

LEHIGH UNIVERSITY
SOS PETITION FORM - STUDY ABROAD

STUDENTS: Please complete with pen. A complete petition includes: this form with signatures, a typed petition statement, recommendation letter (optional), unofficial transcript.

Date: _____ Print Name: _____
 Month Day Year Last First M.

Nature of Petition

(Check One)

- Study Abroad GPA petition
- Study Abroad Disciplinary petition
- Study Abroad Other (specify):

Student I.D. # _____/_____/_____ User I.D. _____

Local Address _____

Local Phone # _____

Major _____

Cumulative GPA: _____

GPA Last 2 regular terms

FALL 20____ GPA: _____

Spring 20____ GPA: _____

College: Arts and Science

Business and Economics

Engineering and Applied Science

Other _____

Class: Freshman

Sophomore

Junior

Senior

Semester you wish to study abroad (circle one):	Spring	Fall	Summer	Winter
Year of program: 20_____				
Study Abroad Program you wish to attend:				
Student Signature:				

The student will take this petition to the following individuals for signatures* and recommendations: 1) the Study Abroad Office, 2) academic advisor, 3) Associate Dean of College, 4) Associate Dean of Students. The student will then bring the petition to the Registrar's Office.

* Alternates to the signatures can include copies of emails; the contacts below will let you know if a meeting is required.

	Date	Signature	Recommendation (reason/remarks)
1. Study Abroad Office x83351, incis@lehigh.edu Coxe Hall, Rm 110			
2. Academic Advisor			
3. Associate Dean of College A&S: Frank Davis, x85987 CBE: Katrina Zalatan, x4498 RCEAS: Greg Tonkay, x4025			

TURN IN TO REGISTRAR OFFICE (no later than 10 am Tuesday before scheduled meeting)

Registrar			
Dean of Students			

ACTION:

SOS PETITION FOR STUDY ABROAD - DIRECTIONS

Students who do not meet the eligibility requirements to Study Abroad may petition to the Standing of Students (SOS) committee to request an exception be made. Students must have compelling reasoning why they believe the eligibility requirements should be waived for their individual case; students must articulate these reasons clearly in a written statement and should receive support from campus faculty in the form of recommendation letters.

The SOS Committee meets every other Friday throughout the academic semesters and the summer. If you have a petition you would like SOS to consider, please print out this form and complete it as directed. Completing a petition does not guarantee approval. When petitioning, you may need to talk to one of the committee members. The committee member or the coordinators/administrative assistants in each of the offices will be able to let you know if a meeting is necessary. Since students are not present in the SOS meetings, the information you give to the Associate Deans is extremely important when discussing your petitions. Note that some committee members may provide you an email approval in place of physically signing this form; please include that email when you hand in your petition. You may call the Dean of Students Office or Study Abroad Office with questions.

Completed petitions are due by 10 AM on the Tuesday before the SOS meeting. Meeting dates are listed online here:

<http://www.lehigh.edu/~inacsup/students.shtml#sos>

Meeting dates may change as needed.

STUDY ABROAD ELIGIBILITY - SEMESTER

- GPA requirement: must have a 2.7 cumulative GPA, or an average of a 2.7 over the past 2 regular fall/spring semesters
- Must be in good disciplinary standing
- Must have completed 3 full semesters of college
- Cannot travel to a region declared under a US State Department Travel Warning

STUDY ABROAD ELIGIBILITY – SHORT-TERM PROGRAMS (fall break, winter, spring break, summer)

- GPA requirement for short-term (fall break, winter, spring break, summer) programs: must be in good academic standing at time of application and while participating on the abroad program
- Must be in good disciplinary standing
- Cannot travel to a region declared under a US State Department Travel Warning

GPA PETITION NOTES

Petitions to study abroad without the minimum GPA are approved in special circumstances only and are reviewed on the merits of the individual petition. The petition statement should discuss why your GPA is below the 2.7; information that supports your ability to function academically while abroad; how the specific program will enhance the academic program at Lehigh and beyond Lehigh; as well as other information that supports the match of your strengths and the program you want to attend.

DISCIPLINARY PETITION NOTES

Please note that students currently on probation rarely are approved to study abroad. Completing the petition process does not guarantee approval. Students completing a disciplinary petition need to meet with Assistant Dean for Student Conduct, Chris Mulvihill (84632, cjm9). The petition statement should explain the disciplinary infraction and study abroad program and goals.

OTHER REASONS TO PETITION

Other reasons for petitioning may be, but are not limited to: requests to study in a region that the US Department of State has issued a Travel Warning for, students wishing to study abroad for a semester before the spring of sophomore year, and others as determined by Lehigh University. Students should consult with the Study Abroad Office to discuss additional procedures that may be needed for these types of petitions.