

For the Spring Term of _____

(year)

IMPORTANT: Please type or print information for all sections of the application, legibly in black ink.

- Though *no formal permission is required for the Spring Option*, this declaration form must be filed by the last day of winter-term exams in order to maintain eligibility for fall registration and other privileges of being a current student. Students who do not file this form and who are not registered for classes in spring term will be withdrawn from the university and must apply for reinstatement.
- You may **not** exercise the Spring Option if you are a freshman; if you are a spring-sport varsity athlete; or if you are on probation at the end of the winter term. *Please see the reverse of this form for additional policies related to Spring Option.*
- Seniors must be able to meet all graduation requirements by the end of winter term and must return for Commencement.
- Students studying for credit elsewhere must also file the required *Application for Degree Credit for Off-Campus Study*.
- If you are a varsity athlete, please discuss your plans with your coach.

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

Major(s): _____ Total credits to be completed by April: _____ GPA: _____ Fall Term GPA: _____

Current Local Address: _____ W&L E-mail: _____ Local Phone: _____

Please provide your off-campus contact information for spring term. You should continue to check your W&L e-mail address often.

Address: _____ Phone _____

(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"/> Internship (paid or unpaid) | <input type="checkbox"/> Study in the U.S. |
| <input type="checkbox"/> Volunteering or service | <input type="checkbox"/> Performance in art, music, theater |
| <input type="checkbox"/> Graduate or professional school preparation | <input type="checkbox"/> Other (please explain in your brief statement) |

(4) I have read the faculty 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, that I am responsible to check my degree audit and to maintain progress toward degree requirements, that I must register on time for fall term, and that I may be eligible for partial reimbursement of prepaid board fees (not room or tuition). Attach a copy of your degree audit from WebAdvisor.

Student Signature: _____ **Date:** _____

Academic Advisers' Acknowledgements: Each adviser must review this student's degree audit and progress toward degree requirements, including total credits, General Education, and major, and acknowledge this student's spring-term plans off campus.

Faculty Adviser (**print name**): _____ Initials: _____ Date: _____

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For Students Holding an F or J visa: You must discuss your plans with Amy Richwine in International Education.

Signature of Amy Richwine: _____ Date: _____

All Students: By April 4, take this form to one of the Associate Deans: Janet Ikeda, Elizabeth Knapp, or Robert Straughan.

Associate Dean Acknowledgement: _____ Date: _____

Completed original must be taken or sent to the University Registrar's Office.

THE SPRING OPTION (faculty policy from the Catalog)

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. Seniors taking advantage of the Spring Option must have completed all requirements for graduation and are required to return for commencement. Unlike a Leave of Absence for fall or winter terms, 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. The form will be reviewed and approved by the associate deans of the College or the associate dean of the Williams School. Students exercising the Spring Option must still register for fall classes on the normal schedule. For the purpose of federal financial aid only, students on Spring Option will be reported as being on Leave of Absence.

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.

Registering while away from campus: Take your W&L course catalog with you. Class offerings are posted on the W&L Web site about one week before fall-term PreRegistration begins. Students are responsible for regular PreRegistration and Registration 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 -- e-mail, fax, phone -- and stay in touch regarding course offerings and the registration schedule. (Your adviser or a friend could actually handle your registration for you.) Remember that WebRegistration will reopen by mid-June through the end of the summer for changes.

Because all of the registration information is sent to your W&L e-mail address, you should check it while you are away. Instructions for forwarding your e-mail to a non-W&L account can be found on the Web at <http://helpdesk.wlu.edu>, under "How To's."

Course registration takes place on the same general schedule each year. For fall term, PreRegistration begins in early May and Web Registration begins around mid-May. Be sure you know the exact dates.

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 June. If you wish to be excused from the ceremony, you must petition the Faculty Executive Committee by May 15th for an exception to the rule. (See the Web page at registrar.wlu.edu/policies/fec.htm 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
540.458.8455
registrar@wlu.edu

Dr. Janet Ikeda
Associate Dean of the College
Washington Hall
540.458.8748
ikedaj@wlu.edu

Dr. Robert Straughan
Associate Dean of the Williams School
Holekamp Hall
540.458.8609
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Business Office
Early-Fielding
540.458.8730
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Dr. Elizabeth Knapp
Associate Dean of the College
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540.458.8747
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