

STUDENT'S DECLARATION OF THE WASHINGTON AND LEE SPRING OPTION FOR SPRING 2012

Requested Date: March 2, 2012 --- Last Date: April 24, 2012 (no extensions)

IMPORTANT: Please type or print information legibly for all sections of the application.

- Register for INTR 995 during the regular registration process. If your plans are still tentative, you should also register for a regular Spring course for four credits. Once you submit this form to the University Registrar, all other course registrations will be canceled. Students with Winter-term Incompletes or WIPs must be registered for a Spring course.
- Though no formal permission is required for Spring Option, this form **must be filed with the University Registrar by 4:30 pm on April 24**, in order to maintain eligibility for Fall registration and other privileges of a W&L student. If you do not file this form and do not register for Spring-term classes, you will be withdrawn from W&L and must apply for reinstatement.
- You may **not** exercise the Spring Option if you are a First-Year student, if you are a Spring-sport varsity athlete, if you have an unfinished WIP or Incomplete grade, or if you are on probation at the end of the Winter term. See the reverse of this form for additional policies related to Spring Option.
- Seniors must complete all graduation requirements by the end of Winter term, including theses, and must return for Commencement.
- Students studying elsewhere for transfer credit must also file the required *Application for Degree Credit for Off-Campus Study*.
- You may **not** participate in varsity athletic activities during the Spring term if you exercise the Spring Option. If you are a varsity athlete, discuss your plans with your coach and get Shana Levine's signature below.

(1) W&L student ID # _____ Your Name: _____ W&L Class Year: _____

Cumulative credits to be completed by April: _____ Cumulative GPA: _____ Fall 2011 Term GPA: _____

W&L email: _____ @mail.wlu.edu; Best phone number to reach you before Spring: _____

Provide your off-campus contact information for **during** Spring term. Continue to check your W&L email address often.

Spring address: _____ Best phone during Spring _____

(2) **IMPORTANT: Statement of Purpose.** Please **attach** a brief statement explaining your plans for the **Spring term only** (not the entire summer). If your plans change, notify the University Registrar (registrar@wlu.edu) of the changes prior to the beginning of Spring term. At the completion of your Spring Option, you will be asked to submit a short evaluation of your experience.

(3) Please categorize your **primary** activity for Spring by checking **one** of the following options.

- | | | |
|--|---|---|
| <input type="checkbox"/> Work (not internship) | <input type="checkbox"/> Study abroad | <input type="checkbox"/> Travel for pleasure |
| <input type="checkbox"/> Internship (paid or unpaid) | <input type="checkbox"/> Study in the U.S. | <input type="checkbox"/> Rest, vacation, recovery |
| <input type="checkbox"/> Volunteering or service | <input type="checkbox"/> Creative activity: art, dance, music, theater, writing | <input type="checkbox"/> Other (please explain in your brief statement) |
| <input type="checkbox"/> Graduate or professional school preparation | <input type="checkbox"/> Seeking Employment | |

(4) **Attach a copy of your WebAdvisor degree audit and sign below.** I have read the faculty's policy on the reverse of this form. I understand that I will remain a W&L student while not registered for Spring-term classes, that I may not live in university-owned housing or participate in athletics, that I must check my degree audit and maintain progress toward degree requirements, that I must register on time for fall term if returning, and that I may be eligible for partial reimbursement of prepaid board fees (not room or tuition).

Student Signature: _____ Date: _____

1. **Academic Adviser(s) Acknowledgement:** Each adviser must review this student's degree audit and progress toward degree requirements, including total credits, FDR, and major, and acknowledge this student's Spring-term plans off campus.

Print Adviser Name: _____ Sign Initials: _____ Date: _____

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2. **For Students Holding an F or J visa:** You must discuss your plans with Amy Richwine at the Center for International Education. Most students on visas will NOT be able to declare or engage in the Spring Option.

Signature of Amy Richwine: _____ Date: _____

3. **For Fall and Spring Varsity Athletes:** You must discuss your plans with your coach and with Associate AD Shana Levine.

