

Affiliation with Associated Colleges of the Midwest (ACM) Off-Campus Study Programs

The member colleges of the Associated Colleges of the Midwest (ACM) jointly operate off-campus study programs that offer interdisciplinary approaches, personal attention, independent projects, and experience with diverse viewpoints and ways of learning.

Most ACM off-campus study programs are open to students from any college or university. Colleges that are not members of the ACM may wish to pursue affiliation with particular ACM off-campus study programs. Becoming a Program Affiliate can provide a variety of benefits for the affiliated college and its students, as outlined below.

ACM Program Affiliates agree to:	ACM Program Affiliates receive these benefits:
<ul style="list-style-type: none">• Include the affiliated ACM program(s) among the programs recommended for students.• Identify a faculty advisor from a relevant department for each affiliated program, to act as an academic liaison for that particular program.• Accept credit for academic work by students who enroll in the program based on the ACM grade recommendation form.• Allow students participating on the affiliated ACM program(s) to receive a similar amount of financial aid as they would on other approved programs.• Let ACM bill the college for program costs, with the college then billing students according to campus policies. If having ACM bill students directly is preferred, the college should work with ACM to ensure that timely student payments are made.• Participate in ACM surveys related to off-campus study.	<ul style="list-style-type: none">• A discount of 5% on program educational costs.• Priority in application consideration over students from non-affiliated colleges.• The opportunity to send faculty advisors as observers to the annual Faculty Advisory Committee meetings – held for each ACM program and focused on program development and academic oversight.• Regular updates about the program and student(s) on the program.• The opportunity to send faculty or staff to visit ACM program sites and meet with program faculty and support staff.• Reports on ACM surveys related to off-campus study.• External Program Review reports for the affiliated program(s).

How to become an ACM Program Affiliate

To become a Program Affiliate for a particular ACM program(s), the following steps must be taken:

1. The college wishing to affiliate must complete the attached form, indicating the program(s) with which the college seeks to affiliate, who would be the faculty advisor(s) and administrative contacts, why the college would like to affiliate with ACM on the particular program(s), general off-campus study policies, and commitment by the college to fulfill the requirements of affiliation.
2. ACM will then present the affiliation request to the ACM Board of Directors. The Board must approve all requests for affiliation.
3. When a college is approved for affiliation, ACM will notify the college of the approval, and it will be added to the list of ACM Program Affiliates, with eligibility for Program Affiliate benefits.
4. An affiliation would lapse if the requirements outlined above were no longer fulfilled.

For more information on affiliation, please contact:

Betsy Hutula

Chief of Staff

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REQUEST FOR PROGRAM AFFILIATION WITH ACM OFF-CAMPUS STUDY PROGRAM(S)

STEP ONE: Complete the following information about your college and your off-campus study office:

College name	
College address	
College website	
Name of office coordinating off-campus study (OCS)	
Primary OCS contact person – Name	
Primary OCS contact person – Title	
Primary OCS contact person – E-mail	
Additional contact people in the office coordinating off-campus study programs (<i>optional</i>)	
Your internal campus application deadline(s) for students applying to study off-campus	
Brief description of your internal application process for students applying to study off-campus	
Are students from your campus charged your home school tuition, the program cost, or some other amount? Are there any additional campus fees?	
Brief description of your campus financial aid policy for students wishing to study off-campus. What aid can they use? Does this differ by program type?	

STEP TWO: List the ACM program(s) for which you request affiliation, along with the assigned faculty advisor(s). *Multiple faculty advisors may be assigned to a particular program. A faculty advisor may also be assigned to more than one program.*

ACM Program	Requesting affiliation?	Name of Campus Faculty Advisor(s) Faculty advisors should be from an academic department related to each particular program.
Newberry Seminar: Research in the Humanities	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Oak Ridge Science Semester	<input type="checkbox"/> Yes <input type="checkbox"/> No	

STEP THREE: Explain why your institution would like to affiliate with the selected ACM off-campus program(s). *This may include information about a prior history of working with the ACM, alignment of your campus mission with that of the ACM and its programs, why the program(s) may be a particularly good fit for the students at your campus, etc. Feel free to attach an additional page, if necessary.*

The following signature indicates that the College requests affiliation with the ACM programs indicated above, with the undersigned acting as the primary point of contact for this affiliation, and that the College agrees to:

- Include the affiliated ACM program(s) among the programs recommended for students.
- Identify a faculty advisor from a relevant department for each affiliated program, to act as an academic liaison for that particular program.
- Accept credit for academic work by students who enroll in the program based on the ACM grade recommendation form.
- Allow students participating on the affiliated ACM program(s) to receive a similar amount of financial aid as they would on other approved programs.
- Let ACM bill the college for program costs, with the college then billing students according to campus policies. If having ACM bill students directly is preferred, the college should work with ACM to ensure that timely student payments are made.
- Participate in ACM surveys related to off-campus study.

Name (please print)

Title

Signature

Date

College

City, State