

**PETITION FOR PERMISSION TO STUDY OFF-CAMPUS  
ON A NON- COLBY-APPROVED PROGRAM**

**DEADLINE: FEBRUARY 20**

Colby College Off-Campus Office provides students with a list of approved academically rigorous programs offering rich intercultural experiences. If student can't identify a program which meet their academic needs, the Off-Campus Study Office will work with the student to try to find an acceptable program.

**THE PETITION PROCEDURE TO FOLLOW IS:**

1. **Make an appointment with a staff member in the OffD Campus Study Office** to discuss the process for petitioning and to determine if your petition will be encouraged. You may be asked to research and provide certain information about the programs under consideration.
2. **Meet with your academic advisor** to discuss your proposed nonm approved program/ university and to seek your advisor's endorsement.
3. **Submit the petition** via email online.

**NON-APPROVED PROGRAM CRITERIA:**

- Reasons for requesting the OCS office to approve a program not on the approved list must be entirely academic. Climate, the size of a city, cost, or heritage, are not valid academic reasons.
- Students are advised to consult with the OCS office and major advisor(s) to inquire about appropriate and acceptable programs. It is not advisable to shop around for programs prior to seeking input from OCS and your department.
- Students can only petition for one program.
- The program decided upon must meet certain guidelines; these include, but are not limited to:
  - The program must have a duration of at least fourteen weeks of class time (including exam time but not including vacations and excursions)
  - The program must be situated in one host country (with the exception of certain specific approved programs). Touring or shipboard programs are not acceptable.
  - The program or university must provide an academic program which is consistent in quality and quantity of work required at Colby. You must provide Off Campus Study with a description of each course you plan to take, including the language course.
  - With the exception of a foreign accredited university, the program must be sponsored by an accredited US college or university whose academic standards are high.
  - The program or university must provide a cultural experience substantially different from that of a typical U.S. campus experience.

***See more on petition procedure on reverse.***

**YOUR PETITION SHOULD INCLUDE:**

1. **A statement of petition (approx. 200 words) addressing reasons why this particular study abroad program meets academic needs that cannot be met by one of the approved programs.** If there is a Colby or Colby-approved program in the same location as the program being petitioned for, the student must also demonstrate specifically that the proposed program provides courses critical to the student's academic goals that are not available through the approved options. Submit the statement as a document attachment in an email to OCS.
2. **A statement of approval from the student's faculty advisor(s)** in an email to OCS.
3. **Additional program documentation including but not limited to** (these may be printed and dropped off in Eustis 103 or emailed to [offcamp@colby.edu](mailto:offcamp@colby.edu)):
  - ➔ **Academic Calendar** for your program for the semester of you plan to attend or for a past equivalent semester if the advance calendar is not available. If only the start and end dates are posted, please request a more detailed program schedule for the semester of your choice in the previous year. This is to assure that the program meets Colby requirement of 14 weeks of class time (holidays & breaks will be deducted). **Your petition will not be considered without this information.**
  - ➔ **Description for each course** you plan to take, including the language course.
  - ➔ You may be asked to provide certain information about the program under consideration, such as proof of accreditation status, school of record, faculty and resident director qualifications, entrance requirements, academic focus and rigor, and program support services. Student evaluations and a sample transcript are often requested. Other information may also be requested depending upon the particular program.

Please note:

- You must choose a back-up program from the approved list in the Colby on-line portal. This is for your own protection in the event your petition is not approved.
- **Students are allowed to petition one time only.**
- Please be sure that you make the best case you possibly can in your initial submission and any additional input you may deem useful by supportive faculty members.
- The entire petition must be complete before it is given to the committee.

\*No additional information will be considered after the original submission date.