

**MARLBORO COLLEGE**  
**ABSENTIA #4 STATUS APPLICATION**

*Credit by Examination*

I, \_\_\_\_\_, hereby apply for absentia status for  Fall  Spring  Summer **20**\_\_\_\_\_ Student

**Current Status:**  SO1  SO2  JR1  JR2  SR1 (Verify w/Registrar)

**Plan Application:**  Preliminary  Final  on file  not on file.

**NAME & ADDRESS OF UNACCREDITED INSTITUTION, AGENCY OR ORGANIZATION** where you will be enrolled:

\_\_\_\_\_  
\_\_\_\_\_

**FOR CREDIT BY EXAMINATION:** You must attach a description of the work you will do and provide the information, including faculty signatures, requested below: (NOTE: *There is a charge per credit for Marlboro credit earned by examination. See other side for details*)

<i>Course to be examined</i>	<i>Credits</i>	<i>Faculty Signature</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Mailing Address** while in absentia: \_\_\_\_\_  
\_\_\_\_\_ email \_\_\_\_\_

I acknowledge and accept the conditions of Absentia 3 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. \_\_\_\_\_  
Center for Experiential Learning and Global Engagement 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

Exit counseling has been submitted electronically. \_\_\_\_\_  
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

I understand and accept the academic terms for Absentia 3. \_\_\_\_\_  
Director of Academic Advising Date

I have no concerns about this student's developmental and emotional readiness to study away. \_\_\_\_\_  
Dean of Students Date

The application is approved. \_\_\_\_\_  
Dean of Faculty Date

**PLEASE RETURN FORM WITH SIGNATURES TO THE REGISTRAR'S OFFICE**

cc: Student Accounts, Financial Aid, Student, Advisor

## INSTRUCTIONS FOR ABSENTIA # 4

*In Absentia #4 status is granted to a Marlboro student who wishes to enroll in a non-degree granting, unaccredited program (here or abroad) which the Plan sponsor/Advisor and the Dean of Faculty deem equivalent to an accredited program. This status is normally granted to students working ON PLAN.*

**CREDIT BY EXAMINATION:** If you wish to have Marlboro credit granted by examination you should fill out the application on the reverse side of these instructions. The petition, with supporting detail (academic components identified with credit weightings), must be approved **in advance** both by the Registrar and your Plan Sponsor/Advisor. You must submit a document summarizing the program of study as noted above two weeks prior to the end of the preceding term.

**CREDITS:** Upon return to Marlboro the faculty who agreed to evaluate work done in absentia will verify Marlboro credit to be awarded by examination to the Registrar on the form provided. No grades are assigned to credit earned by examination.

**REGISTRATION:** The Absentia #4 form must be submitted **BEFORE** the beginning of the term in absentia. The in absentia form serves as a quasi-registration form and must be filed by the last day of the preceding term. During your absence you will be considered Inactive as a student at Marlboro College which is comparable to taking a leave of absence.

**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 1<sup>st</sup>; 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.

**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 also recommended.

**COST:** There is a charge of \$640 per credit for Marlboro credit earned by examination in addition to the \$500 administrative fee. In unusual circumstances, the rate may be negotiated downward with the Dean of Faculty. Credit charges will be assessed when examination credit has been finalized. Payment will be due at that time.

**FINANCIAL AID:** Students applying for absentia 4 status understand that they lose their eligibility for any financial aid through Marlboro College during their absentia 4 period. Also, students who have borrowed federal or private loans may enter into repayment.

**In case of emergency, notify:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail \_\_\_\_\_