

# ACADEMIC APPROVAL FORM for OFF-CAMPUS STUDY; PAGE ONE OF TWO

Name of student: \_\_\_\_\_

Program applying to: \_\_\_\_\_ Semester/year: \_\_\_\_\_

**TO THE STUDENT:**

- ☞ You must be approved by your academic advisor for the program to which you are applying.
- ☞ If you are double majoring, both advisors will need to approve your plans to study off-campus (therefore you need two separate approval forms).
- ☞ If you have not declared a major yet, or do not have an advisor in your major yet, you must ALSO discuss with the **department chair of your intended major** how studying off-campus will affect your graduation requirements. The chair needs to complete the SECOND PAGE of this form ONLY. Bring a printout of the courses you have completed from **WebAdvisor** to the meeting with the chair so that s/he may appropriately advise you!!!!!!!!!!!!!! If you intend for a program off-campus to fulfill or complete **minor requirements**, we highly recommend that the director of the minor complete the second page of this form. If your current academic advisor happens to be either a department chair or the director of your minor, you're lucky!
- ☞ Make sure you **give the person enough time** to complete the form in order for it to reach International Office before the deadline (Sept 20 for spring programs, Feb 20 for fall programs).

☛ Please complete this section and then give the form to the appropriate person. S/he will mail it to the IO.

Student Waiver Statement: The "Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)" provides that 1) eligible students will have access to inspect and review their educational records and also 2) provides and protects the rights of a student to privacy by limiting access to the educational record without express written consent.

In accordance with the "Family Educational Rights and Privacy Act of 1974," Allegheny College recognizes that students enrolled in its national and international study programs have the right to inspect and review all materials in their files unless they sign the following statement:

I understand my right under the provisions of PL 93-380.513 to inspect letters of recommendation on my behalf. In order to encourage the authors of letters about me to write with candor, I have elected not to exercise my rights under the aforesaid statute and affirm that I shall not do so in the future. This waiver will remain in effect until I notify, in writing, Allegheny College International Office, at which time this document will be removed from my file and returned to the author, or Allegheny College International Office destroys this recommendation.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**TO THE ACADEMIC EVALUATOR:**

The above-named student is applying to study off-campus in the program listed above. Please provide the information requested below, making sure you have reviewed the questions on the reverse with the student, and give your recommendation and/or restrictions for the student's participation in the program. If the student has signed the release above, your comments will not be made available to the student.

☛☛ Please mail this recommendation to the IO (campus box Y) in a sealed envelope, and sign across the seal on the back. Please do not send this form via email, as your signature will not appear on the letter.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department

How long have you known the student and in what context?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please rank the applicant on the following traits:

(1 = EXCELLENT; 2 = good; 3 = fair; 4 = poor; X = unknown or not applicable)

Academic ability	1	2	3	4	X	Foreign language ability (if applicable)	1	2	3	4	X
Initiative	1	2	3	4	X	Adaptability	1	2	3	4	X
Intellectual curiosity	1	2	3	4	X	Persistence	1	2	3	4	X
Articulateness	1	2	3	4	X	Self-reliance	1	2	3	4	X
Ability to get along with others	1	2	3	4	X	Sensitivity to others	1	2	3	4	X
Emotional maturity	1	2	3	4	X	Lab and field skills (if applicable)	1	2	3	4	X
						Ability to work in a team	1	2	3	4	X

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- PAGE TWO OF TWO -

Study off-campus often places unusual demands on students, requiring a greater degree of adaptability and/or concentration than is usually the case on campus. Please use the questions below as a guide for your recommendation for the student's off-campus plans. Please note that this approval should be for a specific program, not for off-campus study in general.

Do you foresee any problems with the student studying off-campus during the semester in which s/he has indicated interest?

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Has the student reviewed with you how studying off-campus may affect academic planning and the fulfillment of graduation requirements in a timely manner? For example, FS sequence, major requirements, minor requirements, junior seminar, senior comp, distribution requirements.

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Are there courses that the student must take at Allegheny and should not plan to fulfill through courses taken off-campus?

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Please indicate how will studying off-campus enhance or otherwise affect this student's Allegheny degree. Please also indicate your opinion of this student's strengths and liabilities as related to off-campus study.

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Do you approve your advisee/this student for study off-campus in the semester(s) and program(s) designated above? YES  YES, with conditions (specified below)  NO

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Thank you for your comments and support.