

STUDY ABROAD

STUDY ABROAD ONE-TIME APPROVAL PETITION GUIDELINES

This petition is for a student wishing to attend a study abroad program that is not currently a UNH Managed, Exchange or Approved program. The granting of a One-time Approval allows a student to remain registered at UNH, have support for credit transfer and access to UNH study abroad resources. This option is available only to students who meet the UNH study abroad eligibility requirements and have a specific, clearly articulated academic need that cannot be met by any existing UNH Managed, Exchange or Approved program. Petitions must be supported by the student's academic advisor.

Approvals are granted based on criteria such as academic rationale and transferability of credit. Complete information is available online in the [Study Abroad Policy](#). Granting of a One-time Approval means that only the individual student making the petition has been approved to participate on the program. Each petition is reviewed based on the academic needs of the individual student as applied to the specific program. Therefore, it is possible that one student's petition would be approved but another student's would be denied, even for the same program. Also, an approved petition does not guarantee the transfer credit of specific courses, which requires an additional process.

Please note that a complete review of a One-time Approval Petition can be time-consuming. First, student eligibility must be established through the Study Away Student Eligibility Form. Afterwards, people around campus or around the world must be contacted. It can take weeks to receive a response or to make connections to knowledgeable references. We recommend allowing a minimum of 3 weeks for a response to a petition; however, it may take longer.

Deadlines: September 30th for spring semester programs
February 15th for summer, fall or year-long programs

Submissions: Completed petitions must be submitted to the Administrative Director for Study Abroad, Center for International Education (CIE), 223 Hood House, and include:

CHECKLIST:

- ☐ **Study Abroad One-time Approval Form**
- ☐ **Academic Rationale**
Answer specific questions stated on the Study Abroad One-time Approval Form.
The student's combined answers must make a compelling academic case explaining how this specific program will help to fulfill individual academic goals and learning objectives.
One of the answers must present a clear and detailed case explaining how no existing UNH program meets the student's academic objectives.
- ☐ **Program Information**
Provide general information on the program from a brochure or the program's website.
Include information on the academic nature of the program not to exceed 4 pages.
- ☐ **Study Away Student Eligibility Form** (please notify CIE if you have already submitted this form)
- ☐ **Study Abroad One-time Approval Consent and Agreement Form**

Approved Petition Requirements

If a petition is approved by CIE, the student must follow and complete all CIE requirements for participating in a UNH Approved Program. This includes attending all required sessions, submitting all necessary paperwork, paying the administrative course fee, adhering to all UNH rules, policies, and procedures, and organizing for the study abroad transcript to be sent to CIE.

UNH Center *for* International Education

223 Hood House • 89 Main Street • Durham, NH 03824

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study.abroad@unh.edu

www.unh.edu/cie

STUDY ABROAD

Study Abroad One-time Approval Petition

STUDENT

Name: _____ UNH ID #: _____ Graduation yr: _____

Major: _____ Minor: _____ College: _____ GPA: _____

Academic advisor: _____ Dept: _____

Academic advisor's UNH extension: _____ E-mail: _____

PROGRAM

Program Name: _____

Program Sponsor/Provider: _____

Program Location (city/country): _____

Program Dates: _____ to _____
mm/dd/yyyy mm/dd/yyyy

U.S. Contact Information:

Name: _____

Phone: _____

Fax: _____

E-mail: _____

Website: _____

On-Site Contact Information:

Name: _____

Phone: _____

Fax: _____

E-mail: _____

Have you applied to this program? ☐ Yes ☐ Not yet

Have you been accepted? ☐ Yes ☐ Not yet

Language of Instruction: _____

Number of credits awarded by the program: _____

Which institution will issue the transcript? _____

Does the program arrange housing? ☐ Yes ☐ No

What type of housing is provided? _____

If housing is not provided, how do you plan to make arrangements for housing during your time abroad?

Study Abroad One-time Approval Petition

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ACADEMIC STATEMENT

Submit typed answers to the following questions on a separate page. Be sure to number your answers to correspond with the numbers below.

