



# Study Abroad Petition Form

Valdosta State University  
Center for International Programs

ADDRESS 1500 N Patterson St • Valdosta, GA • 31698-0037

PHONE (229) 333-7410 • EMAIL studyabroad@valdosta.edu

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Campus Address (Hall, House or Off-Campus): \_\_\_\_\_

Local Phone: \_\_\_\_\_ VSU email: \_\_\_\_\_@valdosta.edu

I am applying to study off campus

Fall      Spring      Summer      Academic Yr      Calendar Yr 201\_\_\_\_\_

I wish to apply to the following study abroad program:

Program Name	Location (country/city)	Host University

I am petitioning to (check one):

Waive the VSU Study Abroad GPA requirement

My GPA is \_\_\_\_\_

Study abroad with a non-affiliated program

Program Name and Location \_\_\_\_\_

To apply my VSU financial aid to a second semester of study abroad

## Petitions to waive the GPA requirement

Attach the following to this petition form:

1. A Personal Statement—This should outline your academic qualifications to study abroad and explain why your cumulative GPA is not an adequate or accurate reflection of your academic abilities.
2. A Statement of Support from an appropriate faculty member—In this statement, the faculty member should discuss your academic qualifications and outline why you are a good stud abroad candidate. This statement may be submitted by the student in a sealed envelope or sent directly to the International Programs director by campus mail or email.

The completed appeal must be submitted to the Director of International Programs, who will forward it to the Dean of your College and the Associate Provost for consideration.

If the petition is granted, you may then proceed with the application process, but you are still bound by the program’s own requirements. If the petition is not granted, you will not receive University approval to study abroad and may not participate in the program for VSU credit.

## **Petitions to study abroad with a non-affiliated program**

Attach the following to this petition form:

1. A Personal Statement—This statement should offer a detailed discussion of each of the following items: (a) courses you plan to take at proposed study abroad program; (b) the coursework offered by relevant affiliated programs describing why those options do not meet your academic needs; and (c) how your proposed course of study with the non- affiliated program fits into your course of study at VSU.
2. A Statement of Support from the department/program chair—This letter should endorse the proposed study abroad program and compare its academic caliber to VSU and its affiliated study abroad programs. This statement may be submitted by the student in a sealed envelope or sent directly from the chair to the director of the International Office by campus mail or email.
3. Program Information—Provide a program brochure or materials from the program Website that offers an overview of the program’s academics, housing, and most importantly how the program is accredited in the United States.

The completed appeal must be submitted to the Director of International Programs, who will forward it to the Dean of Your College and the Associate Provost for consideration.

If the petition is granted, you may then proceed with the application process and credit will be granted for academic work done abroad. If the petition is not granted, you may not participate in the program for VSU credit. You would, however, have the option of applying to another, approved study abroad program.

## **Petitions to apply VSU financial aid to a second semester abroad**

Attach the following to this petition form:

1. A Personal Statement—This statement should outline the following: (a) the academic reasons for participation in an additional study abroad experience or a second semester of study in a single location; (b) how participation in the program aids, or at least does not impede, timely progress toward graduation; and (c) the proposed coursework.
2. A Statement of Support from your academic advisor—This letter should address the following: (a) discuss the academic need for an additional semester abroad; (b) verify that participation does not interfere with the student’s timely progress to graduation; and (c) give approval for the student’s proposed coursework. This statement may be submitted by the student in a sealed envelope or sent directly from the chair to the director of the International Office by campus mail or email.

The petition must be submitted to the Director of International Programs, who will forward it to the Director of the Financial Aid office and meet with the Financial Aid Committee to determine eligibility.

Once it has been determined that a student is filing an appeal for an additional experience, any University grant or scholarship money the student is receiving will be suspended for the semester in question until a decision is made regarding the appeal. If the appeal is approved, the grant money will be restored for that semester; if the appeal is denied, no change will then need to be made. If your appeal is denied and you decide not to study abroad, the grant or scholarship money will be restored.