

Checklist: Petition for Off-List Programs

Study abroad on a program that is not on the Hamilton Options List requires permission from the Committee on Academic Standing. This process can take THREE OR MORE WEEKS.

Petitions are evaluated on two primary questions: 1) Does the proposed program conform to the guidelines used in compiling the Options List? 2) Does the student present a compelling academic argument that this program is exceptionally able to meet their academic needs? PROGRAMS SHOULD BE COMPATIBLE WITH A LIBERAL ARTS CURRICULUM, and should not emphasize internships, be “American only,” or be multi-location, “travel” programs.

In order to petition, students should first inform Dean Drogus by email of the program for which they intend to petition. They should then submit the following to Karen Prentice-Duprey, secretary to the CAS, in the Dean of Students Office:

- 1) **General Petition Form:** complete this form obtainable in hard copy from the Registrar’s Office in Elihu Root House, or on line at http://www.hamilton.edu/college/dean_of_students/GeneralPetitionForm.pdf.
- 2) **Personal Statement:** This should offer a compelling academic reason for the choice of program. Questions to address may include:
 - How does the program complement your concentration or minor?
 - If you will continue a language, is the coursework in that language sufficiently challenging?
 - What coursework have you done that prepares you for this program?
 - Are there other relevant, academic ways in which you have prepared for the program?
 - Compare the program to other relevant programs on the Options List. What does it offer that similar programs do not?
- 3) **Statements of support:** The student should ask the appropriate professors to review the program’s materials and ask them to submit a written or electronic statement of support to Dean Drogus:
 - The advisor (or department chair) should attest that s/he has reviewed the materials and believes that the program will provide transferrable course credit in the major or minor, and/or that participation in the program will not hinder completion of the concentration.
 - For languages taught at Hamilton, the department chair should review language courses and confirm that courses are sufficiently rigorous and at an appropriate level, and that the department will approve transfer credit for language courses.
- 4) **The following materials** are needed to assess the program’s compatibility with Hamilton study abroad guidelines. Please submit as much as possible from websites, catalogues, or email with the program:
 - What is the required GPA for the program?
 - Does the program offer instruction in the language of the country? Is it required or optional?
 - What levels of instruction in language are offered?
 - If the program is in a country whose language is taught at Hamilton, how many courses are taught in the local language? Are any courses offered in English?
 - Who issues the program transcript?
 - What is the probable number of credit hours earned in one semester?
 - What are the beginning and ending dates of CLASSES (not including orientation)? What are the dates of any scheduled breaks or holidays? When are exams scheduled?
 - How does the program promote cultural immersion (ie, homestays, integrated housing, etc)?