WheatonCollege
For Christ and His Kingdom

STUDY ABROAD PETITION FOR NON-APPROVED PROGRAM
Center for Global and Experiential Learning (GEL)

All students who wish to submit a Study Abroad Petition for Non-Approved Program are required to meet with the Director of Study Abroad. This meeting is mandatory and needs to take place BEFORE students can begin the petition process.

DEADLINES

Study Abroad Petition for Non-Approved submission deadlines are:
For study abroad during the Spring 2020 semester: Monday, September 16, 2019
For study abroad during the Fall 2020 semester: Thursday, January 30, 2020

Petitions must be submitted to the Center for Global and Experiential Learning by the deadline; late petitions are NOT accepted.

PETITION INFORMATION

The Center for Global and Experiential Learning (GEL) has made a special effort to include on its list of approved programs, those that meet high academic standards, correspond to the mission of GEL, and represent a wide choice for students in regards to curriculum, language, and location. GEL will, however, consider the petition of a student who would like to attend a non-approved program and receive academic credit (which will appear as transfer credit on their Wheaton transcript). Non-approved programs are a potential option for students who cannot find an academic match for their major on any of the Wheaton-approved programs. Submitted petitions must demonstrate a <u>compelling academic reason</u> for studying on a non-approved program. Generally speaking, a petition for direct enrollment in an international university will not be considered.

All petitions are evaluated by GEL based on the following criteria:
- strong <u>academic</u> justification for choosing a non-approved program versus an existing Wheaton-approved program;
- the academic rigor and quality of the program;
- the appropriateness of the student's plan of study to his/her overall academic plan/major;
- the strength of the student's preparation at Wheaton;
- the level of cultural immersion or integration in the host country;
- the quality of the match between the student's goals and the opportunities that the non-approved program offers; and
- the strength of the program's capability to address standards of health, safety and logistics.

PETITION PRE-REQUISITES

Most programs have preconditions for admission, so students must meet the specified prerequisites for the program they want to attend. In addition, Wheaton College requires that all students participating in international study programs:

1) Be in good academic standing during the semester(s) in which the student applies, is accepted, and participates in the program. Students on academic probation or suspension, or who have incomplete grades, are not eligible to study abroad/off-campus.

2) Be in good standing with Student Development during the semester(s) in which the student applies, is accepted, and participates in the program. Students on disciplinary probation, including Chapel, or suspension are not eligible to study abroad.

3) Agree to behave while abroad according to Wheaton Community Covenant standards, and any additional student conduct standards adopted by the particular study/service abroad program in which the student is a participant, and local laws.

4) Be at least 18 years of age or older.

5) Comply in a timely manner with all travel preparation protocols including, but not limited to, attending orientations, paying all deposits and student bills, meeting all established application and pre-departure deadlines, obtaining passports and visas, completing Student Health Services requirements, responding to Student Care Team inquiries, etc. Students who fail to meet either College or program deadlines may not be allowed to participate.

6) Be current in their student accounts. Students with past due balances with Student Financial Services will not be approved to study abroad.

7) Comply with country(s) specific vaccinations required by the US Center for Disease Control (CDC) and the World Health Organization (WHO). For further details and exceptions, see Wheaton College Travel Clinic Immunization Exemption Policy and Wheaton College Travel Clinic Immunization Waiver.

8) Comply with the individual mandate under the Affordable Care Act which requires that most individuals in the U.S. have qualifying health insurance for the entire year or qualify for an exemption.

FINANCIAL AID AND SCHOLARSHIPS

If your petition is approved, you will be eligible to use your Wheaton financial aid, federal/state financial aid, and any other transferable scholarships and loans.

NOTIFICATION AND POST-NOTIFICATION REQUIREMENTS

1) The Center for Global and Experiential Learning will review your petition and you will receive notice of the final decision within two weeks of the deadline. GEL petition decisions are final, and there are no further opportunities for appealing rejected applications.

2) If your petition is granted, you will need to complete an Application for Off-Campus Study Approval. You will not be reviewed for final approval to study abroad until this application process is complete. Please contact GEL immediately for more information.

Instructions: To submit a Petition for a Non-Approved Program, please submit ALL of the requirements on this checklist to the Center for Global and Experiential Learning by the deadline posted on page one of this document.

☐ Petition Form for Non-Approved Study Abroad Program *(included in this packet)*

☐ Student Statement of Academic Rationale: *Please explain your reasons for pursuing this program and its relevance to your work at Wheaton College and to your future plans, as well as why this program fits your academic needs better than the other approved programs. Make sure you demonstrate a <u>compelling academic reason</u> for studying on a non-approved program as opposed to an approved program. Be sure to include specific reasons such as the program's particular relevance to your major or special opportunities it provides, rather than the general importance of study abroad. Explain how you are particularly prepared academically for this program.*

☐ Plan of Study while Off-Campus & Completed Request for Approval of Transfer Credit Form: *This should include a list of courses you plan to take, pre-requisites, credit value, and course syllabi or detailed course descriptions (course syllabi preferred). Meet with your Academic Advisor to review this course information and then complete the Request for Approval of Transfer Credit form to confirm how these courses may transfer back to Wheaton (e.g. major requirements, general education requirements, electives, etc.). Note that you will be required to maintain full-time student status while off-campus. **Please include this with your petition materials – <u>DO</u> <u>NOT</u> submit it to the Registrar at this time.***