- Why do you want to study on this particular program? Describe in detail how this study abroad program will fit into your academic plan and how it will contribute to fulfilling your learning objectives and professional goals (cite specific courses, proposed areas of study, and learning opportunities available through the program).
- What academic programs and opportunities does this program provide that are not available on any existing UNH Managed, Exchange or Approved program?
- What information has led you to believe that this program offers rigorous academic courses? Cite your sources of information or examples.
- How will you integrate this study abroad program into your UNH studies upon return?
- Are the instructors from U.S. college/university faculty? From a university abroad? What are their credentials?

Feel free to include additional relevant academic information that will help CIE to evaluate your petition and appreciate your reasons for this choice.

I have spoken with my academic advisor about the program for which I am petitioning and my advisor reviewed and supports this petition. I have read and understood this petition and all Study Abroad One-time Approval policies. Additionally, I understand and accept that an approved petition does not guarantee the transfer credit of specific courses, which will require an additional process. I submit this petition with all required supporting documents attached.

Student signature: _____

Academic Advisor's signature: _____
(must match the advisor listed on page 2 of this petition)

----- For CIE Office Use ONLY -----

APPROVED _____ NOT APPROVED _____ DATE _____ BY: _____

COMMENTS: _____

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STUDY ABROAD

Study Abroad One-time Approval Petition: Consent and Agreement

Student Name (printed): _____ Student ID#: _____

Destination (city/country): _____

Program Name: _____

Program Sponsor/Provider: _____

Program start date: _____ Program End Date: _____
mm/dd/yyyy mm/dd/yyyy

THIS IS A RELEASE OF LEGAL RIGHTS – PLEASE READ AND UNDERSTAND BEFORE SIGNING!

I, the undersigned, read and understand the UNH Individual Study Abroad Policy that is available on the *Documents & Forms* page of the CIE website (<http://www.unh.edu/cie/documents-forms>). I am voluntarily petitioning to attend a study abroad program that is not currently a UNH Managed, Exchange or Approved program.

I, the undersigned, an applicant for study abroad under the University of New Hampshire (hereinafter referred to as UNH) Study Abroad One-time Approval Petition (hereinafter referred to as One-time Approval), do waive and release all claims against UNH and its agents, and any host schools, institutions, or study centers abroad, for any injury, loss, damage, accident, delay or expense resulting from the use of any vehicle, any strikes, violence, war, weather, sickness, quarantine, government restrictions or regulations, or arising from any act of omission of any airline, railroad, bus company, taxi service, hotel, restaurant, school, or other firm, agency, company or individual. I also release UNH and its agents and agree to indemnify them with regard to any financial obligations that I may personally incur or any damage of injury to the person or property of others that I may cause, while participating in study abroad under One-time Approval.

I understand and accept that safety and risk management responsibilities and policies of higher education institutions differ around the world from those at UNH. I understand that UNH cannot conduct a comprehensive health, safety and risk management assessment for institutions in other countries for a One-time Approval. Therefore I understand that it is my responsibility to learn about my individually selected program's safety, risk management, emergency and liability circumstances and policies. I have determined and decided that these risks and my host institution's policies are acceptable. I understand and accept that UNH cannot guarantee the safety of any study abroad program, including those involved in a petition for a One-time Approval.

I understand and agree that foreign travel presents risks to me and my property. These risks can include, among others: unfamiliar or different terrain, climate, food and drink, customs, laws, social and sexual mores, safety practices and regulations, communications, criminal and law enforcement activities, disability access, driving practices, disease risks, and health care. I understand that I am responsible for researching and evaluating the risks I may face and am responsible for my actions. Any activities that I may take part in, whether as a component of the study abroad program under One-time Approval or separate from it, will be considered to have been undertaken with my approval and understanding of any and all risks involved. This expressly includes, without limiting the foregoing, risks of loss, injury, or death associated with the consumption of alcoholic beverages and drugs, traffic accidents, assault, and theft.