Signature of Shana Levine: _____ Date: _____

Completed original must be delivered to the University Registrar no later than 4:30 pm, Tuesday, April 24, 2012.

Office use only: Visa? _____ Athlete? _____ Senior DA _____ SO hiatus code _____ INTR 995 & reg cleanup _____ Apr 2012

Where?: _____ What?: _____

THE SPRING OPTION

The Spring Option allows students to use the Spring term of their sophomore, junior, and/or senior years to engage in an internship, service program, employment, travel, or educational program that will broaden and enhance their collegiate education. The faculty offer this opportunity to encourage students to seek creative outlets not provided in the normal academic setting.

Sophomores, juniors, and seniors may spend one or more of their Spring terms off campus engaged in other activities such as study at another institution (domestic or abroad), internships, employment, service opportunities, or travel. Unlike a Leave of Absence for fall or winter terms, returning to W&L from the Spring Option does not require petition to the Committee on the Automatic Rule and Reinstatement. Notification of a student's intent to spend a Spring term off campus under this option must be made on this form. No other approvals are necessary.

- Students who are assigned an Incomplete or Work-in-Progress grade at the end of winter term may ***not*** take Spring Option and ***must*** register for a Spring course or withdraw from the university.
- Seniors taking advantage of the Spring Option must have completed all requirements for graduation, including having received all grades (i.e., no WIPs or Incompletes) and are required to return for Commencement, unless excused by the Faculty Executive Committee.
- Non-seniors exercising the Spring Option must still register for Fall-term classes on the normal schedule (see below).
- For the purpose of federal or other official governmental enrollment statuses only (financial aid, international visas, etc.), students on Spring Option will be reported as being on Leave of Absence or, if they do not return to W&L, as Voluntarily Withdrawn effective with the end of the Winter term.
- Students competing on an intercollegiate athletic team for which the season or playoff period extends into the Spring term must be registered full time for courses during the Spring term.
- If you have prepaid board fees for the Spring term, contact the Business Office about your plans.
- Students with work-study financial aid who want to work on campus while on Spring Option must contact the Office of Financial Aid to make special arrangements.

Registering while away from campus: Course registration takes place on the same general schedule each year. For Fall term, registration begins around mid-March. Be sure that you know the exact dates. Class offerings are posted on the W&L website about one week before Fall-term registration begins. Students on Spring Option are still responsible for regular deadlines, penalties, and late fees. Contact your faculty adviser(s) as soon as possible to begin discussion of your Fall-term course selections well before the registration deadline. If you will not have access to a Web browser at the appropriate time, communicate with your academic adviser in whatever way is easiest -- email, fax, phone -- and stay in touch regarding course offerings and the registration schedule. Remember that registration will remain open throughout Summer for you to make changes.

Because all of the registration information is sent to your W&L email address, you should check it while you are away. Make sure that you have not blocked email from registrar@wlu.edu. Instructions for forwarding your email to a non-W&L account can be found on the Web at helpdesk.wlu.edu.

Special information for Seniors. You are responsible for meeting all degree requirements prior to leaving campus. You are required to return for Commencement exercises in May. If you wish to be excused from the ceremony, you must petition the Faculty Executive Committee by May 1 for an exception to the rule. (See the Web page at www.wlu.edu/x35808.xml for instructions.) "By university regulations, the diploma will not be awarded with the class to a candidate for a degree who fails to attend the Commencement exercises, unless the candidate has been excused in advance by action of the Faculty Executive Committee. A candidate who, without approved excuse, does not participate in the Commencement exercises is recorded as having been graduated and having received the degree as of the date of Commencement but does not receive the diploma until the next time diplomas are awarded, usually October."

Important Contact Information

Office of the University Registrar
Early-Fielding, 3 Lee Avenue
540.458.8455 registrar@wlu.edu

Business Office
2 South Main
540.458.8730 business@wlu.edu

Financial Aid Office
23 University Place
540.458.8717 financialaid@wlu.edu