



## **INDIVIDUAL STUDY ABROAD POLICY**

If after reviewing the Saint Anselm College Approved Programs List, you cannot find a program that meets your academic requirements, there are a few options:

1. Review them again because the other option below involves significantly more individual work and responsibility.
2. Petition to the Study Abroad Office to have a non-approved program granted a One-time Approval.

### **Petition for a Study Abroad One-time Approval**

This petition is for a student wishing to attend a study abroad program that is not currently a Saint Anselm College Approved program. The granting of a One-time Approval allows a student to remain registered at SAC, have support for credit transfer and access to SAC study abroad resources. This option is available only to students who meet the SAC study abroad eligibility requirements and have a specific, clearly articulated academic need that cannot be met by any existing SAC program. Petitions must be supported by the student's academic advisor and department chair.

Granting of a One-time Approval means that only the individual student making the petition has been approved to participate on the program. Each petition is reviewed based on the academic needs of the individual student as applied to the specific program. Therefore, it is possible that one student's petition would be approved but another student's would be denied, even for the same program.

Please note that a complete review of a One-time Approval Petition can be time-consuming. Frequently people around campus or around the world must be contacted. It can take weeks to receive a response or to make connections to knowledgeable references. We recommend allowing a minimum of 3 weeks for a response to a petition; however, it may take longer.

**In order to petition for a One-time Approval, students must complete the following tasks in order:**

1. Attend a study abroad information session.
2. Make an appointment and meet with the study abroad administrator.
3. Complete and submit a Study Abroad One-time Approval Petition with all required documentation:
  - a) Study Abroad One-time Approval Form
  - b) Academic Rationale
  - c) Program Information
  - d) Unofficial Transcript
4. Have the petition form signed by your department chair.
5. Submit the completed petition (form and supporting documents) to the Study Abroad Administrator.

## **Approvals are granted based on the following criteria:**

### 1. Academic Rationale

- A successful petition makes a compelling case explaining in detail how the study abroad program will help achieve academic and professional goals.
- The rationale must answer specific questions written on the Study Abroad One-time Approval Form.
- There should not be any discussion about friends' plans, housing preferences, and weekend tourism opportunities. These issues are not relevant to the petition.
- There must be an accompanying description stating why no existing SAC Approved program meets the student's academic objectives.

### 2. Transferability of Credit

- If the program is one in which the Study Abroad Office staff does not have direct experience, they will research the accreditation and check references for the institution abroad and/or the study abroad provider who may be facilitating the process.
- An approved petition does not guarantee the transfer credit of specific courses. This requires a Study Abroad Course Approval Form which can be downloaded from the Study Abroad Office website.
- Only a course with a grade of C (or its equivalent) or better will be accepted for transfer credit from another institution.
- Credit will not be awarded for courses that review or repeat those taken at SAC.
- The grade received in transferred course work will appear on your official transcript, but will not affect the SAC grade point average.

### 3. Safety

- Study Abroad Office staff will reference the U.S. State Department consular information sheets and travel warnings to assess the risks in the proposed study abroad country.
- The Study Abroad Office, however, cannot conduct a comprehensive risk management assessment for institutions in other countries for a One-time Approval.
- Risk management responsibilities and policies of higher education institutions differ around the world. Therefore it is the student's responsibility to contact the school directly to learn about their emergency and liability policies and decide if these are acceptable both to the student and student's family.
- Saint Anselm College cannot and will not guarantee the safety of any study abroad program involved in a petition for a One-time Approval.
- Students shall execute a Consent and Agreement Form as part of the petition for a One-time Approval.

**Non-transferability of petition approvals:**

- Granting of a One-time Approval means that only the individual student making the petition has been approved to participate on the program.
- Each petition is reviewed and approved based on the academic need of the individual student as it relates to the specific study abroad program. So it is possible that one student's petition would be approved but another student's would not.

**Requirements if petition approved:**

- If a petition is approved by the Study Abroad Office, the student must follow and complete all required processes and procedures for participating on a SAC Approved Provider Program.
- This includes attending all the required sessions, submitting all required paperwork, paying the administrative course fee, and adhering to all SAC rules, policies, and procedures.
- Upon completion of the program, it is the individual student's responsibility to arrange for the transcript to be sent to the College Registrar.