus Life by phone (717-245-1556) or email ([campuslife@dickinson.edu](mailto:campuslife@dickinson.edu)). Communications will be sent to Dickinson students off-campus at their Dickinson e-mail address. **Remember to check your Dickinson account regularly for important messages from the College.**

- **If you are going abroad for *fall semester* and returning for *spring***, you will participate in the housing selection process on campus. Campus Life offers informational and educational materials that are available to all students so they can make informed decisions about room selection.
- **If you are going abroad for *the entire year* or for *spring semester* and returning for next fall**, it is important that you make arrangements for a housing proxy for the next year **before you leave**. Make sure that you send Campus Life the name of your housing proxy well in advance of the dates of housing selection. All students studying abroad in the Spring semester will receive an email from Campus Life reminding them to designate a proxy. This can be done by emailing [campuslife@dickinson.edu](mailto:campuslife@dickinson.edu). Your proxy will pick your room assignment during room selection.

If you wish to live off campus, your proxy will fill out and hand in your off-campus housing application. Applications will become available in the spring semester. NOTE: Not all students who apply will be able to live off-campus. Only a limited number of off-campus permissions will be granted.

# APPENDIX I: Transfer Credit Policy

## The Center for Global Study and Engagement Dickinson College

### Credit Policies for Academic Year & Semester CGSE Programs

#### *General Policies for All CGSE Programs:*

- Dickinson students who have been granted permission to study off-campus must take a **normal full load of classes** as defined by their program or host institution.
- Only **liberal arts classes** will qualify for transfer credit.
- Generally speaking, courses must have an equivalent at Dickinson. Exceptions include classes that focus on the culture and/or history of the country in which a student is studying.
- Transfer credit will not be awarded for coursework that duplicates what a student has already completed at Dickinson.
- Transfer credit is awarded only for classes in which a student earns a grade of “C” or better. However, *all* courses for which a student has registered will appear on the transcript, along with the corresponding grades.
- Grades for courses taken at a cooperating institution (including all non-Dickinson programs) are recorded on the transcript, but are not included in the GPA (see exceptions for Dickinson and Dickinson Partner Programs below).

#### *Specific Policies for Dickinson and Dickinson Partner Programs:*

- Dickinson students enrolled in a Dickinson or Dickinson Partner Program abroad may receive up to a maximum of 4.5 course credits for one semester.
- Some programs require a separate pre-program orientation course that may yield an additional credit (please consult your program-specific handbook for more information).
- Please note that not all programs will provide half courses (.5 credit).
- To take more than 4.5 credits per semester, a student must petition Samantha Brandauer, Director of Education Abroad. In the Director’s absence, students may also address their petitions to the Associate Provost and Executive Director of CGSE. **If a student registers for more than the maximum credits allowed without permission of the Center for Global Study and Engagement, the course credit will not transfer.**
- Grades for Dickinson courses taught at Dickinson Centers (i.e., courses approved by the Academic Program and Standards Committee and taught by faculty approved by the Faculty Personnel Committee) are included in the GPA, *regardless* of the grade earned.
- The following courses taken at cooperating institutions have been approved as “Dickinson courses” by the appropriate academic departments. Letter grades earned will be included in the GPA for:
  - University of East Anglia (Norwich) courses in English, American studies, economics, fine arts, theatre, music, history, philosophy, and religion. Courses in sociology except for core courses 240, 241, and 330/331, for which pre-approval is required.
  - University of East Anglia (Norwich) courses in biology, chemistry, environmental science, environmental studies, geology, mathematics, and computer science.
  - All courses taken through the School for Field Studies.
  - All courses taken at the Intercollegiate Center for Classical Studies (ICCS) in Rome, Italy.

Upon return to Dickinson, students must complete an *Enrollment in Another Institution Form*. **Seniors are required to submit this form prior to the course request period for their last semester. If the form is not in the Registrar's Office by that time, the student will not be permitted to participate in the course request period.** Please note that this form is required **only** when a student is seeking major, minor, or distribution credit for coursework completed at a cooperating university or through the Dickinson program. The form is *not* required for Dickinson Center courses, or for courses at a cooperating university for which a student is seeking only general credit. After obtaining the required signatures, the student should bring the form to the Center for Global Study and Engagement. The form will then be forwarded to the Registrar's Office.

### ***Specific Policies for Non-Dickinson Programs:***

- Dickinson students enrolled in a non-Dickinson program may receive up to a maximum of 4 course credits for one semester.
- To take more than 4 credits per semester, a student must petition Samantha Brandauer, Director of Education Abroad. In her absence, students may also address their petitions to the Executive Director of CGSE. **If a student registers for more than the maximum credits allowed without the permission of the Center for Global Study and Engagement, the course credit will not transfer.**

Upon return to the Dickinson, students must complete an *Enrollment in Another Institution Form*. **Seniors are required to submit this form prior to the course request period for their last semester. If the form is not in the Registrar's Office by that time, the student will not be permitted to participate in the course request period.** Please note that this form is required whether a student is seeking major, minor, distribution, or general credit. After obtaining the required signatures, the student should bring the form to the Center for Global Study and Engagement for approval by the Study Abroad Coordinator. The form will then be forwarded to the Registrar's Office. Students should work directly with their host program to ensure that an official transcript is sent to the Registrar's Office as soon as possible after the program has ended.

