

Graduate Unaffiliated Study Abroad Petition Process & Form

This petition form is required for any graduate student who would like study abroad on program that is not a DU faculty-led trip or an approved DU exchange program at the graduate level.

STEP 1: Read over the requirements of this form and complete the entire form.

STEP 2: Meet with your Graduate Academic or Faculty Advisor and review the form. Your advisor must sign and approve your academic plan (Part 2 of the form) and coursework for this study abroad program before any further steps can occur. Please also review the [University of Denver's Transfer Credit policy](#) and confirm with your Academic Advisor that you will not violate either transfer credit policy.

STEP 3: *Students may transfer study abroad credit to meet degree requirements at the University of Denver in accordance with the graduate transfer of credit policy.* Prior to enrolling in the course, students must initiate in writing a request for approval of outside coursework. The written request, which is submitted to the college, school or department, should include the name of the institution where the course will be taken, the course title, number of credit hours, course description, and the student's reasons for requesting outside credit. The student is responsible for seeing that the Office of Graduate Education has given preliminary approval for the request prior to travel. A final review and approval may be granted upon the receipt of the student's final, official transcript from the study abroad institution. Retroactive transfer credit requests may not be approved. This process is separate from the Graduate Study Abroad Petition. For question about approval of transfer credit, please contact the [Office of Graduate Education](#).

STEP 4: Submit for approval the completed form to the [Vice Provost for Internationalization](#) at a minimum five weeks before the departure on the program. Retroactive forms are not accepted.

STEP 5: The student completes all requirements for the particular approved study abroad graduate program.

Please note that the student is responsible for the accuracy of the information contained in this form, upon the basis of which this petition will either be accepted or declined by the Vice Provost for Internationalization. The student is responsible for researching the program choice and reaching out to the program abroad directly for information. Students should allow sufficient time to complete this process by the deadline stated above.

STEP 6: Students must register their travel in [DU Passport](#) as an experiential learning participant at least a week prior to departure. Once one has started the registration process, one must log in to DU Passport with the general DU Passport [link](#) to make any edits or changes. See the [DU Passport User Guide](#) for more registration details.

STEP 7: After completion of the study abroad program, complete the [Transfer of Credit Request](#) form and submit to the Office of Graduate Education along with official transcripts from your study abroad program.

Graduate Study Abroad Petition Form

Part 1: Research and answer *all* of the following questions. For some questions, complete answers will require that you be in touch with program representatives directly. As such, you are encouraged to allow sufficient time to research this information, in order to provide complete answers to each question.

Student Name: _____ ID: _____
Student's Academic Program at DU: _____
Program Location(s): _____
Desired Term Abroad: _____

Program Information

Study Abroad Program/Institution: _____

Are you attending this institution abroad directly or through a program provider or U.S. university?

Select one:

Direct Provider/U.S. University (include name): _____

Program URL (please link to specific program for term abroad):

Transcript Institution: _____ (Which university will provide your final transcript for this program?)

Program Dates: _____ City and Country: _____

Program Contact (name, email, & phone): _____

Program Application Deadline: _____ Have you already applied? Y N

Language of Instruction: _____

1. Discuss your academic goals and highlight the ways in which you feel your academics will be enriched through international study on this program. Keep in mind that graduate programs of study typically do not accept undergraduate-level courses or courses from other disciplines.

2. Who teaches the courses you propose to take? (Local university faculty? Faculty hired by the program?) Indicate the highest degree attained by the faculty members teaching the courses you intend to take. Also indicate whether these courses are intended for local students or international students.

3. How are students assessed? Describe the grading and credit system used by this program. Will you receive a transcript based upon a U.S system of credits/grading or will it be a foreign system?

4. Will you be participating in any engaged learning opportunities (research, independent study, service-learning, internship, etc.) while on this program. If so, please provide a description of the opportunity. Remember that many graduate programs may not be able to accept credit for such an experience.

5. Is language study a formal part of the academic program? If yes, will you be able to continue language study upon your return to DU? Remember that language study is not typically accepted by graduate programs for credit, even if there is a language proficiency requirement in the program.

6. What kind of student support is provided as part of the program? Do they provide assistance for immigration, registration and safety needs?

7. What are the main health and safety concerns for this country, and how does the program address these concerns? Is there currently a travel warning from the US State Department for this country/ location? What are the recommendations of International SOS? (You can find links to the State Department and International SOS [here](#) and [here](#)).

Graduate Study Abroad Petition Form

Part 2: Academic transcript information, course list and Academic / Faculty Advisor signature. Please complete all sections.

Student Information

Student Name: _____ DU ID: _____

Desired Term Abroad: _____ Student's Academic Unit: _____

Student's Academic Plan

Below, please list out the courses you hope to take abroad and include the following information:

- Course Name
- Detailed Course Description (or syllabi if available)
- Required Prerequisites
- How have you/will you meet those prerequisites?
- Other coursework you've already taken that this course would build upon
- Will the course will be accepted for credit as part of the graduate program at DU
- Future planned coursework that would continue to build upon this course upon return to DU

Course 1:

Course 2:

Course 3:

Course 4:

Course 5:

Unless your program has a set curriculum, please list at minimum two alternative courses:

- Alternative Courses: _____

Academic/Faculty Advisor Approval:

Students: As part of the Graduate Study Abroad Petition approval process, all graduate students are required to meet with and discuss this graduate study abroad program intended course list with their academic/faculty advisor. **Please discuss this academic plan with your advisor, especially the course work and if it can be accepted by your program.** Students are responsible for the validity of the content of this petition and are strongly encouraged to contact the program directly with any questions about course availability or other information regarding this program choice.

Students may transfer study abroad credit to meet degree requirements at the University of Denver in accordance with the graduate transfer of credit policy. Prior to enrolling in the course, students must initiate in writing a request for approval of outside coursework. The written request, which is submitted to the college, school or department, should include the name of the institution where the course will be taken, the course title, number of credit hours, course description, and the student’s reasons for requesting outside credit. The student is responsible for seeing that the Office of Graduate Education has given preliminary approval for the request prior to travel. A final review and approval may be granted upon the receipt of the student’s final, official transcript from the study abroad institution. Retroactive transfer credit requests may not be approved. This process is separate from the Graduate Study Abroad Petition.

Academic/Faculty Advisors: Your signature below indicates that the student has discussed academic plans and coursework with you for this study abroad program and, from the information provided, this program appears to be a strong fit for the student’s academic goals and his/her program degree requirements. Your signature also indicates that your academic unit is comfortable receiving this course credit towards the student’s degree program. (Final program approval still rests with the Associate Provost for Internationalization.) Advisors are not held responsible for the accuracy of the information provided by the student.

Completed by Student:

Student Name: _____

Study Abroad Program Name: _____

Intended Term Abroad: _____

Completed by Advisor:

Academic/Faculty Advisor Name: _____

Department: _____

Do you approve of this student’s intended academic plan as it relates to the student’s academic goals and objectives?

Yes No Yes with reservations (please detail below)

Please provide any comments you have regarding the academic suitability of this program for the student.

Advisor Signature: _____ Date: _____

***NOTE: The student is responsible for the accuracy of the information provided on this petition form.**