I hereby grant UNH and its agents full authority to take whatever actions they may consider to be warranted under the circumstances regarding my health and safety, and I fully release each of them from any liability for such decisions or UNH or

its agents incur special expenses on my behalf in regard to the above, I (and my parents or guardian) agree to make immediate repayment upon my return.

I will comply with UNH and host institution rules, standards and instructions for students' behavior. I hereby waive and release all claims against UNH and its agents arising at a time when I am not under the direct supervision of its agents or arising out of my failure to comply with such rules, standards and instructions; and I agree to indemnify UNH and its agents against any consequences thereof. I agree that UNH shall have the right to enforce appropriate standards of conduct and that it may at any time terminate my participation in One-time Approval for failure to maintain these standards or for any actions or conduct considered to be incompatible with the interest, harmony, comfort and welfare of other students. If my participation is terminated, I consent to being sent home at my own (or my parents' or guardian's) expense with no refund of fees.

I understand that UNH and its agents are not responsible for any injury or loss whatever incurred by me during my period of study under One-time Approval, during periods of independent travel, periods of absence from the host institution, on group excursions or other activities arranged by the host institution.

UNH reserves the right to cancel or modify approval for the study abroad program under One-time Approval before or during its operation due to circumstances including emergencies, low enrollment, unavailability of one or more facilities or personnel, or other reasons.

I understand and agree that I must meet all UNH Study Away Eligibility Requirements at the time of application and throughout my study abroad program. If I fail to meet the UNH Study Away Eligibility Requirement at any point in this process, UNH shall revoke my eligibility for study abroad. If my study away eligibility is revoked, UNH will cease to be responsible for me in any way thereafter relating to One-time Approval; I will not be able to earn UNH credits or transfer credits; and, I will not be able to maintain access to my financial aid.

Should I choose to be at the study abroad program location or traveling internationally before the program's start date or to remain after the program's official end date, UNH will not be responsible in any way for me or my actions. I understand that I will be covered by the UNH international travel assistance and insurance program only while enrolled in the One-time Approval study abroad program and only when I am outside the U.S. I also understand that I will not be covered for personal travel before the program's official start date or after the program's official end date. Furthermore, I (and my parents or guardian) agree to pay for any international travel assistance and insurance related expenses not covered by the UNH international insurance program. I have read and understood the UNH International Travel Assistance & Insurance Program Evidence of Benefits and additional student and claims information available on the CIE website.

Should I drop out of the study abroad program under One-time Approval voluntarily or involuntarily, UNH will cease to be responsible for me in any way thereafter. In either of the foregoing events, this release shall remain in full force and effect. I understand that if I leave a study abroad program while under One-time Approval, there will be no refund of fees already paid to UNH.

Upon completion of my One-time Approval study abroad program, I agree to complete the Center for International Education electronic program evaluation form.

All reference in the Consent and Agreement to "UNH" and "its agents" shall include the University of New Hampshire and the University System of New Hampshire and all of their officers, trustees, program directors and advisors, group leaders, employees, agents and affiliated institutions and companies. All references herein to the "parents" of the applicant shall include the legal guardian or other adult responsible for the applicant.

I have read the terms and conditions set forth herein and understand that they constitute a part of my agreement with UNH. I understand and agree to the terms relating to refunds for UNH fees as set forth herein. I further understand that this agreement shall become effective only upon my registration for study abroad under One-time Approval and shall be governed by the laws of the state of New Hampshire.

PLEASE SIGN ON NEXT PAGE

Signature of Student: _____ Date: _____

Student ID #: _____ DOB: _____ Age: _____

Parent or Guardian (required of students under 21 years of age):

I certify that I am the parent or legal guardian of the above student, and that I have read the foregoing Consent and Agreement (including such parts as may subject me to personal financial responsibility), and hereby relinquish any claims that I might have against the University of New Hampshire or its agents (as set forth above), both on my behalf and in my capacity as legal representative of the above student, including without limitation any claim arising as a result of the student's leaving the supervision of the host institution or at a time when the student has left the supervision of the University of New Hampshire.

Signature: _____ Date: _____

Name (printed): _____

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