

GUIDELINES FOR PETITION TO STUDY ABROAD ON A PROGRAM NOT SPONSORED BY OR AFFILIATED WITH TU

Students who wish to study abroad on a program not sponsored by or affiliated with Towson University must write a letter of petition to the Study Abroad Office asking for permission to do so. If approved by the Study Abroad Office, **the petition is reviewed by the Faculty Committee on Study Abroad (FCOSA) for final decision.** Your petition must be submitted to the Study Abroad Office at least two weeks (14 days) prior to the program application deadline. You cannot apply to a program for which you have not received approval.

Your letter should be addressed to:

**Study Abroad Office
Towson University
Administration Bldg., 2nd Floor
8000 York Road
Towson, MD 21252**

Your letter of petition should be typewritten and free of spelling and grammatical errors. This is a formal petition and should be presented as such.

Your petition should include the following:

1. Your name, address, current phone number, email address, TU student ID #, major, current class standing, and whether or not you are currently receiving financial aid.
2. Term(s) and year during which you intend to study abroad.
3. Where you wish to study abroad, the full name of the program, and supporting informational materials (e.g. program brochure etc.). These materials should include costs, course descriptions, credit hours, accreditation and who will be issuing the transcript.
4. Clarification that you have researched the study abroad program options sponsored by or affiliated with TU and why you have chosen a program not sponsored by or affiliated with TU.
5. Explain how the program you have chosen will benefit you academically.
6. A completed "Study Abroad Course Form" approved and signed by the appropriate department chairpersons, your academic advisor, and yourself.
7. A letter of support from your academic advisor stating that you have discussed your plans to study abroad with them and that they support your participation in the proposed study abroad program.
8. If a senior, provide a list of the courses (titles & numbers) which you must take to complete your degree upon return to TU.

KEEP A COPY OF THE LETTER FOR YOUR OWN RECORDS