

Process for Applying for HWS Short-Term Programs

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FACULTY-LED PROGRAMS

(For Affiliate Programs, see page 2)

- 1) For HWS programs, take the appropriate application for the program you are interested in. Each program has a separate application with the program name at the top.
- 2) Fill out the application, provide the names of two references we can contact if necessary and get your advisor's signature. Don't forget to attach an essay that answers the questions provided on the application.
- 3) Hand in your application by 5:00pm on the deadline stated on the application. Applications received after 5:00pm will be automatically waitlisted.

Application Criteria for Faculty-Led Programs

- The minimum cumulative gpa is stated in the informational sheet for the each program
- In an effort to accommodate under-served populations, priority will be given to applicants who are unable to participate in semester-long programs for reasons such as athletic commitments, the inability to complete major requirements on a semester program, etc.
- While those who have already participated in a semester-long program are eligible to apply, those who have not yet taken part in an off-campus program will generally be given priority, assuming that they meet the admissions requirements as detailed below.
- Admissions decisions are made jointly by the Faculty Director(s) leading the program and CGE staff. Factors considered when making admission decisions include: quality of your essay, academic "fit" for the program, pre-req requirements met (if any), previous participation in an off-campus program, inability to take part in a semester-long program and your social/disciplinary records.
- Students on academic or social probation are ineligible for off-campus programs.

Fees

- There is a non-refundable administrative fee of \$100 charged to all students accepted to a faculty-led short-term program, above and beyond the program costs. Program costs can be found in the informational sheet for each program.
- Accepted students will be also required to pay a non-refundable deposit that will be applied to the program fees. You will be given details of this if you are accepted to the program.

Funding for Faculty-Led Programs

- In an effort to assist students in financial hardship wishing to participate in a short-term program, there is a limited pool of HWS grant funding available. If you are accepted to a faculty-led program, we will invite you to submit a grant application. Grants will be allocated on a need basis and we will contact the financial aid office to verify your need status. We will also contact the Student Affairs office and the Dean's office to access your social/disciplinary records as part of determining your eligibility for a grant. We will let you know whether you have been awarded a grant *before* the deadline by which you are required to put down a deposit for your place on the program.
- In addition, students accepted faculty-led programs will be eligible for federal and alternative loan programs. If you are interested in these loans, you should talk to the Financial Aid Office once you receive your bill for this program in the spring semester.

APPROVED AFFILIATE PROGRAMS

- 1) Look at the brochures and catalogs from the HWS-approved providers (ASE, DIS, IAU and CIEE) or check their offerings on their websites.
- 2) When you have found the program(s) you are interested in, you will need to apply through that provider – there are application instructions at the front of each catalog. *You will not fill out an application through HWS.* Note the application deadlines for the affiliates:

ASE – Advanced Studies in England

- ASE has a 5-week program in Bath, England – see www.studyabroadbath.org and click on summer school
- The application needs to arrive no later than **February 18** (however, space is very limited so you are advised to apply *as early as possible*)
- The application is sent directly to the professor who is teaching the course, not ASE. You also need to include a transcript and references but no deposit is required at this stage for HWS students.
- The minimum gpa requirement is 3.0

- There is one Nelson House Assistantship available and it is awarded based on financial need
- Consult ASE's website at www.studyabroadbath.org for further info.

DIS – Danish Institute for Study Abroad

- DIS has both 3 and 6-week programs in Copenhagen, Denmark (see www.dis.dk and click on academics, summer)
- Deadline to apply: **April 15**
- Apply online at www.dis.dk/apply
- Minimum gpa 3.0 (though applicants not meeting this criteria will be considered on a case-by-case basis)
- NOTE: HWS students do not need to pay the application fee mentioned.
- DIS offers several need-based scholarships – see their scholarship info at http://www.dis.dk/Financial/Scholarship_App_Form.pdf

