

# SUMMER NON-EMORY STUDY ABROAD PROGRAM PETITION

**DEADLINE: March 1**

## I. PREREQUISITES:

Most programs have preconditions for approval, so students must meet or plan to meet the specified prerequisites for the program that they want to attend. In addition, CIPA requires that Non-Emory Summer Program petitioners:

- A. Have and maintain at least a 3.0 cumulative GPA.
- B. Be in good academic standing.
- C. Enroll full-time at Emory the semester prior to their study abroad program.
- D. Meet the minimum language requirement (if any) as specified in the program description.
- E. Have completed at least 2 semesters (32 semester hours or equivalent) of college level work.

**WAIVER:** If you do not meet the above criteria, you can petition for a waiver by:

- A. Obtaining two additional letters from faculty members supporting your request for a waiver.
- B. Addressing your request for a waiver in your petition essay.

## II. PETITION:

If you plan to participate in a Non-Emory summer study abroad program, you must submit a petition to CIPA to receive approval to transfer credit. Your petition must demonstrate a **compelling academic reason** for studying on a Non-Emory program. Your petition will be evaluated by the ICIS Review Committee on 1) the appropriateness of your plan of study to your overall academic plan, 2) the quality of the match between your goals and the opportunities that the program offers, 3) the strength of your preparation at Emory, 4) the academic rigor and quality of the program, 5) the level of cultural immersion or integration in the host country, and 6) academic justification for not studying on an Emory program. **TO COMPLETE THE PETITION PROCESS, PLEASE SUBMIT THE FOLLOWING TO CIPA BY THE STATED DEADLINE:**

### ☐ **CIPA NON-EMORY SUMMER PETITION FORM**

- A. Parts 1, 2, 3, and 4 – including ALL required signatures
- B. Realization of Danger & Release Statement
- C. Transfer of Credit form
- D. Consent for Release of Information & Emergency Contact Information
- E. Study Abroad Health / Emergency Information

- ☐ **LETTER OF RECOMMENDATION FROM YOUR ACADEMIC ADVISOR:** Your Academic Advisor should indicate that he/she has read and supports your petition to study abroad on a non-Emory program. Please arrange to pick up the letter in a sealed envelope and submit it with the rest of your petition.

### ☐ **NON-EMORY PETITION QUESTIONNAIRE**

The ICIS Review Committee will carefully review your answers to these questions, so this is your opportunity to make your case to study abroad on a Non-Emory program. Please attach a separate, typed sheet (or sheets) addressing each of the following questions:

1. What do you hope to achieve by studying abroad on this particular program?
2. What are your compelling academic reasons which cannot be met by studying on an Emory program?
3. What coursework or other academic experiences have prepared you to participate in this particular program?
4. How will your experience on this program enhance your academic and/or career goals?
5. Other comments, additional information in support of your petition.

- ☐ **TRANSCRIPT:** Include an unofficial copy of your Emory transcript printed from OPUS.

- ☐ **PROGRAM INFORMATION:** To provide the CIPA office and the ICIS Review Committee with information about your chosen study abroad program, please submit a brochure or a print-out of the homepage of the program's website.

- ☐ **\$200 PROCESSING FEE:** The \$200 is required to process your petition. The check should be made payable to "Emory University." **REFUND POLICY:** The processing fee is non-refundable unless your petition is rejected or you are not accepted to your study abroad program.

- ☐ **PASSPORT PHOTOCOPY:** Submit a photocopy of the inside page of your passport. If you do not have a valid passport (or if your passport will expire within six months of the end date of your program), you should apply for one immediately and bring a copy to CIPA when you receive it.

**III. FINANCIAL AID AND SCHOLARSHIPS:**

Students attending Non-Emory programs are not eligible to use Emory financial aid and grants for study abroad. In some cases, federal and state financial aid may be applied to the study abroad program, pending approval of the Financial Aid Office.

**IV. NOTIFICATION:**

The ICIS Review Committee will review your petition after the March 1 deadline. If your petition is successful, you will be notified of your provisional approval within a month of the deadline. If your petition is not approved, you have the opportunity to appeal through the College's Committee on Academic Standards. Please refer to the website <http://college.emory.edu/students/cas.html> for instructions.

**V. BEFORE LEAVING:****☐ PROGRAM NOTIFICATION**

**You will get an official approval letter from CIPA once you submit a copy of your official acceptance letter from the Non-Emory program.** If you decide to withdraw from the program, you must submit a letter of withdrawal to CIPA.

**☐ PRE-DEPARTURE**

Please see the appropriate CIPA Study Abroad Advisor to discuss any pre-departure issues you may have.

**☐ TRANSFER OF CREDIT FORM**

All Non-Emory study abroad program participants are required to turn in the Transfer of Credit form included in this petition packet. Upon receipt of the official transcript from the approved study abroad program, Emory will award transfer credit for the coursework taken abroad according to the policies that govern the transfer of credit to Emory College. You are responsible for obtaining approval from the appropriate Emory academic department for every course for which you expect to receive major, minor, or GER credit. **For Non-Emory programs, you will receive TRANSFER credit only.** If CIPA does not have a signed copy of your approval form in your file prior to your departure, you risk not receiving credit for your term abroad.

**VI. UPON RETURN TO EMORY:****☐ OFFICIAL TRANSCRIPT**

You are responsible for requesting that an official transcript be sent from the overseas institution after your summer abroad is complete. The transcript should be sent to the following address:

Center for International Programs Abroad  
1385 Oxford Road  
Emory University  
Atlanta, GA 30322

**Transcripts delivered by students will not be accepted. The transcript is only considered "official" if it comes to CIPA directly from the institution abroad.**

***Failure to follow these instructions will result in  
cancellation from the program and/or no transfer of credit.***