### ***What to Do Before Studying Off-Campus:***

Dickinson College does not formally pre-approve courses for transfer. However, students should thoroughly discuss their off-campus plans with their academic advisor(s) prior to leaving Carlisle. Students should talk with their advisor(s) about what may or may not fulfill Dickinson transfer credit requirements, specifically which courses taken off-campus may fulfill major, minor, or distribution requirements. In some cases, conversations with appropriate department chairs may also be helpful. Some departments on campus may require extra work, especially for advanced-level credit. It is the student's responsibility to inquire about any extra work required. CGSE staff are available to answer general questions about transfer credit policies.

### ***What to Do While Off-Campus:***

Students should maintain e-mail contact with their academic advisor(s) while abroad, especially during the first weeks of the semester when they are in the process of finalizing course schedules. **To document coursework at cooperating institutions, students should keep a portfolio for each course, including a syllabus, reading list, completed projects, written work, examinations, journals, etc.**



## APPENDIX II: Student Agreement Form

In consideration of my selection for participation in a Dickinson College Study Abroad and/or Domestic Off-Campus Program, I hereby agree to the following conditions of responsibility:

1. I acknowledge that the Dickinson College study abroad and domestic off-campus programs represent the broad values of liberal education and bonds between cultures. As a guest in a host country or with a host family, I will strive to understand and respect norms of conduct and patterns of the host culture. I agree to represent the College responsibly and to abide by dress and cultural codes suitable to the cultures visited.
2. I agree to abide by all policies and regulations of the host institution/Program and/or the regulations of the Dickinson Center I may be attending. I understand that as a participant in a study abroad or domestic off-campus program I remain enrolled at the College and will continue to abide by all College policies, rules or regulations outlined in the *Student Handbook*. I understand that the College has the right to, and will, withdraw me from the program at any time if, in the judgment of the Associate Provost of the Center for Global Study and Engagement, on the advice of the Program Director, I have violated such policies, rules or regulations or have engaged in disruptive behavior, academic infractions, or conduct which could bring the program into disrepute or disrupt the operation of the program. I agree, specifically, that I will have no involvement with illegal drugs, will not engage in illegal or abusive use of alcohol, and will participate in all classes and scheduled activities. I agree further that a decision to withdraw me from the program is final and that I am not entitled to any refund.
3. I further agree that the College may withdraw me from the program and send me home at any time during the program at my expense if the College determines that my continued participation in the program will adversely affect my health, safety or welfare, or the health, safety, welfare or enjoyment of the program by others. I agree further that a decision to withdraw me from the program is final and that I am not entitled to any refund.
4. I understand that the procedures outlined in this section for dealing with discipline and well-being are different than those outlined in the *Student Handbook*, and I agree that the procedures outlined in this agreement shall apply while I am a participant in a study abroad or domestic off-campus program. Further, I understand that a determination made by the Associate Provost of Global Education may be the basis for further disciplinary action by the College, in addition to causing my withdrawal from the program.
5. I understand and agree that in order to be assessed and receive credit for academic work completed while studying off campus, I must participate fully in the program. I also recognize that I am expected to complete the entire program and may forfeit credit should I choose to arrive after the program begins or leave the program early without the prior consent of the Program Director, the host institution, and the Center for Global Study and Engagement.
6. I agree to indemnify and hold the College harmless from and against all claims and actions for property damage or personal injury sustained by me or any other person or entity, which arise out of my participation in the program, including but not limited to, violations of the policies and regulations of the host institution, violations of the policies, rules and regulations of Dickinson College, violations of law, and/or which are due to my sole or concurrent negligence with the College.
7. I, on behalf of myself, my heirs and personal representatives, hereby release Dickinson College and any cooperating institution and each of their officers, employees, successors and agents from any and all claims and causes of action for inconvenience, damage to or loss of property, medical or hospital care, personal illness or injury or death arising out of my participation in the study abroad program and/or travel or activity conducted by or under the control of Dickinson College or any cooperating institution.
8. I understand and acknowledge that there are risks and delays common to travel abroad and that there may be special health risks associated with living and studying in the country or area I have chosen. I understand that I have a responsibility to exercise due caution in my behavior while in the program and agree further that I am personally responsible for obtaining adequate health insurance, health information, instruction, immunizations, and prophylactic medications appropriate to my study abroad program.

9. I have read and understand the refund policies of Dickinson College as outlined in the program orientation handbook published by the Center for Global Study and Engagement, and I understand that the application fee and confirmation payments are non-refundable.

