



---

## PETITION TO STUDY ABROAD

on a non-approved program

In accordance with the College's academic standards and guidelines, the Off-Campus Study Committee (OCSC) has approved over 100 programs. A special effort has been made to approve programs in various parts of the world with a variety of alternatives in terms of curricular emphasis, language requirements, location and calendars.

Students who wish to study abroad are strongly advised to give serious consideration to approved programs. That said, the OCSC recognizes that some students require a program that meets their individual and academic needs in a manner not available in a currently approved program. Students may petition to attend a program or institution not previously approved.

Please submit a letter addressed to "Members of the Off-Campus Study Committee" in which you have answered the questions below.

1. What are your academic reasons for applying to this particular program? How does this program meet your academic needs better than other approved programs?
2. Do you meet the admissions requirements for the program? What are they? Do you have any special qualifications for this program?
3. How did you hear about the program? Do you know anything about its academic reputation? Who will be your peers on the program?
4. Does the program have adequate support services in the host country, especially in case of emergency?
5. If this program has not been used by CMC within the past two years, please submit a program description including academics, housing, emergency procedures and FAQ's from the program website. Provide the email address and telephone number of a program contact.

With the assistance of the Director of Off-Campus Study, through program information, research, course descriptions, and CV for teaching faculty the OCSC will review:

- This petition letter
- Your letter(s) of recommendation
- Your application essays
- Your academic record
- Your language, academic, and personal preparation for the proposed program
- Your completed Department Chair Review of Study Abroad Petition form(s)
- The merit of your *completed* application
- The academic quality of the proposed study abroad program
- The appropriateness of the proposed curriculum to your academic program at CMC

Submit this petition and your complete CMC application, including your departmental approval and letter(s) of recommendation by the Petition deadline for the semester abroad to:

Office of Off-Campus Study  
Claremont McKenna College, Heggblade Center  
Phone: 909-621-8267, Fax: 909-607-8690