



institutional review and approval and individual courses would need departmental review and approval. Typically the students pay tuition and fees to their home institution and receive their regular home-institution financial aid or some portion of it. (See **OCSE**'s website for a current list of Exchange Programs.)

**Procedures for Proposing an Academic Affiliation:**

Members of the faculty or administration interested in establishing a new academic affiliation or making serious modifications to an existing affiliation should consult with the Office of Off-Campus Study & Exchanges and, for articulation agreements, with the Associate Dean of the Faculty for Academic Policy and Advising, who will coordinate information on all established or proposed academic affiliations. With the aid of the Office of Off-Campus Study & Exchanges or the Associate Dean of the Faculty for

CEPP will review and approve proposals for **approved programs, articulation agreements, and exchange programs**, and will report these affiliations to the f

Financial Aid Office will base awards solely on the student's demonstrated financial need in relation to the actual costs of the program. [See Notes.]

**Reporting to the College on Student Participation:**

To facilitate the process of reporting anticipated student participation in the various affiliations (e.g., to Student Accounts, the Registrar, Residential Life, faculty advisors), the Office of Off-Campus Study & Exchanges will report decisions on student applicants to the Committee on Academic Standing to assist them in determining student "status." The dates for such reporting will generally be (a) April 1 for Summer, Fall Semester, or Full Year off-campus study and (b) November 1 for Spring Semester off-campus study. The Committee on Academic Standing will then notify all appropriate offices and individuals of the students' anticipated change in status. [See Notes.]

**Coordination of Affiliate Information:**

The Office of Off-Campus Study & Exchanges and the Associate Dean of the Faculty of Academic Policy & Advising will gather and, when appropriate, disseminate information on all Skidmore academic affiliations. These informational communications are not decision-making functions. The two offices will provide the College with an overview of

Reporting to the College on Student Participation: The CAS is the logical group for gathering and disseminating information on changes in student status and for maintaining accurate student records. Further, using CAS as the conduit for such information relieves individual affiliate coordinators from the trouble of sending multiple lists and letters to various offices and individuals, (for example, to Student Accounts, the Registrar, and Residential Life).