

**CENTER FOR INTERDISCIPLINARY AND SPECIAL STUDIES  
SEMESTER AWAY PROGRAM**

Procedures for Application

1. Students usually participate in the Semester Away Program during their third year. Students desiring to participate in either their 2nd or 4th 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 for consideration 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 the Associate Director of the Center for Interdisciplinary and Special Studies for review by the CISS Committee. Consultation with the Associate Director is required prior to the submission of the application.
4. The applicant is expected to initiate contact with the admissions office and/or a specific department of the other institution and present a catalog or program brochure (or other correspondence) from the other institution as a part of the application to the Center for Interdisciplinary and Special Studies.
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 the relationship of those courses to his or her program at Holy Cross. The application is to 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 be included with the application.
6. Applicants will normally be expected to have a minimum cumulative GPA of 3.0.
7. When all required materials have been submitted to the Associate Director of the Center for Interdisciplinary and Special Studies the student will meet with two members of the CISS Special Programs Cmt. 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 Dean of the College for approval. The Associate Director of CISS will notify the student of the Dean'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 the CISS Committee.

9. The Associate Director 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 CISS 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 CISS 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 CISS 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 Director 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.
11. Holy Cross housing: (see attached guidelines).

#### 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 CISS Cmt. members