

Study Abroad Petition Process

Policy Sponsor:	The Study Abroad Advisory Committee
Policy Contact:	Study Abroad Advisor, Director of Global Engagement
Review Date:	February 14, 2013
Effective Date:	February 14, 2013 (with changes)
Policy History:	2/14/2013 Reviewed, edited, completed. 1/2/2013 First Version
Policy Purpose:	To outline the process with which to petition for use of an outside Study Abroad Program not previously vetted, provided, or in partner with Stockton University.
Policy Statement:	Currently, Stockton University works with five approved providers: CIS Abroad CEA Global Education International Studies Abroad (ISA) Semester at Sea CELL

These four providers, along with their plethora of destinations and instructional classes, have been vetted, accepted, and approved as viable options for Stockton students to use for the opportunity to study abroad. A wide range of majors, courses, and locations are offered. Students are required to utilize a program from one of these four providers to administer their study abroad experience. However, if you wish to petition the use of another outside party, you will be required to provide, through this process, just cause and reasoning, with explicit support from your Academic Dean, for asking for approval of a program not approved by Stockton University. Without the written consent of the Director of Global Engagement, which includes the successful completion of this Petition Process, no student will be able to use a provider other than those listed above. Thus, if a petition is denied, or the petition is withdrawn, the student cannot use the petitioned provider, unless they plan to withdraw from Stockton for that semester.

Additionally, in these circumstances, part of the approval process will cover whether students will have the ability to have their study abroad experience count for course requirements, which would be specifically addressed during the process as it is done during the study abroad approval process. For more information on this, please inquire to the Office of Global Engagement.

Policy Process:

The following checklist must be completed and turned in to the Office of Global Engagement in order to successfully petition to use a separate unapproved provider for study abroad:

1. Petition Form (attached below)
2. Personal Essay (in a separate typed essay)
 - a. In this letter, discuss in detail the following items:
 - i. The coursework you plan to take
 - ii. The coursework from the approved providers and why they do not meet your academic needs or goals
 - iii. How the coursework from your petitioned provider fits into your requirements at Stockton University
3. Statement of Support from Appropriate Stockton Program Coordinator
 - a. This letter must endorse the proposed study abroad program and highlight the comparable academic highlights to the Stockton University and its approved Study Abroad Providers. The statement must be received sealed from the appropriate Program Coordinator if submitted by the student, or sent directly from the Program Coordinator.
4. Petitioned Provider and Program Information
 - a. Pamphlets, literature or other relevant material from the Provider that highlights their academics, housing, and United State accreditation must be provided

Policy Conditions:

Admission to the Provider is your responsibility, and is to be completed independently of the petition process. You are also required to complete the Stockton University study abroad application process the same as you would with any approved providers. Additionally, you must provide payment to the provider independently of the Stockton University, and any payments required to the provider are in addition to the \$200 study abroad application fee required by Stockton University. You must also meet all standard requirements for study abroad as provided through the regular application process. A completed petition must be turned into the Director of Global Engagement. At any point, your petition can be denied without further debate and explanation.

In the event that your petition is successful, you will be approved to participate in the program. However, this is an ad-hoc approval, and does not guarantee the ability for future students to successfully petition use of your petitioned provider and/or program. Lastly, all standard study abroad deadlines apply; your completed standard study abroad application must be turned in by those designated times. It is advised that this petition process be completed in advance of applying to study abroad.

***Note:**

Geographic/Institutional preferences are not sufficient reasons for a petition. Petition programs are not eligible for Stockton Study Abroad Scholarship.

Policy Deadline:

Petition Process Deadlines:

For Fall Semester Attendance:	February 1
For Spring Semester Attendance:	October 1
For Summer Semester Attendance:	February 1

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Petition to Participate with Unapproved Provider/in Unapproved Program

I. Personal Information

Applicant Last Name _____ First Name _____ Middle Initial _____

*Date of Birth _____ *Gender _____ *Race Ethnicity _____
mm/dd/yyyy

What is your major at Stockton? _____ School _____

What is your college status? A) Freshman B) Sophomore C) Junior D) Senior

GPA _____ Z Number _____ Financial Aid Yes No

Phone Number _____ E-mail _____

Term/Year of Proposed Program 20__ Fall Spring Summer

II. Program Information

Program Provider _____

Host Institution (if applicable) _____

Provider/Program Website _____

Program Location (city, country) _____

Contact Person _____ Phone Number _____

Contact Person E-mail _____

Minimum GPA required _____ Language of Instruction _____

Language Proficiency Required _____

Other Requirements _____

Are courses taught by US Faculty, International Faculty, or a combination?

**This information is collected for statistical purposes and will not affect your application.*

Are courses arranged specifically for US students or are US students integrated into regular courses

What is the normal course load per semester? _____

How many credits are earned per course? _____

Describe the housing options offered by the program

By submitting this petition, I understand I am attempting to utilize a provider with which Stockton University has not approved or engages with in any regular familiarity. It is my responsibility to provide full and accurate information regarding the provider and program; failure to do so can result in the denial of my petition, or potentially the loss of earned credits from the study abroad program.

Student Signature

Printed Name

mm/dd/yyyy

Date