INSTRUCTIONS FOR STUDENTS WITH STUDY AWAY APPROVAL
WILLIAMS COLLEGE INTERNATIONAL EDUCATION AND STUDY AWAY OFFICE
studyaway@williams.edu

Course Load and Credit:

1. You must complete the normal full course and credit load the program requires as outlined in your CAS approval letter, maintain the academic and social rules of the host institution or program, and pay its fees directly. You are expected to complete all of your courses on time even if the host program has a policy of grading incompletes. We do not grant credit for internships or practicums without prior approval.

2. Courses you have already taken at Williams cannot be repeated. All of your courses must be liberal arts courses and must fall within the departments/majors offered at Williams. Consult the Director of International Education and Study Away with any questions relating to course approval for credit at Williams. Once you have confirmed your courses on your program, email studyaway@williams.edu immediately with your final course list for approval for credit at Williams before classes begin on your program.

3. Credits will be reviewed once an official transcript from your program is received. You must obtain a C- or above in order for course credit to transfer.

Transcript of Grades:

1. It is your responsibility to arrange for an official transcript of grades to be sent to Williams College at the following address:
   Williams College
   International Education and Study Away Office
   Attn: Tina Breakell, Director
   Hopkins Hall, 2nd Floor
   880 Main Street
   PO Box 518
   Williamstown, MA 01267

   A description of the grading system of your program/university must be included in your transcript materials. (You will need to order extra transcripts for your own use from your program. The Williams College Registrar will not return the transcript to you or make a photocopy.)

2. You will receive credit for the period of your program upon receipt of the official transcript of grades and your completed Study Away Evaluation. Your transcript will not be approved for credit by the CAS until a Study Away Evaluation has been submitted. The Study Away Evaluation form is on our webpage.

3. Students enrolled as full-course students in foreign universities which do not issue grades must submit a statement of attendance from its Registrar including results of examinations and letters from instructors and tutors detailing quantity and type of work done as well as quality of performance.

4. When you return from your program, it is your responsibility to check with the chairperson of your major department to ensure that courses you have indicated on your petition and taken toward your major have been accepted by the department. A copy of the transcript of work you completed will be sent to that chairperson when it is received from the International Education and Study Away Office by the Williams College Registrar’s Office. This process happens only after you have submitted your Study Away Evaluation as indicated in item 2 above.

Health Insurance:

1. If you have any questions about the College’s health insurance plan for students, contact Angie Marano at the Health Center to enroll.

2. If you are covered under your parent(s)’s policy, confirm that the policy will cover you while you are abroad.
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Winter Study Information:

1. If you are away for the **full academic year** on one program, or on two different programs for the **fall semester** and **spring semester**, you are not expected to take a winter study course or return to Williams during Winter Study period. You will receive credit for winter study upon completion of your program(s).

2. Students who study away for the **fall semester** and their program date ends before the Winter Study semester begins are expected to enroll in a winter study course and return to Williams. (Arrangements for a WSP 99 should be made before going away.)

3. Students whose program dates begin after the end of Winter Study are expected to enroll in a Winter Study course at Williams and then depart for their spring semester away.

4. Students whose spring program dates **overlap** with Williams College Winter Study dates (study away program begins before Winter Study ends) will receive credit for Winter Study and spring semesters upon completion of their study away program. You are not eligible to be on campus for any reason prior to departing for your study away program during Winter Study. You will **not** be approved for housing or have access to campus buildings or meals during this time. This is Williams College Policy.
   a. If your **spring study away program overlaps with the end of Winter Study** by only a day or two, you may request permission from the instructor to leave early in order to attend your spring study away program. It is your responsibility to notify studyaway@williams.edu if this is approved. Failure to do so will result in housing charges on campus.

Procedure to Change Plans to Study Away or Program:

1. If you wish to withdraw in good standing to take a personal leave of absence you must contact the Director of International Education and Study Away (studyaway@williams.edu) in writing within six weeks of the beginning of the program you are enrolled in.

2. If you have approval to study away for a full year, but wish to return to Williams for the spring semester, you must contact the Director in writing by **November 15th** with your request. Readmission will only be granted if you remain in good standing on the program (i.e. complete your full course load with grades of C- or better) and credit will be granted only if an official transcript is provided for the single semester. The College reserves the right to limit such returns if space is not available.

3. If you have approval to spend the fall semester away and wish to extend your study with the same program or another program through Winter Study and spring semester, you must request an extension from the Director in writing by November 15th. This request will then have to be approved by your major department and the CAS (Committee on Academic Standing).

Return to Campus:

1. The Housing Office will contact you via email prior to the end of the semester with information regarding Housing arrangements.

2. The Registrar’s Office will contact you via email with deadlines for registering for courses for the upcoming semester of your return.