



## Petitions to study abroad with a non-affiliated program

Attach the following to this petition form:

1. A Personal Statement

This statement should offer a detailed discussion of each of the following items:

- a. courses you plan to take at proposed study abroad program;
- b. the coursework offered by relevant affiliated programs describing why those options do not meet your academic needs; and
- c. how your proposed course of study with the non-affiliated program fits into your course of study at IWU.

2. A Statement of Support from the appropriate department chair or program director

This letter should endorse the proposed study abroad program and compare its academic caliber to IWU and its affiliated study abroad programs. This statement may be submitted by the student in a sealed envelope or sent directly from the chair to the director of the International Office by campus mail or email.

3. Program Information

Provide a program brochure or materials from the program website that offers an overview of the program's academics, housing, health & safety programs, and most importantly how the program is accredited in the United States.

The completed appeal must be submitted to the Director of the International Office, who will forward it to the Academic Exceptions Committee for consideration.

If the petition is granted, you may then proceed with the application process and credit will be granted for academic work done abroad. If the petition is not granted, you may not participate in the program for IWU credit or apply IWU Financial Aid to the costs. You would, however, have the option of applying to another, approved study abroad program.

## Petitions to apply IWU financial aid to a second semester abroad

Attach the following to this petition form:

1. A Personal Statement

This statement should outline the following:

- a. the academic reasons for participation in an additional study abroad experience or a second semester of study in a single location;
- b. how participation in the program aids, or at least does not impede, timely progress toward graduation; and
- c. the proposed coursework.

2. A Statement of Support from your academic advisor

This letter should address the following: (a) discuss the academic need for an additional semester abroad; (b) verify that participation does not interfere with the student's timely progress to graduation; and (c) give approval for the student's proposed coursework. This statement may be submitted by the student in a sealed envelope or sent directly from the chair to the director of the International Office by campus mail or email.

The petition must be submitted to the Director of the International Office, who will forward it to the Academic Exceptions Committee and Director of the Financial Aid Office for consideration.

Once it has been determined that a student is filing an appeal for an additional experience, any University grant or scholarship money the student is receiving will be suspended for the semester in question until a decision is made regarding the appeal. If the appeal is approved, the grant money will be restored for that semester; if the appeal is denied, no change will then need to be made. If your appeal is denied and you decide not to study abroad, the grant or scholarship money will be restored.

**Please complete and return to  
International Office, CLA 3<sup>rd</sup> Floor**