Off-Campus Study
Information Booklet
Welcome

The Center for Global Engagement is committed to helping you identify the best off-campus study program for your academic, cultural, and personal needs. We strongly believe that a carefully planned off-campus study program is a valuable component of your liberal arts education. Indeed, it can be the means to developing deep understandings of approaches to knowledge, another way of life, and your own abilities. Off-campus study provides invaluable experiences difficult to achieve in a more traditional learning environment. We ask you to take care in considering what kind of program might best complement your Kenyon education.

Kenyon College offers you the opportunity to choose from a wide array of off-campus study programs both in the United States and abroad. Discuss the programs with your family, professors, and advisors. The decision is also an individual one. The experience of studying off campus will most likely stay with you for a long time.

Please let us know how we can provide you with more detailed information and with any other assistance you might need as you begin to prepare for your off-campus study experience. While we are here to help guide you through the process, the experience will be yours—you have the responsibility of getting information, making informed choices, and participating fully in your OCS program. Please let us know how we can assist you in this process.

The CGE Staff
Getting Started

1. **Read the OCS Information Booklet CAREFULLY.**

2. **Register/log-in to StudioAbroad** ([http://kenyon.studioabroad.com](http://kenyon.studioabroad.com)), the database Kenyon uses for its online OCS application, to create your initial profile and search programs of interest. Specific directions for using StudioAbroad follow.

3. **Talk to your major advisor** and other faculty about programs that might be a good fit.

4. **Talk to the CGE staff about possible programs.** Make an appointment through Google Calendar (specific directions follow) to talk with Marne, Lisa, or Kim in the CGE for advice about possible programs. **Please note:** We do not set appointments by email. The CGE office hours are: Monday through Friday, 8:30 a.m. to noon and 1:00 to 4:30 p.m. The CGE is closed every day from 12:00 to 1:00 p.m. for lunch.

5. **Attend the OCS Info Day on Tuesday, October 28 from 11:00 a.m. - 12:45 p.m., Gund Commons Ballroom** to pick up materials and ask questions of program providers. Read the materials you have collected to begin narrowing your choices.

6. **Review programs of interest.** Pay attention to any course prerequisites, language requirements, the education system, and housing options. You will also want to start researching the prospective country and its culture. Comments from Kenyon participants are also listed online in individual StudioAbroad program descriptions.

7. **Review program evaluations** submitted by returned OCS students. These evaluations are collected by program provider in binders in the OCS Library on the first floor of the CGE, Hoehn-Saric House.

8. **Talk to returned OCS students about their programs and experiences abroad.** You will receive a list of returned OCS students at a Sophomore OCS Information Meeting in September.
Basic Qualifications for Off-Campus Study (OCS) Application at Kenyon

1. To participate in off-campus study, you must have a **minimum cumulative GPA of 2.75**. This is a requirement **but not a guarantee** for OCS approval. A student with a 2.75 GPA and a strong OCS proposal will receive approval before a student with a 3.00 GPA and a merely adequate OCS application. Although this is the minimum requirement for Kenyon approval, **individual OCS programs may have a higher GPA requirement for approval**.

2. Be in **good standing** during the semesters preceding your proposed period of off-campus study (OCS). **Kenyon reserves the right to withdraw approval if there is an outstanding concern about your academic performance, disciplinary status, or emotional readiness prior to the start of an OCS program, as assessed by College staff, even if you are technically in good standing**. Good standing for OCS approval means that you are currently not subject to or under academic restriction or sanction, not subject to or under disciplinary sanction, or have no pending academic or judicial proceedings. Your disciplinary and academic record at the College shall be reviewed. Furthermore, should you engage in conduct or behavior prior to your OCS period for which it is reasonable to expect that the College will initiate academic or judicial proceedings, you may no longer be considered in good standing. If approval for your OCS program is rescinded by the College for any of the reasons stated above, you may not be entitled to any refund of deposits or payment.

3. A **convincing presentation of the compelling academic reasons** for the OCS program of your choice, well-articulated in your OCS proposal. This should include a clear indication of how your program will complement or add a new dimension to your academic experience.

4. The **support of your major advisor, your major department, and other faculty members**. You will be required to articulate how the proposed OCS work will be closely linked to your Kenyon curriculum.

