

WESTERN OREGON
UNIVERSITY

Petition to Participate in an International Program
Not Currently Offered by WOU

This petition is only for those students who cannot fulfill their academic requirements or specific related professional goals by participating in the international programs WOU currently offers. Prior to petitioning to enroll in a program WOU doesn't offer, you should thoroughly review the programs that are offered. www.wou.edu/studyabroad.

If you decide you want to seek approval to proceed with the petition process, submit a one page, typewritten justification that outlines what WOU's programs do not offer that you need to meet your academic requirements or specific related professional goals and how the requested program does. Please be specific. Also provide the name of the program provider, website address, and contact information for the alternative program in which you are interested. Submit your justification to Michele Price, Director, Study Abroad and International Exchanges, via email, pricemv@wou.edu. She will contact you to schedule an appointment to meet with you.

NOTE: A desire to study with someone you know who is attending another program, wanting to return to a place you visited in the past, or having friends in a certain international location are not academic or professional reasons to petition.

If you are approved to proceed with the petition process, you will be asked to complete the following and provide the requested supporting documents.

I am applying for an international program that is not currently offered by Western Oregon University because I am not able to meet my academic requirements or specific related professional goals through the programs WOU currently offers. I understand that if this petition is approved, I will remain a WOU student earning WOU credit while on the program and will be able to use any financial aid I might have that can be applied to international study. If approved, I will complete all WOU paperwork and requirements and attend WOU's pre-departure orientation.

Student Name _____ Today's Date _____

WOU V No. _____ Date of Birth _____

Age ____ Male ____ Female ____ Cell Tel. _____ Home Tel. _____

Current address _____
Street/PO City State ZIP

Major _____ Minor _____

Email address you'll use abroad _____

WOU email _____

Program Name, Provider and Location:

Address, telephone number, fax number, email of provider:

Term(s) and year(s) attending program _____

Do you plan to use financial aid for the program? Yes No

- We will verify that the program you have selected has the appropriate accreditations and affiliations and that it is not located in a country on the U.S. Department of State travel warning list. We will ask you to collect the following information and schedule a second meeting.
 1. Comprehensive overview of the program
 2. Dates of the program
 3. Semester, quarter, short-term, or year-long program
 4. Course information for each course (title, description, course outline, course requirements, grading system if available and total number of contact hours) and a complete syllabus for each course.
 5. Budget information, including provider program cost, airfare if not included in program cost, any additional expenses for which you are responsible for yourself, and WOU fees.
 6. At your appointment, we will help you identify possible WOU equivalencies for each course you plan to take abroad.
- We will help you prepare a packet that you will take to the appropriate academic departments for approval of WOU course equivalencies and to your advisor for final approval.
- Based on the financial information you provide us, we will create a budget for you and forward to the Financial Aid Office. If you wish to use your eligible financial aid to cover the costs of this program, you will need to make an appointment with the Financial Aid Office, so they can initiate the paperwork necessary for you to use your financial aid for this program.
- After the above is accomplished, schedule an interview with the Office of Study Abroad and International Exchanges.
- Attend WOU's mandatory pre-departure orientation and complete all paperwork and requirements.

Courses Abroad and WOU Equivalencies

Title of course _____

WOU approved equivalency (course prefix, number, title)

Number of credits: _____

Approved by: _____ Date _____

Signature by appropriate department head

Title of course _____

WOU approved equivalency (course prefix, number, title)

Number of credits: _____

Approved by: _____ Date _____

Signature by appropriate department head

Title of course _____

WOU approved equivalency (course prefix, number, title)

Number of credits: _____

Approved by: _____ Date _____

Signature by appropriate department head

Title of course _____

WOU approved equivalency (course prefix, number, title)

Number of credits: _____

Approved by: _____ Date _____

Signature by appropriate department head

Title of course _____

WOU approved equivalency (course prefix, number, title)

Number of credits: _____

Approved by: _____ Date _____
Signature by appropriate department head

Title of course _____

WOU approved equivalency (course prefix, number, title)

Number of credits: _____

Approved by: _____ Date _____
Signature by appropriate department head

I have met with my advisor to discuss how this program and the courses I plan to take fit into my WOU academic program.

Student Signature Date _____

Advisor Signature Date _____

When completed return this form and required attachments to WOU's Office of Study Abroad and International Exchanges, APSC 501.

Revised 6/17/11