A student may submit a Study Abroad Petition for the two reasons below only. The Study Abroad Faculty Committee will consider complete student petitions submitted by the deadline and makes the final decision on eligibility for study abroad. If materials are not submitted before the deadline, the student will have to petition the following semester.

If the petition is granted, you may then proceed with the University of Hartford application process. If the petition is not granted, you may not participate in the program for University of Hartford credit. Keep in mind the application deadline of the program you are interested in applying to and plan accordingly.

1. University of Hartford students are required to have a cumulative GPA of at least 2.5 when applying to study abroad. This requirement was established because studying at an overseas university involves a very different academic system which incorporates different teaching and learning styles which can be difficult to adjust to academically. Only a student who has at least a cumulative 2.25 GPA at time of application may petition to have this requirement waived if (1) he or she believes that the cumulative GPA is not an accurate reflection of his or her ability to successfully study abroad or (2) if he or she has a compelling academic need to study abroad despite a lower GPA may petition to have the requirement waived.

2. The University of Hartford maintains a wide choice of affiliated study abroad options. If a student has a compelling academic reason to study on a non-affiliated program he or she may petition to do so.
Petitions to waive the GPA requirement

Attach the following to this petition form:

1. **A Personal Statement**— this should outline your academic qualifications to study abroad and explain why your cumulative GPA is not an adequate or accurate reflection of your academic abilities. You must also research and describe the teaching methods of your desired university and how you plan to rise up to the academic challenges that the overseas teaching method will present.

2. **A Statement of Support from an appropriate faculty member** who you have had at least one class with. The faculty member should discuss your academic qualifications, how they think you will perform academically overseas and detail why you are a good study abroad candidate.

3. You are encouraged to present any further supporting materials with your petition including such examples as a second statement of support from a faculty member or advisor, mid-semester progress reports, or a letter from the Learning Plus Center.

Petitions to study abroad with a non-affiliated program

Attach the following to this petition form:

1. **A Personal Statement**—The statement should offer a detailed discussion of each of the following items: (a) courses you plan to take at the proposed study abroad program; (b) the coursework offered by similar affiliated programs describing why those options do not meet your academic needs; and (c) how your proposed course of study with the non-affiliated program fits into your course of study at the University of Hartford.

2. **Program Information**—Provide materials from the program that offer an overview of the program’s academics, housing, support services, credit awarding, and how/if the program is accredited in the United States.

3. **A Statement of Support from your faculty advisor within your department or chosen field of study**—The letter should endorse the proposed study abroad program and compare its academic caliber to the University of Hartford and its approved study abroad programs.

Guidelines for Faculty Member

The above student is petitioning to study abroad for one of two reasons and is seeking a letter for support from you. Please read the below details pertaining to the requirement the student is seeking to have waived.

- **Waive the UH GPA requirement** – The 2.5 cumulative GPA requirement was established because studying at an overseas university involves a very different academic system which incorporates different teaching and learning styles which can be difficult to adjust to academically. Only a student who has at least a cumulative 2.25 GPA at time of application may petition to have this requirement waived if (1) he or she believes that the cumulative GPA is not an accurate reflection of his or her ability to successfully study abroad or (2) if he or she has a compelling academic need to study abroad despite a lower GPA may petition to have the requirement waived.

- **Study abroad with a non-affiliated program** - The University of Hartford maintains a wide choice of affiliated study abroad options. If a student has a compelling academic reason to study on a non-affiliated program he or she may petition to do so.

Please submit all petition documents to: Meaghan Murphy, International Program Administrator, meamurphy@hartford.edu by the appropriate deadline: Spring Programs – October 1; Fall Programs – March 1