

Date Submitted: _____

Lehigh Study Abroad Program Petition

Lehigh students may petition to enroll in a study abroad program which is not on the Lehigh Approved Study Abroad List. Each petition is considered on its own merits and in the context of each student's individual situation. Students should not assume that their petitions will be approved and should have an alternative program from Lehigh's approved list as a backup. Petitions will be evaluated by the Lehigh Abroad Faculty Policy Committee, on the following criteria:

1. A student must demonstrate a need that cannot be met through a Lehigh approved program;
2. A student must provide the appropriate program information to satisfy Lehigh faculty of the content and academic rigor of the program;
3. The program must include language study (where appropriate), cultural immersion, and health and safety standards.
4. Programs should have a range of support services comparable to those available at Lehigh.

Name of student: _____ **Semester:** _____

Program Petitioning: _____
(country) (name of program)

Backup program choice from approved list: _____

PETITION CHECKLIST

For Advisor Use:

- Advisor Notes
- Additional Information Sheet
- Lehigh semester online application submitted
- Letter of Intent:
 - 1-page letter stating why the Lehigh approved programs do not meet your needs and how this particular program fits into your academic goals at Lehigh.
- Two completed "Faculty Evaluation for Study Abroad" forms
 - The Evaluation Form must be completed by a full-time Lehigh faculty member (cannot be a TA or adjunct).
- Course Approval Form:
 - You must get a minimum of 12 credits approved. Each course must be approved by the appropriate Lehigh academic department. You must take course descriptions/syllabi to Lehigh faculty for review.
- 1 Lehigh transcript (unofficial transcript can be printed from Banner)
- Supporting documents
 - Copies of email correspondence addressing your petition with: program provider / host school, Lehigh past participant (ie: homestay), Lehigh advisor, etc.
- Program Description:
 - Turn in a copy of the program information (brochures, info printed from web), including course descriptions.

Bring **ALL** of the above to the Study Abroad Office along with this checklist. Your petition will not be reviewed until all these materials are complete.

FACULTY EVALUATION FOR STUDY ABROAD PROGRAM PETITION

Form available online: www.lehigh.edu/studyabroad/eval.doc

Part I- Student

Name of Student: _____

Semester: _____

Program Petitioning:

(country)

(name of program)

Approved Program in Region:

Faculty Evaluator Name:

Part 2 –Faculty Evaluator

1. In what capacity do you know this student?

2. What is your assessment of student's goals / plans for studying abroad?

(weak) 1 2 3 4 5 (strong)

Comments:

3. Is this program a good fit for this student?

4. How well do you know the institute being petitioned?
(not well) 1 2 3 4 5 (very well)

5. Please share your thoughts about the quality of the institute being petitioned:

6. Other comments regarding the student petition

(signature)

If emailing, no signature required.

(date)