5. A demonstration that you **understand** what other requirements must be fulfilled for both your **major and distribution** requirements.
The final deadline for all OCS applications for 2015-16 (i.e., full year 2015-16, fall 2015, or spring 2016) is **Thursday, January 29, 2015**. OCS interviews must be completed between **Monday, February 9, and Friday, February 13, 2015**. These are FIRM deadlines to ensure that sophomores have planned well in advance the integration of OCS course work into their Kenyon academic work.
Important OCS Considerations

1. If you have questions on the OCS process or wish to discuss possible programs with CGE staff, you may make a “Student Advising” appointment through Google Calendar (Specific directions follow). We DO NOT set appointments by email. If you call or walk-in, we will try to have someone available to talk to you, but you are strongly encouraged to schedule an appointment through Google Calendar.

2. The Kenyon application process is two-fold. Part I is Kenyon’s application process. You will complete Part I through StudioAbroad. The Kenyon OCS application will be available on StudioAbroad on November 1, 2014.

3. If your program has a deadline of February 15th or earlier, or if you will apply to SIT for Fall 2015 and wish to apply by the opening date of SIT applications, your Kenyon application must be completed by noon, Monday, December 8, 2014. In addition, you must have your interview scheduled between December 11 & 12, 2014. Interview appointments are to be set through Google Calendar. It is your responsibility to note your program deadline by checking the program website (not StudioAbroad) and to let the CGE staff know if your deadline will be earlier than February 15. We will not accept applications that are not completed by Kenyon deadlines, and we cannot accommodate students who do not plan ahead.

4. The process for approval to study off-campus is highly competitive. Each student is responsible for compiling the strongest possible application. The number of spaces available for off-campus study is limited. Still, in most cases students who qualify are indeed granted permission to study off-campus. Students applying for OCS for an academic year or a split-year (two programs in one year) must present a very strong case for this longer option. Because this process is a competitive one, some year-long or split-year applicants may be approved for one semester only. In the event that there are more academically qualified students than there are spaces, the CGE reserves the right to take disciplinary history into account when making final OCS approval.

5. Final decisions for OCS participation are made by the Faculty Subcommittee on Global Engagement. You will be notified of the decision by email to your Kenyon email address.
6. If you have been approved for OCS, you will then complete Part II of the application process, which is the application to the program(s) for which you have been approved. The program application must be made through the program website, NOT through the Kenyon StudioAbroad system. Many program providers are now using StudioAbroad as their online application software, so the program provider system may look very similar. Deadlines vary so keep the program deadlines in mind. For applications with rolling deadlines, apply as soon as possible after your Kenyon approval.

   **IMPORTANT:** The deadline listed in StudioAbroad is the KENYON DEADLINE; YOU must check your PROGRAM DEADLINE on the specific program website.

7. With few exceptions, Kenyon approval does not determine admission to the OCS programs themselves. Admissions decisions rest with the program provider or host university. It is the student’s responsibility to be aware that the level of competition varies greatly among programs and from year-to-year. It is to your advantage to contact the program provider as early as possible to determine your competitiveness as an applicant and to decide on an appropriate application strategy.

8. Kenyon College is committed to providing equal access to off-campus study for qualified students with disabilities. Not all OCS program accommodations are equal to those provided at Kenyon for students with disabilities. The CGE is confident that there is an appropriate program for every student and works with all students to find the programs that best fit their needs. **Students are encouraged to self-disclose regarding any disabilities,** so that the CGE can assist in finding a program with reasonable accommodations.

9. With approval to participate in OCS as a Kenyon student comes the obligation to complete the full cycle of programming that supports your experience: pre-departure orientation, the OCS program, and re-entry debriefing and evaluation.
Choosing A Program

Off campus study (OCS) can be wonderfully rewarding, both academically and personally. However, it is not a choice to be made casually. When you apply for OCS, you must present compelling arguments explaining how the proposed OCS work will complement your academic program at Kenyon. Approval of your application will depend on your ability to articulate persuasively why you wish to study off campus and to explain what kind of OCS experience you want and need.

OCS participation is limited to approved programs listed in StudioAbroad at http://kenyon.studioabroad.com. Enrollment in U.S. colleges or universities is excluded from the OCS process, with exception of specific U.S. programs.

In choosing a program and preparing your application, you should be able to answer the following questions:

General Considerations

• Why do you want to participate in an OCS program?
• How carefully have you thought out your expectations?
• What type of program will best help you meet your goals?

Academic Considerations

• What do you hope to gain academically?
• What courses or subjects do you want to study?
• Do you want to take classes in English or in a foreign language?
• Do you have specific major or distribution requirements that must be completed while you are away from Kenyon?
• What does your major advisor think of your plans?
• How would an OCS program complement your work at Kenyon?
• Can you make a strong academic case for an OCS option?

