Petitioning for Off-List Programs

Study abroad on a program that is not on the Hamilton Pre-Approved Programs List requires permission from the Committee on Academic Standing. This process can take three or more weeks.

Programs should be compatible with a liberal arts curriculum, and should not emphasize internships or service learning, be “American-only,” or be multi-location, “travel” programs unless approved for your major. To be compatible with a liberal arts curriculum, programs should not emphasize coursework in subjects such as: accounting, business, design, engineering, entrepreneurship, fashion, finance, journalism, law, management, and marketing.

In order to petition, students should work with a study abroad advisor to complete and submit the following documents:

1. General Petition Form: [https://my.hamilton.edu/documents/General%20Petition%20Form.pdf](https://my.hamilton.edu/documents/General%20Petition%20Form.pdf)

2. Personal Statement: This should offer a compelling academic reason for the choice of the 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 Pre-Approved List. What does it offer that similar programs do not?

   At the top corner of your personal statement, please include the following:
   - Full name
   - Graduation Year
   - Name and location of study abroad program AND name of study abroad provider (e.g. IFSA-Butler Queen Mary University, London)
   - Semester intending to study abroad
   - Reason for petitioning (e.g. Petition for an Off-List Program)

3. Statements of support: The student should ask the appropriate professors to review the program’s syllabi and material, and ask them to submit a written or electronic statement of support to Dean North ([cnorth@hamilton.edu](mailto:cnorth@hamilton.edu)). Please have your professor include “PETITION LETTER” in the subject line.
   - The advisor or (department chair) should attest that they have reviewed the syllabi and believe 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 the appropriate level, and that the department will approve transfer credit for language courses.

4. Syllabi for proposed courses abroad
5. Copy of your Petition for Transferred Credit Form:  
https://my.hamilton.edu/documents/PETITION%20FOR%20TRCR.pdf

6. 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. This information may also be included in the personal statement:
   - 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 date 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 (i.e. homestays, integrated housing, etc.)?