Off-Campus Study at Monmouth College

Eligibility: All full-time Monmouth College freshmen, sophomores, and juniors in good academic standing are eligible to apply for off-campus study. However, the number of off-campus study slots available for any academic year are limited and applicants for these slots will be ranked by a faculty committee. Preference in this ranking system is given first to rising seniors and then to juniors and to those who have not yet had an off-campus experience.

Financial Aid: Those students can only carry their Monmouth College financial aid package with them on the approved programs listed in the college catalogue. Additional costs incurred by particular programs and travel costs are the responsibility of the students, although some educational loan monies may be available for this purpose.

Academic Credit: ACM programs and Washington Semester are treated just like classes taken on campus, i.e. grades get averaged in to the GPA and D- is a passing grade. All other programs, including ESGCI and the American University in Paris, are treated like transfer work, i.e. grades DO NOT get averaged in and students do not get credit unless they receive a C- or better. For further information, please contact the Registrar.

Steps in the application process for off-campus study

1. Learn about the programs. Obtain program flyers from campus representatives or from the director of off-campus study. A rack of sample flyers is available on the first floor of Wallace Hall. Attend recruitment sessions when they are offered. Check out program website. Those for approved programs can be found on the Monmouth College Off-Campus Study Webpage at department.monm.edu/offcampus.

2. Obtain the application forms. An MC application is available from the coordinator of off-campus study or from the Monmouth College Off-Campus Study Webpage. Specific application forms for approved programs are available from the program campus representative or from the coordinator of off-campus study. This should be done as early in the fall semester as possible. If you are interested in applying for a program other than the ACM, Washington Semester, ESGCI or the American University in Paris, you will be responsible for providing the college with detailed information about this program. Please see the Coordinator of Off-Campus Studies for further information.

3. Visit the financial aid office and find out how your financial aid package may be affected by off-campus study.

4. The application: An application consists of the following items: 1.) the Monmouth College application to study off-campus; 2.) the Dean of Student's Recommendation Form; 3.) the application form for the actual program to which you are applying; 4.) the checklist. Typically you will have to write an essay and ask three people to write letters of recommendation for you. Do not wait until the last minute. Ideally you should approach potential recommenders in early November. Be sure your recommender knows the deadline for receipt of recommendations. Take your essay seriously. Try to make yourself stand out in this essay as a serious student who will take the best advantage possible from this off-campus opportunity.

5. Signature endorsements: The MC application requires signatures from the applicant, the academic advisor, the program campus representative, and a financial aid officer. An application is incomplete without these signatures. ACM applications also require the signatures of the academic advisor, the academic dean and the dean of students. The applicant should obtain the academic advisor's signature but not the deans' signatures. These will be obtained AFTER the application has been approved.

6. Academic transcripts: Do not request a transcript from the registrar's office. The college will prepare transcripts after fall semester grades have been submitted. Your application for off-campus study is effectively a request that such a transcript be made available to the committee evaluating off-campus study applications.

7. Submit completed application to the Director of Off-Campus Studies by February 1st of the preceding academic year. The deadline for exchange programs is March 1st of the preceding academic year. Only one copy is necessary. Be sure to keep a photocopy of your entire application.

8. On-Campus Review. Applicants can expect a decision about their on-campus review by the beginning of the second semester. Those students approved by Monmouth for off-campus study are required to pay a deposit of $200.00 to Monmouth College. Failure to pay this deposit by the deadline will result in loss of off-campus study status. This deposit is automatically applied to the student's program fees and is refundable only if the student's application is not approved by the program.

9. Program Review. Applications approved by Monmouth for off-campus study are then forwarded for program review, typically the ACM office. The decision dates for these programs vary and are listed in the program brochures.