THE COLLEGE OF
WOOSTER
Off-Campus Studies ● Wooster OH 44691
Tel +1-330.263.2221 ● Fax +1-330.263.2076 ● ocs@wooster.edu
www.wooster.edu/Academics/Off-Campus-Study

Petition Form for Off-Campus Study

Complete all elements of the petition process and submit it to the ***OCS Director*** *by* ***February 1st*** *of the year preceding off-campus study.*

- *Petition Form cover sheet (below), signed by you and your advisor.*
- *Student Statement of Academic Rationale (1 page)*
- *Letter of support from your academic advisor (in your major or intended program of study)*
- *All other supporting materials as necessary (see below)*

Last Name:	First Name:
Current Class Status: ☐ First-Year ☐ Sophomore ☐ Junior ☐ Senior	
Preferred E-mail Address:	
Preferred Phone Number:	
Major(s):	Minor(s):
Academic Advisor:	
Reason for Petition:	
OFF-CAMPUS STUDY INFORMATION	
Program Name (including sponsoring organization/institution):	
Program Location (city, country):	
Term of OCS: ☐ SPRING 20 ☐ FALL 20 ☐ FULL YEAR 20 \20	
COMPLETE THIS SECTION *ONLY* IF PETITIONING FOR ONE-TIME ENDORSEMENT OF AN OFF-CAMPUS PROGRAM	
Program Language of Instruction:	
Please list any pre-requisites for acceptance into the program: - -	
Do you meet the conditions for acceptance and pre-requisites for the program? ☐ Yes ☐ No If no, please explain:	
Program start/end dates:	

Does the program arrange housing? ☐ Yes ☐ No If yes, what type of housing is available to you? (homestays, residence halls, apartments, etc.):
How did you find out about this program:
Back-Up Program *Because The College of Wooster does not guarantee that your program will be approved, please indicate your second choice of program from the Endorsed Programs list.* Program Name (including sponsoring organization/institution): Program Location (city, country):
SIGNATURES *Please sign and date. You must also obtain the signatures of your academic advisor.*
_____ _____ **Student Signature** **Date**
_____ **Academic Advisor Name (Printed)** _____ _____ **Signature** **Date**

Student Statement of Academic Rationale and Supporting Materials

On a separate sheet of paper, please provide a one-page Statement of Academic Rationale.

A) For one-time endorsement of non-endorsed programs:

Please explain your reasons for pursuing this program and its relevance to your work at The College of Wooster and to your future plans, as well as why this program fits your academic needs better than other endorsed programs. Be sure to include specific reasons such as the program's particular relevance to your major or special opportunities it provides, rather than the general importance of study abroad. Explain how you are particularly prepared academically for this program.

Supporting Materials

- Faculty Letter of Support: Your academic advisor (in major or intended program of study) should e-mail a statement specifically supporting your program choice to the OCS Director. You should have already discussed this petition with your advisor.
- Plan of Study While Off-Campus: List of courses you plan to take, pre-requisites, credit value, and course syllabi or course descriptions. You should speak with your department chairperson to be sure that the courses you choose will transfer back to fulfill the desired major, minor or general education requirements.
- Program Materials (2 pages maximum): Handbooks, brochures or website printouts including information about:
    - academic calendar
    - accreditation status or school of record
    - academic focus
    - faculty/instructors
    - methods of evaluation (tests, presentations, papers, etc.)
    - health and safety protocol and procedure
    - elements of cultural integration
    - on-site support and staff
    - accommodation options
    - cost

B) For other exceptions:

Please explain your reasons for pursuing off-campus study and its relevance to your work at The College of Wooster and to your future plans. Please also explain the reason for your petition for an exception to policy. Be sure to include specific reasons, rather than the general importance of study abroad. Explain how you are particularly prepared academically for off-campus study, and how it will complement your Wooster education and plans for graduation.

Supporting Materials:

- Faculty Letter of Support: Your academic advisor (in major or intended program of study) should e-mail a statement of support the OCS Director. You should have already discussed this petition with your advisor.