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PETITION PROCESS FOR APPLYING TO A NON-APPROVED PROGRAM

Students normally apply to approved programs, but may in special cases, petition the Off-Campus Study Committee (OCSC) if the existing programs do not meet their specific **academic** needs. In accordance with the College's academic standards and guidelines, the OCSC has approved nearly 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.

The OCSC will review the merit of the student's application, the academic quality of the proposed program, the student's language and academic preparation and the appropriateness of the proposed curriculum to a student's academic program at CMC. *Approval by the OCSC does not guarantee approval by the program sponsor.*

Please submit a letter addressed to "Members of the Off-Campus Study Committee" in which you have answered the questions below. This letter should be no longer than 1 page. Be Concise. Please refer to the front of the CMC application for petition due dates. You do not appear in person before the faculty committee so this letter is your chance to plead your case.

1. What are your **academic** reasons for you to apply to a non-approved program? How does the program meet your academic needs that the approved programs do not?
2. Why do you wish to apply to this particular program as opposed to already approved programs in your host country? If there are no approved programs in your host country, what are the reasons you chose to study in this country?
3. Do you meet the admissions requirements for the program? What are they? Do you have any special qualifications for this program?
4. How did you hear about the program? Do you know anything about its academic reputation? Who will be your peers on the program?
5. Does the program have adequate support services in the host country, especially in case of emergency?

The Off-Campus Study Committee will not review your petition unless letter(s) of recommendation is/are received as well as your completed CMC application and program information such as a brochure, course descriptions, and Curriculum Vitae for teaching faculty.