



STUDY ABROAD ONE-TIME EXEMPTION PETITION

This petition is for a student wishing to attend a semester study abroad program that is not currently a Simmons College approved program. The granting of a ***One-Time Approval*** allows a student to remain registered at Simmons, have support for credit transfer and access to Simmons study abroad resources. This option is available only to students who meet the Simmons study abroad eligibility requirements and have a specific, clearly articulated academic need that cannot be met by any existing Simmons College Approved program. ***Petitions must be supported by the student's department chair.***

Approvals are granted based on criteria such as academic rationale and transferability of credit. Complete information is available from the Center for Global Education. Granting of a One-Time Approval means that only the individual student making the petition has been approved to participate on the program. Each petition is reviewed based on the academic needs of the individual student as applied to the specific program. Therefore, it is possible that one student's petition would be approved but another student's would be denied for the same program. An approved petition does not guarantee the transfer of credit for specific courses. This requires an additional process.

Please note that a complete review of a One-Time Approval Petition is a lengthy process. First, student eligibility must be established through confirmation from the Dean of Students, Residence Life, Registrar's Office, and other on-campus partners. Second, the petitioned program must be contacted. It can take weeks to receive a response or to make connections to knowledgeable references. We recommend allowing a minimum of 3 weeks for a response to a petition; however, it may take longer.

Approved petitions are not eligible for the Simmons Home School Tuition model. Approved petition candidates are responsible for remitting payment directly to the study abroad program and are assessed a Simmons Study Abroad Fee. Students may use any aid that is coming from the federal government, the state, or private lending institutions. It is recommended that petition applicants speak with their financial aid officer.

Deadlines: October 15 for Spring Semester programs
March 15 for Fall Semester or year-long programs

Submissions: Completed petitions must be submitted to the Center for Global Education and include:

- Study Abroad One- Time Exemption Petition Form
- Copy of your unofficial transcript
- Academic Rationale
 - Answer specific questions stated on the Study Abroad One-Time Exemption Petition.
 - The student's combined answers must make a compelling academic case explaining how this specific program will help to fulfill individual academic goals and learning objectives.
 - One of the answers must present a clear and detailed case explaining how no existing Simmons College Approved program meets the student's academic objectives.
 - Program Information, including general information on the program from a brochure or the program's website.
- Information on the academic nature of the program (not to exceed 4 pages)

Approved Petition Requirements

If a petition is approved by the Center for Global Education, the student must follow and complete all requirements for participating on an Simmons Approved Program. This includes attending all required sessions, submitting all necessary paperwork, paying the administrative study abroad fee, adhering to all Simmons rules, policies, and procedures, and organizing for the study abroad transcript to be sent to the Office of the Registrar.



STUDY ABROAD ONE-TIME EXEMPTION FORM

I. Applicant Information

Name: _____ ID#: _____ Graduation year: _____

Major: _____ Minor: _____ GPA: _____

Academic advisor: _____

II. Program

Program Name: _____

Program Sponsor/Provider: _____

Program Location (city/country): _____

Program Dates: _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy)

Website: _____

Have you applied to this program? Yes Not yet

Have you been accepted? Yes Not yet
(If yes, please attach a copy of your acceptance letter.)

Language of Instruction: _____

Number of credits awarded by the program: _____

Which institution will issue the transcript? _____

Does the program arrange housing? Yes No

What type of housing is provided? _____

If housing is not provided, how do you plan to make arrangements for housing during your time abroad?

III. Program Contact Information

U.S. Contact Information:

Name: _____

Phone: _____

Fax: _____

E-mail: _____

On-Site Contact Information:

Name: _____

Phone: _____

Fax: _____

E-mail: _____



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Academic Rationale Statement

Please submit typed answers to the following questions on a separate page. Be sure to number your answers to correspond with the numbers below.

1. Why do you want to study on this particular program? Describe in detail how this study abroad program will fit into your academic plan and how it will contribute to fulfilling your learning objectives and professional goals (cite specific courses, proposed areas of study, and learning opportunities available through the program).
2. What are your academic expectations for this program?
3. What academic programs and opportunities does this program provide that are not available on any existing Simmons Approved program?
4. What information has led you to believe that this program offers rigorous academic courses? Cite your sources of information or examples.
5. How will you integrate this study abroad program into your Simmons studies upon return?
6. Are the instructors from U.S. college/university faculty? From a university abroad? What are their credentials?
7. Feel free to include additional relevant academic information that will help Center for Global Education to evaluate your petition and appreciate your reasons for this choice.

I have spoken with my academic advisor and department chair about the program for which I am petitioning and my department chair reviewed and supports this petition. I have read and understood this petition and all Study Abroad One Time Exemption policies. Additionally, I understand and accept that an approved petition does not guarantee the transfer credit of specific courses, which will require an additional process. I submit this petition with all required supporting documents attached.

Student Signature: _____

Department Chair Name: _____

Department Chair Signature: _____

-----For Center for Global Education Use ONLY-----

APPROVED _____ NOT APPROVED _____ DATE _____

COMMENTS:

