Students should begin the application process for absentia at Marlboro College eight weeks before the absentia deadline.

MARLBORO COLLEGE
APPLICATION FOR ABSENTIA 1 STATUS
Fieldwork with Marlboro College Awarding Credit

I _____ hereby apply for full-time **In Absentia** status for

☐ **Fall** ☐ **Spring** **20_____.**

Current Status (as per Registrar's Office): ☐ SO2 ☐ JR1 ☐ JR2 ☐ SR1 **World Studies?** ☐ yes ☐ no

REQUIRED: ☐ Preliminary ☐ Final **Plan Application is on file** with In Absentia noted.

My fieldwork will take place in _____
(Location: town, state, country)

Project Tutorials:

Please attach a copy of tutorial descriptions – see page 3 of this application. A separate proposal must accompany this paperwork.

I acknowledge and accept the conditions of in absentia status as stated on the reverse.	_____ Student's signature	_____ Date
I approve of the proposed course of study and agree to evaluate the work outlined.	_____ Plan Sponsor's signature	_____ Date
I have conducted the required pre-departure Session, including safety briefing and student study broad file completion.	_____ Associate Director, World Studies	_____ Date
Health insurance and medical records are on file and immunizations have been updated and health briefing completed, if needed.	_____ Director of Health Services	_____ Date
Financial Aid arrangements have been made for the semester away.	_____ Financial Aid Office	_____ Date
Housing arrangements have been made for the return semester.	_____ Director of Housing & Residential Life	_____ Date
Payment or arrangement for payment has been made.	_____ Director of Student Accounts	_____ Date
The Internship Proposal is approved.	_____ Director of World Studies	_____ Date
I understand and accept the academic terms for absentia 1.	_____ Director of Academic Advising	_____ Date
The application is approved.	_____ Dean of Faculty	_____ Date

PLEASE RETURN FORM WITH SIGNATURES AND ATTACHMENTS TO REGISTRAR'S OFFICE

Copies: *When finalized the Registrar will provide a copy of this form to Student Accounts, Financial Aid and your Plan sponsor. A* ***confirmation*** *copy of this form will be sent to you at your permanent home address.*

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POLICIES AND INSTRUCTIONS FOR ABSENTIA 1

Good Academic Standing: Students in Absentia must be in good academic standing in the semester prior to their departure, and all approvals are conditional on end-of-term standing. The College is not responsible for commitments made by students in anticipation of approval for Absentia status. A student who anticipates that he or she may not qualify for Absentia by reason of good standing may, with the support of his or her advisor/Plan sponsor, apply for an exception to this policy by submitting a statement of appeal to the Committee for World Studies (for international Absentias) or to the Dean of Faculty (for domestic Absentias). The Committee or the Dean will meet with the student, the advisor, and other faculty directly involved to assess the advisability of allowing the student to participate and will accept or deny the appeal. The eligibility of students whose good standing is affected by incompletes or missing grades will be determined by the Dean in consultation with the student's advisor.

Deadlines: In Absentia status must be submitted for approval two weeks prior to the end of the preceding term. After this date, the Dean of Faculty will grant Absentia status only in cases of emergency and unforeseeable personal, family or medical hardship, or for reasons beyond the control of the student.

Overview: Absentia 1 is field work with credit awarded by Marlboro College under the sponsorship of the advisor or Plan sponsor. A student will be considered in Absentia 1 only after payment has been arranged and the registration form, *with accompanying program description*, has been filed with the Registrar. When a student's Absentia 1 program of study includes Marlboro faculty other than the Plan sponsor, the student must convene a meeting of participating faculty to review the proposal (see proposal guidelines) and assess matters of coherence, feasibility, and oversight. The Plan sponsor may not sign the Absentia 1 paperwork until this meeting has occurred. The World Studies internship proposal review is a special case of this process.

Program of Study: A student who wishes to apply for this status must work out a detailed program of study with his or her Plan sponsor well in advance of the Absentia semester. This program must identify the academic components, their credit weighting, the work to be submitted for evaluation, and the timing of submission. The work must be designed so that the sponsor can assess progress at midterm and at the end of the term. Work must be turned in by the first Faculty Meeting of the following semester to ensure that full credit is earned. The sponsor may set earlier deadlines. (See Academic Credit, Incompletes in the online Handbook.)

Registration and Credits: The Absentia 1 application form is a quasi-registration form. The student and advisor will receive a registration verification by e-mail shortly after the registration deadline; the student is responsible for correcting any errors with the Registrar's Office at that time.

Tuition and Financial Aid: Full-time tuition is charged and students must register for 12 to 18 credits; part-time status is not available for students on Absentia 1. The student is considered enrolled at Marlboro College according to the number of credits undertaken and may continue to receive financial aid, including Marlboro Grant, if eligible.

Housing upon Return to Marlboro: Housing assignments for the fall are made in early April. Consequently, a student must submit a housing request before leaving on absentia in order to assure that preferences can be fairly considered. A housing assignment cannot be made without a prior request.

Enrollment Deposit: A non-refundable Enrollment Deposit of $400 is payable by April 1st; all students desiring a Marlboro status (enrolled, Absentia, Leave of Absence) must pay this deposit. The Enrollment Deposit secures the student's place for the next term and allows the College to provide financial aid awards, housing, and other benefits in return. Failure to submit this deposit by the deadline may result in withdrawal from the College as of the end of the semester; late deposits will result in reduced Marlboro Grant for those who otherwise qualify for institutional aid and no housing assignments. Students are strongly encouraged to plan accordingly.

Conditions of Participation: Students must complete a proposal process that involves academic plans, health, safety and financial considerations. Please consult the College Handbook for further details on how to initiate this process. The College may refuse to approve a fieldwork proposal if clear and unavoidable dangers are known; this does not imply the College's responsibility to ascertain the safety of a fieldwork situation.

Health and Safety: While studying away from campus in absentia, students are responsible for maintaining their own well-being and safety. Marlboro College urges all students to comply with recommendations for immunizations from the Center for Disease Control and Prevention. For country-specific information please consult http://wwwn.cdc.gov/travel. Students must comply with Marlboro College health requirements. Health insurance and medical forms must be on file at the Health Center. Health insurance through the College may be continued during the absentia period. Travelers' insurance is required.

Contact information during fieldwork:

_____

Phone/FAX number:_____ e-mail_____

In case of emergency, notify: Name: _____

Address: _____

Phone: _____ e-mail_____

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PROJECT TUTORIAL DESCRIPTIONS FOR ABSENTIA 1

Project Tutorials:

Title	Credits	Plan?	Sponsor	Sponsor Signature

Brief tutorial description, in course catalog English:

Title	Credits	Plan?	Sponsor	Sponsor Signature

Brief tutorial description, in course catalog English:

Title	Credits	Plan?	Sponsor	Sponsor Signature

Brief tutorial description, in course catalog English:

Title	Credits	Plan?	Sponsor	Sponsor Signature

Brief tutorial description, in course catalog English:

Attach additional tutorial descriptions, as needed.