IAU – Institute for American Universities

- 6-week programs in Aix and Avignon, France (see www.iaufrance.org then click on Aix, Avignon or Marchutz and choose “summer” under the programs menu)
- Deadline to apply: **April 15**
- Students need to fill out an application online at: <https://www.iaufrance.org/login.aspx?returnurl=applicationForm/appFormContainer.aspx>
- NOTE: HWS students do not need to pay the application fee mentioned.
- Minimum gpa 2.5 for Aix with no prior French required; for Avignon, students must have taken at least two years of college French or equivalent and must have a 3.0 gpa in French.
- Students take two 3-credit courses and live in homestays

CIEE – Council on International Educational Exchange

- CIEE has programs of various lengths all over the world (see <http://www.ciee.org/study/countries/summer.aspx>)
- Deadline to apply: **March 15** for China, Japan and Russia, **April 1** for all other programs
- Download an application at: <http://ciee.org/images/uploaded/pdf/CIEE%20Application%202009-10.pdf> (note: you cannot do a summer application online at this stage as they are currently only set up for fall and spring online.)
- Minimum gpa 2.75 (higher for some programs)
- CIEE offers several types of scholarships – see their website at <http://www.ciee.org/study/scholarships/documents/CIEEScholarshipApplication2009-10.pdf>

Application Criteria and Fees for Affiliate Programs

- Each provider has their own application criteria, however students on academic or social probation are ineligible for off-campus programs. Please read the affiliate brochures carefully and consult their website for further information. There is an application fee to apply for programs through CIEE but the other 3 affiliates have waived their application fees for HWS students.

Funding for Approved Affiliate Programs

- In an effort to assist students in financial hardship wishing to participate in a short-term program, there is a limited pool of HWS grant funding available. In order to apply for a grant for an affiliate program, you will need to hand in a copy of your acceptance letter from either ASE, DIS, IAU or CIEE along with a completed grant application available from Sharon Walsh of the CGE in Trinity room 306.

The deadline for handing in funding grant applications for affiliate programs is November 16, 2009. This means that you will need to apply to your program of choice earlier enough to have your decision letter in hand in time to meet the grant deadline. You should allow at least 2 weeks for this. Grants will be allocated on a need basis and we will contact the financial aid office to verify your need status. We will also contact the Student Affairs office and the Dean's office to access your social/disciplinary records as part of determining your eligibility for a grant. We should be able to let you know of the grant award decisions within approximately 1 - 2 weeks of the grant deadline.

- Please note: HWS funding is only available for the approved affiliate programs mentioned. If you choose to go with another outside provider, you will not be eligible to apply for this funding.
- In addition, students accepted to approved affiliate programs will be eligible for federal and alternative loan programs. If you are interested in these loans, you should talk to the Financial Aid Office once you receive your bill for the program in the spring semester.

IMPORTANT POINTS TO NOTE ABOUT COURSE CREDIT

- All students must take summer courses for credit. We do not allow students to waive the credit, even if they are seniors and don't need the credit to graduate.
- Once grades for short-term courses are in, they will show up on a student's transcript in the *spring* semester prior to the summer course, and will be factored into the spring gpa. Tying the short-term course to the spring semester allows students to qualify for financial aid. This means that students must be registered in the prior spring semester in order to take part in a summer

program.

- Students may only apply *two* credits from short-term programs to their HWS degree. They may petition for a third in special circumstances.
- Short-term courses cannot be used to graduate early nor can they replace one of the four required courses during a fall or spring semesters. A summer course will be added as a fifth course (and sixth, if you are taking two courses) to the previous spring transcript but will not show as an overload and no special permission has to be sought for this fifth (or sixth) course.
- Students who participate in a summer program in their senior year will not receive their diploma until their summer grades are recorded. They may walk at Commencement but the actual diploma and final transcript will not be issued until grades are in.

NON-APPROVED OUTSIDE PROVIDERS

- Students may apply to go abroad in the summer with an outside provider, but if you participate in a program not on the approved list, you will need to work with your advisor, department and Dean before you apply to ensure that you will receive credit – and this is not guaranteed. If credit is approved, it will be considered transfer credit not HWS credit.
- You would not apply through the CGE but directly with the provider once you have received approvals from your department and Dean.
- Students on programs through non-approved outside providers are not eligible for funding through HWS.