



SMITH COLLEGE

Office for International Study

Petition to the Committee on Study Abroad
For Permission to Apply to a Program Not on the Approved List
(one petition per student per semester)

Worksheet

To be considered for approval to apply to a study abroad program not on the Smith College Approved list, students must first meet with a dean in the Office for International Study. Following the meeting, the online Non-Approved Programs Petition will need to be completed. The Non-Approved Programs Petition will require the following information:

1. Petition Statement: In no more than two pages, explain your reasons for wishing to study on the proposed program rather than a program on the Approved List. Compare your proposed program to related programs on the Approved list, and address issues of academic quality, supervision, instruction, cultural integration, Smith faculty familiarity with your proposed program (if any), and any other relevant factors.
Title the page: “Unapproved Program Petition Personal Statement, <<Your Name: Your Proposed Program>>”
2. A copy of the program brochure (photocopy only the relevant pages if the brochure includes programs other than the one you are petitioning for). Limit to maximum of 5 pages.
3. A copy of the program cost page
4. A letter of support from a faculty member who is familiar with your academic background, interests, and goals.

Additionally, you'll need to be prepared to complete the following information:

- Most closely related program on Approved List: _____
- Provide a description of the academic content of the program.
- List the eligibility requirements for applicants to the program, including grade point average, language or prior coursework, if applicable:
- Who teaches the courses you propose to take? (university faculty/ program faculty?) Indicate the highest degree attained by any faculty teaching courses that are not part of a host university's regular curriculum.

Office for International Study, Global Studies Center, Wright Hall, Smith College, Northampton, MA 01063

Tel: (413) 585-4905 Email: studyabroad@email.smith.edu

www.smith.edu/studyabroad

This form can also be found at: http://smith.edu/studyabroad/advising_petitions.php



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- List the forms of assessment (the bases of evaluation by which grades are determined):
- How are students on the program housed?
- What are the meal arrangements?
- Detail the support services available for students on the program
- Who sponsors the program? _____
- Program Language of Instruction: _____
- Who issues the transcript? _____
- How many students participate in this program each semester?
- List schools that sent students on this program last year _____
- In US dollars, what is the cost of the program: \$_____ per year/semester
- What does the program cost cover? (i.e., tuition, housing, all meals, some meals, international travel, other fees)