10. I understand and agree that I will provide all completed materials, forms, and payments by the due dates specified and recognize that failure to do this may result in either added costs or in my being withdrawn from the program. Further, I have read or will read and understand all general information provided on this program by the Center for Global Study and Engagement, and will attend and participate in all orientation meetings and other pre-departure briefings.

11. This agreement shall be construed in accordance with the substantive laws of Pennsylvania without regard for its conflicts of laws provisions. The Courts of the Commonwealth of Pennsylvania, Cumberland County or the United States District Court for the Middle District of Pennsylvania shall have exclusive jurisdiction over any issue or dispute arising under or out of this agreement. Still further, each of the undersigned individuals hereby consents and submits to the personal jurisdiction of the courts set forth in this provision and waivers any challenge to the venue or jurisdiction of such courts over them.

12. I grant permission to the Center for Global Study and Engagement to request on my behalf an official or unofficial transcript from the Registrar's Office at Dickinson College for the purpose of reviewing my GPA or to send the transcript directly to the institution to which I am applying. If I am from another school or have a transcript through another school, it is my responsibility to request a transcript with current information to be sent to the Center of Global Study and Engagement.

13. I grant permission to the Center for Global Study and Engagement to release my name and contact information to fellow program participants and to future students interested in applying to study off-campus.

14. In the event of a medical or mental health care situation while I am abroad, I give Dickinson my permission to contact and consult with any or all of the health care professionals I list on the Medical Background questionnaire, that will be requested of me after I have been accepted, without further consent in order to assess my ongoing ability to participate successfully in the program.

I have read and agree to the above:

Participant signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## **APPENDIX III: Refund Policy for Domestic Partner Programs**

### **Refund Policy for Early Withdrawal**

**From Dickinson-Partner Programs (Semester/Academic Year)**

**Administered by the Center for Global Study and Engagement (CGSE)**

**In all cases, Dickinson retains the right to deduct non-recoverable costs from any applicable refund. Any refunds to students attending partner programs will be also based on the partner institution's refund policy. It is the student's responsibility to understand the refund policy of the partner program/institution, but can contact CGSE with any applicable questions.**

**A student enrolled in an Academic Year Program will be subject to the refund policy for each semester as defined below.**

### **DATE OF WITHDRAWAL**

A student's date of withdrawal is determined by one of the following:

- 1) The date the student notifies CGSE in writing of his/her decision to withdraw, or
- 2) The date the student is officially dismissed from the program by the partner or by CGSE, or
- 3) If a student leaves without notifying CGSE, the date of withdrawal is determined by either: the mid-point of the semester or the student's last documented attendance at an academically-related activity, whichever is later.

### **WITHDRAWAL PRIOR TO START OF PROGRAM**

A student who withdraws 61 days or more prior to the begin date of each semester will receive a 100% refund, less the non-refundable confirmation payment, and less the non-recoverable costs from the Partner Institution.

A student who withdraws during the 60 days prior to the begin date of each semester will receive a 95% refund of the Comprehensive Fee (Tuition + Program Fee), less the non-refundable confirmation payment, and less the non-recoverable costs from the Partner Institution.

### **WITHDRAWAL ONCE SEMESTER HAS STARTED**

A student who withdraws after the semester starts will forfeit:

- Non-refundable confirmation fee
- 5% of the Semester Comprehensive Fee (Tuition + Program Fee)
- Pro-rated portion of the remaining semester fee until 60% of the semester has elapsed.
  - Weekends are included in counted days, except when they are part of a scheduled period of non-attendance of five days or more, such as spring break.
  - No refunds will be calculated after 60% of the semester has elapsed.
- Non-recoverable costs from the Partner Institution will be deducted from the calculated refund.

### SAMPLE REFUND

For example, if a semester includes 110 days from the start date through the end date and a student withdraws on the 50<sup>th</sup> day, the student forfeits the confirmation payment\*, 5% of the semester fee, a pro-rated portion of the remaining fee and any non-recoverable costs.

Dickinson Comprehensive Fee	29,607.00
Less Confirmation Fee	(300.00)
Less 5% of Program Fee = (5% x 29,607.00)	(1,480.35)
Less Pro-rated Portion of Remaining Fee (50/110) x (29,607-300-1,480.35))	<u>(12,648.48)</u>
Refund Subtotal	15,178.17
Less Non-recoverable Costs	(2,000.00)
<b>Total Refund =</b>	<b>\$13,178.17</b>

\* Partner Program Confirmation Payment Based on Partner Program Deposit Amount

### **Financial Aid Refunds**

For students receiving financial aid, refer to the financial aid refund rules as stated in the Dickinson College Bulletin under the Dickinson College Refund Policy. It is important to understand that, since the financial aid refund and the refund to the student's account are calculated using different methods, the refund to the student account may not fully cover the required refund to the financial aid programs, and the student may end up owing funds to the college after the refund to the financial aid programs has been made.