

Hampshire College Global Education Office
Faculty-led Short-term Field Courses
Policy for Participation by Non-Hampshire Students

Hampshire College offers a number of faculty-led short-term field courses that occur outside of the regular fall and spring semesters, usually during the month of January or at the end of the spring semester in May or summer. Field courses are generally 2-4 weeks in length, can vary in academic level, and are considered equivalent to a semester-long course for which Hampshire recommends four transfer credits. All field courses have an online application process and course program fee administered through the Global Education Office. While these courses are primarily designed for Hampshire students, non-Hampshire students are eligible to apply. Non-Hampshire students are defined as 1) Five College students and 2) Non-Five College students and community members not affiliated with Hampshire. All non-Hampshire students are subject to the following policies and procedures:

Five College Students

- All students actively enrolled at Smith, Mount Holyoke, Amherst, and UMASS Amherst are considered Five College students. Five College students who meet specific course prerequisites and are in good academic and disciplinary standing at their home institutions, are eligible to apply. As part of the application process, Five College students are required to have a Home Institution Approval Form for Global Programs completed by a study abroad advisor or appropriate person at their home school.
- Academic approval of any Hampshire short-term field course is at the discretion of the student's home institution. There is **NO GUARANTEE** that the home institution will grant credit for these courses. Students are responsible for checking with their registrar offices regarding the institutional policy and procedures for participating in, and receiving credit for, Hampshire short-term field courses. It is strongly recommended that students seek approval **before** applying for these courses.
- **NEW!** As of 2015, all Five College students will receive a **letter grade** (instead of a narrative evaluation) upon completion of a short-term field course. However, please note that Faculty-led short-term field courses are not considered part of the Five College interchange.
- Five College students are responsible for paying the course program fee (including non-refundable deposit) to the Global Education Office to cover the costs of the program. Airfare and personal expenses are not part of the course program fee and are the responsibility of the participant. No additional administrative fees will apply for Five College students.
- Five College students are **NOT** eligible to receive financial aid from Hampshire College.
- Once accepted, the Global Education Office will register Five College students for the short-term field course upon receiving the non-refundable deposit.
- All students participating in a Hampshire College short-term field course are required to sign and submit a Hampshire College travel waiver prior to departure, and must agree to the conditions and policies outlined in the Global Education Office Student Agreement.
- Upon completion of the short-term field course, Five College students **must request a transcript** through Hampshire College Central Records. Transcript request forms can be found the central records' website at: <http://www.hampshire.edu/centralrecords/952.htm> .

Non-Five College Students and Community Members

- Non-Five College students and community members include any student enrolled at another college or university not within the Five College Consortium or anyone who wishes to participate who is not affiliated with Hampshire.
- Hampshire and Five College students are given priority for participating in a Hampshire faculty-led short-term field course. Non-Five College students and community members must request permission to apply from the Global Education Office and short-term field course faculty director. In addition to the application they may be required to submit supplemental materials and/or be subject to an interview. Acceptance to a field course is contingent upon availability.
- As part of the application process, college students are required to have a Home Institution Approval Form for Global Programs completed by a study abroad advisor or appropriate person at their home school.
- Academic approval of any Hampshire short-term field course is at the discretion of the student's home institution. There is **NO GUARANTEE** that the home institution will grant credit for these courses. Students are responsible for checking with the registrar office at their home institutions regarding the institutional policy and procedures for participating in, and receiving credit for, Hampshire short-term field courses. It is strongly recommend that students seek approval **before** applying for these courses.
- **NEW!** As of 2015, all non-Hampshire students and community members will receive a **letter grade** (instead of a narrative evaluation) upon completion of a short-term field course.
- Non-Hampshire students and outside community members are **NOT** eligible to receive financial aid from Hampshire College.
- All non-Five College students and community members are required to pay the course program fee (including non-refundable deposit) **PLUS** an additional \$125 administrative fee to the Global Education Office to cover the costs of the program. Participants are also responsible for paying airfare and personal expenses not included in the program fee.
- Once accepted, Hampshire College will register non-Hampshire students for the short-term field course upon receiving the non-refundable deposit.
- All students and community members participating in a Hampshire College short-term field course are required to sign and submit a Hampshire College travel waiver prior to departure and must agree to the conditions and policies outline in the Global Education Office Student Agreement.
- Upon completion of the short-term field course, any non Hampshire College participant **must request a transcript** through Central Records at Hampshire College. Transcript request forms can be found the Central Records website at: <http://www.hampshire.edu/centralrecords/952.htm>