

Wheaton College, Norton, MA
Center for Global Education
Non-Wheaton Program Petition Process

Petition Deadline for Fall 2012 & Academic Year 2012-2013:
Petition Deadline for Spring 2013:

February 17, 2012
September 21, 2012

All Wheaton students wishing to participate in study abroad are expected to enroll in one of the many Wheaton study abroad options. This petition is available only to students seeking study abroad experiences whose academic objectives cannot be met by existing Wheaton program and in countries where Wheaton does not have a program. Students must first meet with the Dean for Global Education, before beginning the non-Wheaton petition process.

The petition should consist of written statement no more than **2 pages** in length **AND** a letter of support from the student's academic advisor(s).

The petition **must** include the following:

- A statement of the student's academic objectives relative to the desired study abroad experience and an explanation as to why these objectives cannot be met by an existing Wheaton program option. **(no more than 2 pages in length)**
- A detailed description of the courses offered, key faculty member(s), fieldwork opportunities and/or other resources at the targeted institution that are critical to achieve the student's academic objectives. Students should include brochures, printed website materials, and other relevant materials along with the proposal.
- A plan of study at the targeted institution for the duration the student wishes to study abroad. Complete the attached *Study Abroad Petition Form* and obtain **ALL** necessary signatures.
- The student must provide a letter from his/her academic advisor(s) endorsing the plan of study as well as the experience at the host institution.
- Request an official copy of your Wheaton College transcript to be sent directly to the CGE.
- Attach any approval forms from the program requiring a Wheaton College official's signature.
- Copy of photo page of your passport – Students should apply for a passport if not done so already.
- All materials must be received in the Center for Global Education by the appropriate deadline.

The Global Education Advisory Committee will review these petitions with three areas in mind. The burden will be on the student to demonstrate the following:

- a compelling academic rationale justifying approval to participate in the program in question
- the academic integrity of the proposed program is equal to that of Wheaton College
- an adequate level of student services and support is provided by the proposed program, as these services are vital to ensure that your international experience will be as safe and productive as possible

NEXT STEPS:

If approved, students should then send the program application materials directly to the study abroad program. Students will receive final acceptance from the study abroad program. If the petition is declined, students should apply to an approved Wheaton study abroad program through the Center for Global Education by early March (date TBD) for the fall or academic year or early October (date TBD) for the spring semester. Call the Center for Global Education for specific dates/deadlines.

A **Non-Refundable Administrative Study Abroad Fee** of \$750 will be charged per academic year or semester for non-Wheaton program participation. This fee is charged for services provided to students by the Center for Global Education. These services include assistance with program selection, advising before, during, and after study abroad, as well as transfer credit review and approval. The fee will be reflected on the student's Wheaton account during regular billing cycles.

Students should contact Student Financial Services (SFS) for all financial and billing issues/questions. You must complete a "Study Away Cost Verification Form" from SFS also. Please see SFS office staff for details. Students need to consult with Student Financial Services regarding access to need-based scholarships and grants. Merit based Wheaton scholarships will not be awarded for students participating in a non-Wheaton program.

All study abroad participants are required to have supplemental study abroad insurance for the duration of their program. CISI coverage costs \$40 per month and is billed to all students not on the Wheaton College health plan through Gallagher Koster.

As a condition of participating in a study abroad program, Wheaton students are **required** to complete the **on-line study abroad evaluation** upon completion of their study abroad program. The evaluation can be found at <http://www.wheatoncollege.edu/global/studyAway/Returnees/Evaluation.html>

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