

Semester Away Application Guidelines

Updated August 2018

1. Students usually participate in the Semester Away Program during their third year. Students desiring to participate in either their second or fourth years are **required** to secure approval from their Class Dean.
2. Completed applications for the Semester Away Program must be submitted no later than **two weeks prior** to the beginning of registration to be considered for the following semester. Applications for the following semester will not be considered after that deadline.
3. Student applications for a semester away (or year) are to be presented to Prof. Gary DeAngelis for review by the JDPC Committee. Consultation with Prof. DeAngelis is required prior to submission of the application.
4. The applicant is expected to initiate contact with the other institution's admissions office and/or a specific department. The applicant is also expected to present a catalog or program brochure (or other correspondence) from the other institution as part of the application to the J.D. Power Center for Liberal Arts in the World.
5. The student's application will be presented in the form of a written statement of purpose (3-5 pages). This statement must include a description of the educational objective of the semester away, why this work can't be done at Holy Cross, the specific courses (by department, number, and title) which the student will take, and how those courses relate to the his or her program at Holy Cross. The application must be accompanied by two faculty letters of recommendation (including one from the student's faculty advisor, if applicable) spelling out specifically: the student's qualifications to undertake the proposed program of study and the value of the program in light of the student's overall educational objective at Holy Cross. A resume should also be included with the application.
6. Applicants normally will be expected to have a minimum cumulative GPA of 3.0.
7. When all required materials have been submitted to Prof. DeAngelis, the student will meet with two members of the JDPC Committee to discuss the proposal. The proposal will then be reviewed by the full committee.
8. Requests which receive an affirmative decision will be forwarded to the Provost and Dean of the College for approval. Prof. DeAngelis will be notified of the Provost's decision. Please keep in mind that acceptance of your proposal by Holy Cross for Semester Away does not guarantee acceptance to your proposed program. Likewise, acceptance into your proposed program does not guarantee acceptance of your proposal by Holy Cross.
9. Prof. DeAngelis will forward official correspondence from Holy Cross to the other institutions involved (if required). This correspondence, for example, may include a letter approving the academic program, or certifying the student's status at Holy Cross, or confirming Holy Cross'

agreement to accept in transfer the courses from the other institution. Students should be advised that credit **TOWARDS THE MAJOR** for courses taken at other institutions, while on a semester away, can be granted **only** by the academic department involved. This also holds true for courses to be applied toward a concentration or minor. The JDPC Committee, in approving a semester away, makes no guarantee that courses taken elsewhere will be credited towards the student's major/minor/concentration at Holy Cross. It is strongly recommended that students initiate preliminary discussions with their Dept. Chair regarding transfer credit early on in the application process. Once approved for Semester Away you will need to have the Chair of your major/minor dept. or concentration sign a transfer of credit form and submit it to the Registrar before you leave campus.

Students are expected to obtain from the other institution (either their Admission Office, Registrar's Office, or Department Chairperson) some guarantee of courses in the program in which they intend to register as a special student. Holy Cross is under no obligation to accept courses other than those in the academic program which have been approved by the JDPC Committee. As soon as you find out what specific courses you will actually be enrolled in during your semester away you will need to contact JDPC final approval. This is very important for transfer of credit.

10. Tuition, fees, room and board will be paid to the host institution. Any questions regarding financial aid should be directed to the Office of Financial Aid at Holy Cross. Unfortunately, Holy Cross scholarship money does not transfer to another institution. You may also want to inquire about the possibility of financial aid with the program you are applying to. The College requires a continuing student fee of five hundred dollars (\$500) for any student spending a semester/year away from campus.

Application Checklist

- Proposal
- Transcript
- 2 Faculty Letters of Recommendation
- Printed Materials on Program and Possible Courses
- Meeting with Financial Aid Office
- Approval of Course Credit from major Department Chair
- Interview with JDPC Committee Members