Bard College

Petition for Study Abroad

Use this form to request permission for an academic leave of absence from Bard College to study at (or through) another academic institution. Use this form only if you plan to earn credits towards your Bard degree by spending a semester at another institution outside of the United States. Students who do not receive Executive Committee approval before taking a leave of absence will not receive credit at Bard College for courses taken during that leave. Please consult with the Study Abroad Adviser before filling out this form so that you are fully informed of eligibility guidelines, petition deadlines, important financial matters, and student responsibilities regarding study abroad.

Name _____ **Class Level** _____

Major _____ **Date of Moderation** _____

E-mail _____ **Cell phone #** _____

Semester of leave Fall / Spring 20____ **Semester of return** Fall / Spring 20____

Full name of program through which you propose to study, country of program, sponsoring U.S. institution (if any), and Web address of program description _____

_____

_____

Credit System (semester hours, quarter hours, E.C.T.S., etc.) _____

In a 1-2 page attachment, please answer each of the following questions:

1. What are your reasons for wanting to study abroad?
2. What is the program of study to be taken up during your leave of absence?
3. How does studying abroad relate to your academic program of study?
4. How has the work you have done at Bard to date prepared you for this study abroad experience? Include a discussion of previous course work and language instruction, as necessary.
5. How will studying abroad impact your work at Bard upon your return?

Attach also a 1-page list of the courses you plan to take. Specify the course number and title as well as the number of credits you are requesting for the course. Please attach course descriptions if possible. (NB: If you are not sure what courses you would like to take, list representative courses, but note that final credit determination is at the discretion of the registrar; be sure to contact the registrar before registering for specific classes to ensure credit transfer. If you plan to take courses deemed as Independent Study, Internship, or Field Study, extra documentation may be required.)

Adviser's comments on proposed study abroad:

Adviser's Name (please print) _____

Signature_____ Date _____

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For those moderating into two majors, please have your second adviser comment as well:

Adviser's Name (please print) _____

Signature_____ Date _____

If you are proposing to study a foreign language, have a member of the relevant language program faculty comment on your proposed program of study:

Language Faculty Name (please print) _____

Language Faculty's Signature _____ Date _____

Please submit the completed form and all attachments to the Study Abroad Adviser in the Ottaway Gatehouse. You will receive a letter from the Registrar once you are approved.

Study Abroad Adviser Signature _____ Date _____

Dean of Studies Approval _____ Date _____

Executive Committee Approval _____ Date _____

Be advised that it is your responsibility to contact the student accounts and housing offices before leaving. Students receiving financial aid should contact that office to determine their status.