Practical Considerations

• In what area, country, or city would you like to study?
• How long do you want to be away?
• How will program costs, travel, and other expenses fit with your financial plans?
• What is your foreign language ability?
**Personal Considerations**

- Are you a mature, self-motivated, independent learner?
- Would you prefer living and studying with students of the host country, with other Americans, or with a combination of both?
- Would you like to live in a large city?
- Would you like a host family experience?
- Do you enjoy dealing with details and red tape on your own, or do you prefer having someone assist you?
- How well do you adjust to new situations?
- How flexible and adaptable are you?

Studying abroad is a highly individualized experience, and you will get out of it as much as you are willing to put in. It is really up to you. We can, however, make a few generalizations.

You will be expected to be highly motivated. Intense academic pressure is not as common in other countries as it is here. There may well be less supervision of your academic work. **Work diligently**—success in your senior year (and comps!) depends on it.
Courses abroad are often more specialized; there are few, if any, survey courses. Perhaps no quizzes, midterms, or term papers are required, with success in the course dependent on the final oral or written exam. In many U.S. college-sponsored programs, however, the courses will be very similar to those with which you are familiar.

In some foreign universities, there is little of what we call “campus life.” University buildings may be in the heart of a city but scattered over a considerable area. You may live in one part of the city, attend classes in another, work in the library somewhere else, and eat lunch in a student restaurant on the opposite side of the city. You will thus be faced with realities of everyday city life: mass transportation, strikes, impersonal attitudes, tourists—an important complement (and contrast) to life in Gambier.

You may be surprised at how politically knowledgeable students from the host country are. You should study the history and politics of the United States and the host country before you go.

Prepare as much as possible before you go so that your expectations will be realistic. Consult faculty members, former OCS students, and the Center for Global Engagement for suggestions on books to read.
POLICIES

Costs

Kenyon charges Off-Campus Study (OCS) students Kenyon tuition/room and board. If the OCS program tuition/room and board is higher than Kenyon tuition/room and board, the student is responsible for any fees beyond Kenyon tuition/room and board. Kenyon will pay tuition/room and board to the program. For programs where board is self-catered or a portion of the board is the student’s responsibility, Kenyon will provide a credit to the student to cover those costs.

1. Kenyon tuition/room and board MUST be paid to Kenyon before payment is made to the OCS program provider. Payment of Kenyon tuition/room and board must be made to Kenyon in a timely manner to avoid additional late fees charged by both Kenyon and the program provider, which will be charged to the student’s Kenyon account.

2. Financial aid will carry to the OCS program, with the exception of work-study. For students on financial aid, expenses such as travel, books, etc., will be taken into account when calculating any credit. Students are encouraged to discuss their specific situation with CGE staff.

Kenyon tuition remission and GLCA tuition remission benefits do not transfer to OCS programs. Students who receive these benefits may apply for financial aid. Students who typically receive these benefits should speak to CGE staff.
3. **Program deposits/confirmation fees:** Program deposits and/or confirmation fees are to be **paid to the Center for Global Engagement by check made out to “Kenyon College.”** Kenyon will forward the deposit to the program provider. You are generally notified of the program deposit when you are accepted to your OCS program. These deposits are non-refundable, should you decide not to participate with the program, but will be applied to the student’s Kenyon account at the time of Kenyon semester tuition billing.

If there is no required deposit from your program, you must pay a deposit of $500.00 to secure your spot for OCS.

Application fees and housing deposits are to be paid directly to the program provider, NOT to Kenyon.

4. Each OCS program requires a participating student to sign a participation contract. Each student participating in OCS is required to pay a non-refundable deposit to Kenyon to be applied to the respective program fees. If a student withdraws from a program after confirming his/her participation with a program, the student will be responsible not only for any unpaid deposit but any program fees incurred due to the timing of the student’s withdrawal. Kenyon must apply these withdrawal fees to the student’s account. Any dispute of these charges must be taken up with the program provider, not Kenyon College. Each program has specific criteria as to how withdrawal fees are charged, and each student should review the late withdrawal policy on their program provider’s website and in their program participation contract.
Credits and Grade Transfers

1. Academic credit is earned on an OCS program only when you have carefully planned your course of study with a faculty advisor and the Center for Global Engagement, you have followed the correct application procedures, your application has been approved the Faculty Subcommittee on Global Engagement, and you participate in a CGE-approved program. You must submit a Course Approval Form, approved by your academic advisor and major department chair, to the Registrar’s office prior to OCS departure.

2. You must take the equivalent of 16 hours for a semester (= two Kenyon units), or 32 hours for an academic year (= four Kenyon units).

3. You must take each course for a letter grade and receive a grade of C- or better in order for credit to transfer. Students will have letter grades for work done off-campus whenever the course is taught and graded by a member of the Kenyon faculty, and the course is given credit in the department where the member is appointed. These grades will factor into the student’s GPA at Kenyon. All other OCS grades will be posted on the transcript as transfer credit but will not be calculated into the College GPA. Grades below a C- will be posted, but no credit will be awarded.

4. Credit is not awarded for internships but is awarded for a course associated with the internship.

5. Students who fail to follow College procedures regarding off-campus study, or who withdraw from Kenyon, and, thus, circumvent existing College regulations regarding off-campus study, are prohibited from receiving credit for coursework completed off-campus.
**Language Policy**

Students participating in OCS programs in a country where the official language is not English must take a language course while on OCS. This course must either be the primary language of the country or one that is prominently spoken in the locale of the OCS program. Failure to take this language course will result in no credits for any coursework from the OCS semester transferring back to Kenyon.

Many programs require prior language instruction, and it is the student’s responsibility to make sure they understand these requirements before applying. The CGE will assist students in understanding these requirements, but their intended program has the final say.

Prior language instruction will be taken into account when making a decision on the student’s Kenyon OCS application. It is imperative, therefore, that students articulate how their language background fits with their program choice and academic trajectory.
Travel Warning Policy

Kenyon College recognizes both the importance of a carefully chosen off-campus study (OCS) program for academic purposes and the importance of the student participant’s safety while abroad. The following policies and procedures have been established in order to protect the safety and well-being of OCS participants. As a general policy, Kenyon does not approve OCS in countries for which a U.S. Department of State Travel Warning has been issued. Exceptions to Kenyon’s Travel Warning policy may be granted upon receipt and consideration of a petition for a Travel Warning policy waiver from a student with support of the student’s academic advisor and department chair. Petitions must also be submitted by a faculty member seeking to lead an OCS program in a country for which a Travel Warning is in effect.

When the petitioner is a student, a Travel Warning policy waiver may be granted for a particular program (not all programs in a particular country) for the student petitioner only. When the petitioner is a faculty member, a Travel Warning policy waiver may be granted for the faculty member's proposed program only, with application to all Kenyon students who apply and are accepted to the program through the usual OCS approval process. The faculty member agrees to share copies of the petition with all students applying to participate in the program.

In some cases, petitions may be approved for programs in specific regions of countries, while other petitions in specific regions of the same country are denied.

Petitions cannot be approved for countries under US Trade & Economic Sanctions: http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx

If a Travel Warning policy waiver is granted, liability waivers must be signed by each student participant and a parent or legal guardian, acknowledging the Travel Warning and potential risks. When the program is led by a Kenyon faculty member, students will also be required to acknowledge that they have read the petition for a Travel Warning policy waiver submitted by the faculty member.
HOW TO

Make an Appointment with Google Calendar

Advising appointments (Student Advising) are 30 minutes, and will be scheduled between September 15 - December 19, 2014, and January 12 - January 28, 2015.

**Note:** You **must** have attended a Sophomore OCS Information Meeting **before** making an advising appointment.

Interview appointments (Interview) are 10 minutes, and will be scheduled for early decision applicants (**students with program application deadlines before February 15, 2015**) between December 11 – December 12, 2014, and for **all other** applicants between February 9 – February 13, 2015. Please be sure you book in the appropriate time slot.

**Note:** To book an appointment, you need to have a Google Calendar account yourself. If you have not yet set one up, you can do so from your email account. **Make sure your TIME ZONE in Calendar Settings is set to Eastern Time (GMT - 5:00.)**

1. Go to the Center for Global Engagement “Contact Us” page: [http://www.kenyon.edu/academics/study-abroad-off-campus-learning/center-for-global-engagement/contact-us/](http://www.kenyon.edu/academics/study-abroad-off-campus-learning/center-for-global-engagement/contact-us/)

2. Click on the “Schedule an appointment with --” either Kim, Lisa, or Marne. Each one has a different schedule, so use the one which best suits your schedule.

3. You will be taken to that person’s calendar with available appointments. You will also see your calendar overlaid on the appointment page, making it easy to see what times work for you.

4. Click on one of the available appointment buttons, type in your full name in the “What” line, and click “Save.”

5. If you need to cancel your appointment, you may delete the event on your own calendar, which will make the date and time available for another student.

