

Contact: Sharon Walsh, Short-Term Programs Coordinator
Center for Global Education
315 781-3663 or walsh@hws.edu

Process for Applying for HWS Short-Term Programs

- 1) Look at the brochure, catalog or info sheet for the programs you are interested in. Locate the application instructions inside the front cover of the brochure/catalog or on the info sheet to find out what the application procedure is.
- 2) Meet with Sharon Walsh in the CGE to go over application procedures, deadlines, funding, etc.

FACULTY-LED PROGRAMS

Application Criteria for Faculty-Led Programs

- The minimum cumulative gpa is stated in the informational sheet for the 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 or summer 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 for Faculty-Led Programs

- 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 funding available. If you are accepted to

a faculty-led program, we will invite you to submit a funding application. Funding 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 funding. We will let you know whether you have been awarded funding *before* the deadline by which you are required to put down a deposit for your place on the program.

- In addition, students accepted to 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.

The deadline for handing in funding applications is November 14, 2011.

APPROVED AFFILIATE PROGRAMS

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 websites for further information. There is a small application fee to apply for programs through CIEE but the other 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 funding available for those accepted to approved affiliate programs. In order to apply for funding, you will need to apply for admission and be accepted by the program of your choice. You should then hand in the funding application along with a copy of your acceptance letter from the affiliate provider to the CGE by the November 14th deadline. You will not have to make a final decision about accepting the place on the program until after you find out whether you have been awarded funding.
- Funding 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 funding. We should be able to let you know of the funding award decisions within approximately 2 weeks of the funding deadline.
- 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.

The deadline for handing in funding applications is November 14, 2011.

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 semester, 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 the CGE in advance for a third course in exceptional circumstances.
- Short-term courses cannot be used to graduate early. If students take a summer course, they still need to take four courses during the fall and spring semesters unless they submit a petition to the Committee on Standards and receive approval from the Committee to take less than four courses.
- 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-AFFILIATE OUTSIDE PROVIDERS

- Students may apply to go abroad in the summer with an outside provider, but if you participate in a program not on our list of approved affiliate providers, 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 to pursue a program with an outside, non-affiliate provider but directly with the provider once you have received approvals from your department and Dean.
- Students on programs through non-affiliate outside providers are not eligible for funding through HWS.