

## Petitioning for Participation in a Program Not Currently on CIP's Approved Study Abroad Programs

The approved study abroad programs list ([approved study abroad programs](#)) is updated regularly by the Center for International Programs. The approved study abroad programs represent those study abroad programs which have been carefully evaluated by the Center and reviewed by the appropriate faculty committee. The Center for International Programs reviews all of the programs approved study abroad programs at regular intervals. The academic program of each of these study abroad programs has also been reviewed for its compatibility with the sometimes very different requirements of the Kalamazoo College experience. Thus, petitions for participation in a study abroad program which has not been included must be accompanied by substantial documentation of the student's academic and personal reasons for the request.

### Eligibility

In order to petition for one-time approval for participation in a study abroad program that is not approved, the student must:

- Be a sophomore with a minimum 2.5 GPA.
- Meet the eligibility requirements for the program under consideration.
- Wish to study abroad during the junior year on a long-term program beginning in the fall.
- Have identified a study abroad program that will allow the student to earn 6 units long-term (1 K unit= 40-45 contact hours) beginning in the fall term of the Junior year.

### Procedure

1. Before submitting a petition, the student must meet with a member of the CIP staff to discuss his or her study abroad plans and goals.
2. All petitions must be received in the Center for International Programs by November 1st of the year prior to the beginning of the program the following fall.
3. All petitions must include:
  - A detailed statement by the student as to why he or she wishes to participate in this particular program, and why this cannot be accomplished through any of the other approved study abroad programs
  - Copies of program materials, including the application
  - A letter of support from the student's academic advisor or department chair of declared major

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4. Petitions will be evaluated by the Center for International Programs and faculty members of the Experiential Education Committee on the basis of the academic quality of the experience, foreign language instruction, course offerings, academic and other support services and facilities, housing, experience with U.S. students, and the study abroad program's relevance to the student's overall academic program. After review by faculty on the Experiential Education Committee, the director of the Center will inform the student by December 1 of the status of the petition.
  5. If the petition is approved, the student must observe all Kalamazoo College deadlines and apply to the program in the usual manner, including the online application process.

### **Additional Important Information to Consider**

If the petition for participation is approved by the Center, the program will be approved for transfer of credit only on a one-time, one-student basis. The program will not be eligible for transfer of Kalamazoo financial assistance and/or scholarships or for a subsidy for air transportation. All other Kalamazoo College study abroad policies, including the study abroad program fee and units of credit requirements, will be in effect for the duration of the program.

Fees for Kalamazoo students participating in non-Kalamazoo study abroad programs often exceed the fees for Kalamazoo programs. In no instance will a student pay less than the fee assessed for Kalamazoo College's own study abroad programs.

If approved, the maximum number of students available to participate in petitioned programs will be two students per calendar year.

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