6. **Please be on time.** If you think you will be late, please look for another appointment time that will allow you to be on time, and **NOTIFY US** of the change.
Apply for Kenyon OCS Approval through StudioAbroad


2. Log in with your Kenyon username and password now and each time you return to StudioAbroad. Should your session time-out, you may be asked if you have a Kenyon username and password before you are allowed to log-in again. Just click that you do and proceed to log in.

3. Create a profile; upload a picture, if you like. You will see your basic information is updated through Kenyon’s Student Information System (SIS), but there are some items which you may edit.

4. Start looking for potential programs. Most students find it helpful to search by academic area of study, major, or language of instruction of the program to identify some potential programs of interest. Also, review the evaluations of returned OCS students available in the Center for Global Engagement or online in StudioAbroad. You may list/rank programs of interest in your profile to review later until your selection process is complete as to your first choice and an alternate program as back-up.

5. Once you have finally decided on your first program choice, locate that program/semester in StudioAbroad, and click “Apply Now” to start your application.

If you are applying to a semester or academic year program, you may apply to ONE program; if you are applying for a split-year (two programs--one fall and one spring), you may apply to ONE program for fall semester and ONE program for spring semester. Do not open applications in other programs; if you have an alternate program choice, it will be noted as a part of your primary application. All application materials to be submitted are listed on your application page. The application will be available in StudioAbroad on November 1, 2014.

6. Complete the “Supplemental Information Form” (information we do not get automatically from Banner). Also, electronically sign the “Transcript Consent Form.” The CGE will print out and scan an unofficial transcript into your file as part of your online application.

7. Complete the essay questions in the “OCS Proposal.” Note that there are additional questions if you are applying for an academic year or a split-year (two programs/year). You should complete your essays in a word processing document in order to refine them; then copy and paste into the online form. SAVE OFTEN in the online form: you generally have 59 minutes in each session of StudioAbroad before it closes or asks you to renew your session; if you walk away and the program closes, you may
lose your work. Once you have completed your application, click “Submit.”

NOTE: If you are applying for a split-year (two programs/year), you will need to complete an OCS proposal for each program (two applications), one for fall semester and one for spring semester.

8. If you are considering an alternate or back-up program, complete the “Alternate Program Proposal.” You are strongly advised to have a back-up program. If you do not have an alternate program, please type “n/a,” “no alternate program,” etc. in the questions on the Alternate Program Questionnaire before you submit it so it will be properly registered in your StudioAbroad file and you will not receive incomplete application reminders.

9. You will need one (1) faculty recommendation. Before requesting recommendations, you will want to discuss your plans with your selected faculty member, but you must request the recommendation from them, electronically through StudioAbroad by clicking “Request Electronic Recommendation.” Fill out the request completely and click on “Save.” Your recommender will then receive an automatic email with instructions on how to complete the recommendation. A “check” will appear in your recommendation list when the faculty member has completed and submitted the form.

If you are applying for a split-year (two programs/year), you will need TWO faculty recommendations, one for each semester program.
10. **Print out the “Departmental Approval/Advisor Confirmation Form.”** Fill out the Personal Information and have the **form signed by your faculty advisor and the chair of your major department.** Return this form to the Center for Global Engagement by **noon on Thursday, January 29, 2015** (or **December 8, 2014, for early decision** applicants). If you are a **double-major,** you must turn in two (2) forms, one from each major department. If you are applying for a **split-year,** you must turn in two (2) forms, one for each semester program. **This form cannot be submitted electronically.**

11. **Make your interview appointment through Google Calendar** and complete/submit the **“Interview Scheduled Form.”** You will be able to view this reminder of your interview date, time, and interviewer after submission. **The CGE does not send reminders!** Interviews will take place between **February 9 – February 13, 2015.** (Early decision applicants must interview between **December 11 – December 12, 2014**). Follow the enclosed directions for making an appointment through Google Calendar.

12. All materials must be completed/submitted to complete your file on **January 29, 2015.** (**December 8, 2014 for early decision programs**). **Incomplete files will not be considered for OCS approval.**

13. **Complete your interview** with a CGE staff member.

14. **Notification of OCS approval** will be made by Kenyon e-mail. Early decision applicants will be notified by email prior to Winter Break.
Checklist for Part 1 Application Materials

☐ Supplemental information questionnaire — online
☐ Transcript Consent — online
☐ OCS proposal — online
☐ Alternate program questionnaire — online
☐ Faculty recommendation — online
☐ Departmental approval/Advisor Confirmation form — print out, have signed by department, turn into CGE
☐ Schedule appointment, submit Interview Scheduled Form, and complete interview — online and at CGE

Contact Information

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