

## Situations Requiring Special Permission

### Policy/Procedure

#### **Final semester Senior:**

Off-campus study in the final semester of the senior year requires special approval from the Global Education Advisory Committee (GEAC). Petitions should be addressed to Katie DeGuzman, Dean and Director, Education Abroad, Center for Global Study and Engagement, and should include the following:

- An essay describing how study off campus fits in with overall academic goals and plans;
- Letters of support from the academic adviser(s), program coordinator and/or resident director, with details on how final credits towards graduation will be completed;
- An audit showing in detail how off-campus courses will fit in with graduation requirements.

#### **First Semester Sophomore:**

Off-campus study in the first semester of sophomore year requires special approval from the Global Education Advisory Committee (GEAC). Petitions should be addressed to Katie DeGuzman, Dean and Director, Education Abroad, Center for Global Study and Engagement, and should include the following:

- An essay describing how study off campus fits in with overall academic goals and plans and the rationale for attending the program during this semester;
- Letters of support from the academic adviser, department chair, program coordinator and/or resident director, as applicable

#### **Three semesters of study abroad:**

Off-campus study for a third semester requires special approval from the Global Education Advisory Committee (GEAC). Petitions should be addressed to Katie DeGuzman, Dean and Director, Education Abroad, Center for Global Study and Engagement, and should include the following:

- An essay describing how study off campus fits in with overall academic goals and plans along with rationale for a third semester abroad;
- Letters of support from the academic adviser(s), program coordinator and/or resident director, with details on how final credits towards graduation will be completed;

- An audit showing in detail how off-campus courses will fit in with graduation requirements.

**Leave of Absence:**

At the end of the leave, students are expected to return to full-time study in Carlisle. A student may not study off-campus (semester or academic year) directly following a leave of absence. (If a student feels that there is a compelling reason to study off-campus the semester directly following a leave of absence, they may petition the Global Education Advisory Committee.) Petitions should be addressed to Katie DeGuzman, Dean and Director, Education Abroad, Center for Global Study and Engagement, and should include the following:

- An essay describing how study off campus fits in with overall academic goals and plans and the rationale for attending the program during this particular semester;
- Letters of support from the academic adviser, department chair, program coordinator and/or resident director, as applicable

<b>Related Information</b>
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[https://www.dickinson.edu/info/20056/center\\_for\\_global\\_study\\_and\\_engagement/2672/policies](https://www.dickinson.edu/info/20056/center_for_global_study_and_engagement/2672/policies)

<b>History/Revision Information</b>
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**Approval Date:**

**Effective Date:**

**Last Amended Date:** Sept. 2021

**Next Review Date:** Sept. 2023

**Also Found In:**