

## 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.

Note that it is your responsibility to contact the Student Accounts and Residence Life offices before leaving. Students receiving financial aid should contact that office to determine their status.

Name \_\_\_\_\_ Class Level \_\_\_\_\_

Major \_\_\_\_\_ Date of Moderation \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Semester of leave fall / spring 20\_\_\_\_ Semester of return fall / spring 20\_\_\_\_

Name of college or university at which you propose to study \_\_\_\_\_

Sponsoring US institution \_\_\_\_\_

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 your previous academic work 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 program of study upon your return to Bard?

**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.)

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:

Comments:

Language Faculty Name (please print): \_\_\_\_\_

Language Faculty's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(over)

Adviser's comments on proposed project:

Adviser's Name (please print): \_\_\_\_\_

Adviser's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Please submit the completed form to your Study Abroad Adviser, in the Institute of International Liberal Education in the Ottaway Gatehouse. Final approval will be granted by the Dean of Studies, and you will receive a letter from the Registrar once you are approved.

Study Abroad Adviser Signature \_\_\_\_\_

Date: \_\_\_\_\_