☐ Program Information (3 pages maximum): *Handouts, brochures or website printouts including information about:*
- *Accreditation Status or School of Record*
- *Faculty/Instructors (if not indicated on syllabus/course description – see above)*
- *Methods of Evaluation (if not indicated on syllabus/course description – see above)*
- *Health and Safety Protocol and Procedure*
- *Elements of Cultural Integration and opportunities for Culture Learning*
- *On-Site Support and Staff*
- *Accommodation Options*
- *Cost (total breakdown including airfare, room, board, tuition, etc.)*

☐ Letter of Recommendation from Wheaton College Faculty Member: *A Wheaton College faculty member must sponsor this petition and write a strong letter of recommendation and support to further demonstrate the academically compelling/convincing reasons as to why a non-approved program is more suitable for the student petitioner. This letter of support should be from someone who can evaluate the student as well as the non-approved program in question. Please arrange to pick up a hard copy of this letter in a sealed and signed envelope and submit it to GEL with the rest of your petition materials.*

☐ Wheaton College transcript (an un-official printed version from banner is acceptable)

☐ Complete the first part of the [Off-Campus Study Approval](#) application on GoGlobal: *Your academic and judicial eligibility for off-campus study must be verified. Select "Z – Petition/Non-Approved Program" for the Approved Program question and provide the name of the program you are petitioning to attend in the Non-Approved Program question.*

Petition Form for Non-Approved Study Abroad Program

STUDENT INFORMATION

1) Name: _____   2) Student ID #: _____

3) Telephone number: _____   4) Email: _____

5) Current Status: ☐ First Year   ☐ Sophomore   ☐ Junior   ☐ Senior

6) Major(s): _____   7) Minor(s): _____

8) Academic Advisor: _____

PROGRAM INFORMATION

1) Program Name (including sponsoring organization/institution): _____

_____

2) Program Location (city, country): _____

2) Program Contact (name, email, telephone no.): _____

_____

3) Does this location have a U.S. State Department Travel Advisory Level 3 (Reconsider travel) or 4 (Do not travel)? (see: www.travel.state.gov)
☐ YES   ☐ NO

4) Does this location have a high or extreme security or medical risk rating from International SOS (see: www.internationalsos.com login with Wheaton's membership number 11BSGC000040, click "online services" then "travel health information" AND "travel security online"   ☐ YES   ☐ NO

> *Note: If the program location has a U.S. State Department Travel Advisory Level 3 or 4, or an International SOS security or medical risk rating of high or extreme, it is unlikely this petition will be approved as it will be difficult to demonstrate essentiality for undergraduate learning outcomes when other, lower risk locations are widely available.*

5) Term of off-campus study: ☐ Fall 20___   ☐ Spring 20___   ☐ Full Year 20___/20___

6) Program language(s) of instruction: _____

7) Please list any Pre-requisites for acceptance into the program: _____

_____

8) Do you meet the conditions for acceptance and pre-requisites for the program? ☐ YES ☐ NO

If NO, please explain: _____

9) Program start/end dates: _____

10) Does the program arrange housing? ☐ YES ☐ NO If yes, what type of housing is available to you?

(homestay, residence halls, apartments, etc) _____

11) How did you find out about this program? _____

_____

WHEATON COLLEGE EXPECTATIONS AND PRE-REQUISITES

In addition to any pre-requisites established by the program, Wheaton College requires that all students participating in College-sponsored or approved international travel opportunities:

1) Be in good academic standing during the semester(s) in which the student applies, is accepted, and participates in the program. Students on academic probation or suspension, or who have incomplete grades, are not eligible to study abroad/off-campus.

2) Be in good standing with Student Development during the semester(s) in which the student applies, is accepted, and participates in the program. Students on disciplinary probation, including Chapel, or suspension are not eligible to study abroad.

3) Agree to behave while abroad according to Wheaton Community Covenant standards, and any additional student conduct standards adopted by the particular study/service abroad program in which the student is a participant, and local laws.

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5) Comply in a timely manner with all travel preparation protocols including, but not limited to, attending orientations, paying all deposits and student bills, meeting all established application and pre-departure deadlines, obtaining passports and visas, completing Student Health Services requirements, responding to Student Care Team inquiries, etc. Students who fail to meet either College or program deadlines may not be allowed to participate.

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8) Comply with the individual mandate under the Affordable Care Act which requires that most individuals in the U.S. have qualifying health insurance for the entire year or qualify for an exemption.

Are you able to meet these College-wide expectations and pre-requisites? ☐ YES ☐ NO

BACK-UP PROGRAM

Because GEL does not guarantee that your petition will be approved, please indicate your second choice of program from the Approved Program List.

Program Name: _____ Program Location (city, country): _____

SIGNATURES

Student Signature: _____ Date: _____

Academic Advisor Name (printed): _____

Academic Advisor Signature: _____ Date: _____