



STUDY ABROAD ONE-TIME APPROVAL PETITION GUIDELINES

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 Saint Anselm College Approved program. Petitions must be supported by the student's department chair.

Approvals are granted based on criteria such as academic rationale and transferability of credit. Complete information is available online in the Individual Study Abroad Policy. 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. Also, an approved petition does not guarantee the transfer credit of specific courses, which requires an additional process.

Please note that a complete review of a One-time Approval Petition can be time-consuming. First, student eligibility must be established through confirmation from the Dean of Students Office and the Office of the Dean. Afterwards, 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.

Deadlines: September 30th for spring semester programs
March 1st for fall or year-long programs

Submissions: Completed petitions must be submitted to the Study Abroad Office and include:

Checklist:

- Study Abroad One-time Approval Form
- Copy of your unofficial transcript
- Academic Rationale
 - Answer specific questions stated on the Study Abroad One-time Approval Form.
 - The student's combined answers must make a compelling academic case explaining how this specific program will help to fulfill individual academic goals and learning objectives.
 - One of the answers must present a clear and detailed case explaining how no existing Saint Anselm College Approved program meets the student's academic objectives.
- Program Information
- Provide general information on the program from a brochure or the program's website.
- Include information on the academic nature of the program not to exceed 4 pages.

Approved Petition Requirements

If a petition is approved by the Study Abroad Office, the student must follow and complete all requirements for participating on an SAC Approved Program. This includes attending all required sessions, submitting all necessary paperwork, paying the administrative study abroad fee, adhering to all SAC rules, policies, and procedures, and organizing for the study abroad transcript to be sent to the Office of the Registrar.



STUDY ABROAD ONE-TIME APPROVAL PETITION FORM

STUDENT

Name: _____ ID#: _____ Graduation year: _____

Major: _____ Minor: _____ GPA: _____

Academic advisor: _____

PROGRAM

Program Name: _____

Program Sponsor/Provider: _____

Program Location (city/country): _____

Program Dates: _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

U.S. Contact Information:

On-Site Contact Information:

Name: _____

Name: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

E-mail: _____

E-mail: _____

Website: _____

Have you applied to this program? Yes Not yet

Have you been accepted? Yes Not yet (If yes, please attached a copy of your acceptance letter.)

Language of Instruction: _____

Number of credits awarded by the program: _____

Which institution will issue the transcript? _____

Does the program arrange housing? Yes No

What type of housing is provided? _____

If housing is not provided, how do you plan to make arrangements for housing during your time abroad?



Study Abroad One-time Approval Petition Form

ACADEMIC STATEMENT

Submit typed answers to the following questions on a separate page. Be sure to number your answers to correspond with the numbers below.

1. Why do you want to study on this particular program? Describe in detail how this study abroad program will fit into your academic plan and how it will contribute to fulfilling your learning objectives and professional goals (cite specific courses, proposed areas of study, and learning opportunities available through the program).
2. What are your academic expectations for this program?
3. What academic programs and opportunities does this program provide that are not available on any existing SAC Approved program?
4. What information has led you to believe that this program offers rigorous academic courses? Cite your sources of information or examples.
5. How will you integrate this study abroad program into your SAC studies upon return?
6. Are the instructors from U.S. college/university faculty? From a university abroad? What are their credentials?
7. Feel free to include additional relevant academic information that will help the Study Abroad Office to evaluate your petition and appreciate your reasons for this choice.

I have spoken with my academic advisor and department chair about the program for which I am petitioning and my department chair reviewed and supports this petition. I have read and understood this petition and all Study Abroad One-time Approval policies. Additionally, I understand and accept that an approved petition does not guarantee the transfer credit of specific courses, which will require an additional process. I submit this petition with all required supporting documents attached.

Student Signature: _____

Department Chair's Signature: _____

(must match the advisor listed on page 2 of this petition)

-----For Study Abroad Office Use ONLY-----

APPROVED _____ NOT APPROVED _____ DATE BY: _____

COMMENTS:

