

**CALVIN OFF-CAMPUS PROGRAMS**  
(China, Honduras, Ghana, Hungary, New Mexico,  
Britain, France, Spain, Washington, DC)

**Instructions for completing the  
Preliminary Application for Off-Campus Study**

**This preliminary application is for CALVIN PROGRAMS only.**

Complete this form only if you plan to participate in a program that is sponsored by Calvin College.

**Why is a preliminary application required?**

Students who wish to participate in off-campus study programs must be approved by the college for academic and social suitability. This preliminary application is designed to ensure that you have all the necessary approvals and that the credits you will receive have been agreed to by the appropriate offices and departments.

**What to Do:**

- Consult advisor concerning the credits in the proposed program. You should also confer about the courses to take in the semester *after* your off-campus study, since you will be gone during the next advising period.
- Get the department chair's approval for any of credits to be applied to your major(s) and/or minor(s).
- Complete the conduct record section.
- Return the preliminary application to the **Off-Campus Programs Office** (HH322).

Important note: **Leave enough time for approval of this preliminary application before your program application is due!** The preliminary application is reviewed by the Registrar, Student Life and Off-Campus Programs. The process normally takes 1-2 weeks, so you should give yourself time to complete this process and still make the program application deadline.

If you have been approved for study off-campus, you will be notified via e-mail by the Off-Campus Programs Office. The e-mail will include the link to the on-line application and recommendation forms.

If you have not been approved to study off-campus, you may appeal the decision; see the Off-Campus Programs Office for more information.

**Financial Aid:**

If you are receiving Calvin financial aid, you will automatically be considered for additional financial aid (up to 30% of the increased cost over study on-campus).

**Policies you should be aware of:**

***Grounds for Disapproval based on Conduct Record***

Students placed on personal probation will be denied participation in semester off-campus programs for a period of 12 months from the date of their sanctioning. Students placed on disciplinary probation will be denied participation in off-campus programs for a period of 18 months from the date of their sanctioning.

Exceptions may be made by joint approval of the Director of Off-Campus Programs and the program director after review of the student's conduct file.

***Credit and Grades***

For semester off-campus courses taught by Calvin faculty or local instructors hired by Calvin College, letter grades are recorded and included in the calculation of the student's GPA. For other courses, such as those taken at local institutions, grades are recorded but do not become part of the GPA.