

Petition for Permission to Study at a Program Not Affiliated with SU Abroad

Instructions

To be considered for approval to apply to a study abroad program **not** sponsored by or affiliated with SU Abroad, you must submit the following materials to the Associate Provost for International Education and Engagement:

- Application Form (attached)
- Personal Statement
 - In no more than two pages, explain your reasons for wishing to study on the proposed program rather than on a program sponsored by or affiliated with SU Abroad.
- Program brochure and/or URL containing information about the proposed program of study, including information about housing, courses, student services, and cost.
- A letter or email of support from a department chair, including a statement approving possible courses for major, minor or elective credit.
- List of courses you are planning to enroll in (with syllabi, when available).

Please note: You should plan to submit all required materials 9-12 months prior to the program start date so that you will receive a decision before you apply to the program. The decision will be made by the Associate Provost for International Education and Engagement, in conjunction with the Dean of the applicable School/College. You will be notified of the decision via email within 45 days of the submission deadline.

Deadlines for submission:

September 15 (for fall programs with start date in the following year)

March 15 (for spring programs with start date in the following year)

Please return completed form along with all required documents to the Associate Provost for International Education and Engagement, 106 Walnut Place, Syracuse, NY 13210.

Policy: Programs not affiliated with SU Abroad

Policy: Study abroad opportunities for credit are available to Syracuse University students in the following ways:

1. Through SU Abroad's centers and their short-term, summer, and featured programming
2. Through SU Abroad's World Partner roster of affiliated programs, ranging from large university-based programs to intensive field study experiences
3. Through a 'special case' petitioning process, whereby students petition their academic department and the Associate Provost of International Education and Engagement to study at a non-affiliated program; if approved, students pay SU tuition, receive SU financial aid, and receive SU credit that is calculated into their GPAs

Transfer credit will not be granted for courses that Syracuse University undergraduate students take (outside of these three options) while on a leave of absence to study abroad. If an SU undergraduate student wishes to go abroad on a non-affiliated program, a vetting process exists for non-affiliated programs. Undergraduate students will petition their academic department and the Associate Provost of International Education and Engagement to study at a non-affiliated program. Students will receive SU credit, calculated into their GPA, and pay SU tuition and receive SU financial aid.

The petitioning process will include: (1) an application and personal statement, offering a compelling academic and professional rationale and demonstrating that the learning objectives cannot be met by any program offered by SU Abroad; (2) a letter or email of support from the department chair of his/her major (and dual major, or minor, when applicable), including a statement approving a list of courses for major, minor, or elective credit; (3) and review and approval by the Associate Provost of International Education and Engagement in conjunction with the Dean of the home school or college.

If the petition is approved, the student will then complete an SU Abroad online application.

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For office use only: Do not write in this space

Approved: Not Approved:

Signature of the Associate Provost for International Education and Engagement, in conjunction with the Dean of School/College: _____

Date: _____

Student Information

Name: _____ Class: _____ SUID: _____

Majors: _____

Minors: _____

Phone: _____ Email: _____

Program Information

Program at which you seek to study abroad: _____

Country: _____ City: _____

Host institution: _____ University of Record: _____

Semester(s) and year you wish to study abroad: _____

Program start date: _____ Program end date: _____

Program website: _____

Program language of instruction: _____

Most closely related program of SU Abroad offerings: _____

Briefly summarize the compelling **academic and professional reasons** for selecting this program:

What courses are you planning to take while abroad and how will they count toward your degree?

What are the housing arrangements?

What are the support services available to students (e.g., academic advising on-site, safety and security protocols, medical insurance and support, 24-hour emergency response availability, accommodations for students with disabilities etc.)?

Student's Signature _____

Date: _____

Please return completed form along with all required documents to the Office of the Associate Provost for International Education and Engagement, 106 Walnut Place, Syracuse, NY 13210.