PETITION PROCESS FOR NON-APPROVED PROGRAMS

☐ RESEARCH POTENTIAL PROGRAMS
  o See reverse for suggestions about what to look for in a program, and try to do your own research before meeting with an advisor.

☐ PETITION ADVISING APPLICATION
  o Log on to MyGlobalEd, GEO’s online application platform, located at globaled.duke.edu.
  o Search for “Petition” using the Program Search, click “Apply”
  o Complete a short questionnaire stating the location and program you’re interested in

☒ MEET WITH AN ADVISOR
  o Schedule an appointment with an advisor for your region here: globaled.duke.edu/getting_started/advising
  o Advisor can open up the full application as soon as you’ve decided on a program and completed the initial petition advising application

☐ COMPLETE ONLINE GENERAL APPLICATION
  o This allows us to request the Dean’s and Conduct checks that are necessary to be eligible to study abroad. These take a week or more to process, so please complete this part early.

☐ SUBMIT A TRANSCRIPT
  o Request an e-script via ACES and have it sent to globaled@duke.edu.

☐ VERIFY YOUR PROGRAM DOES NOT INCLUDE TRAVEL TO A RESTRICTED REGION
  o Check Duke’s Restricted Regions List (https://global.duke.edu/admin/travelpolicy/rrl.php) and digitally sign.
  o If you have questions, contact your advisor.

☐ OBTAIN TRANSFER CREDIT APPROVAL FOR A FULL COURSE LOAD OF COURSES
  o Each course you plan to take must be approved by a relevant Duke department. Complete the Transfer Course Approval Form (download from MyGlobalEd) and obtain signatures from the appropriate DUS (Trinity: http://trinity.duke.edu/directory/lead, Pratt: http://www.pratt.duke.edu/undergrad/policies/3495).
  o Get approvals for a full course load, usually 4-6 classes. Ask your advisor what constitutes a full course load.
  o Submit forms to your advisor via e-mail or in person, preferably all at once, by the published petition deadline.

☐ COMPLETE ONLINE PETITION PROGRAM QUESTIONAIIRRE
  o Provide detailed information about the program and courses you plan on taking and explain the academic reasons for choosing this program over Duke In- or approved programs.
  o Submit by the published petition deadline

☐ RECEIVE NOTIFICATION OF DECISION
  o The Global Education Committee meets monthly to consider petitions, around 10 days after each deadline. You should receive notification within 48 hours of the meeting.

☐ WHEN YOU RETURN FROM ABROAD
  o Contact Cathy Penny (cathy.penny@duke.edu) to complete the petition evaluation process, a requirement to process transfer credit.
  o Be sure to save all of your course work from abroad to show to the DUS of the department that granted transfer credit approval for each course.
FREQUENTLY ASKED QUESTIONS

My friend already petitioned this program and it was approved, do I still need to petition?
Yes. Until a program is added to the approved list, it must be petitioned by every student who wishes to participate.

Should I wait until the petition is approved to apply to the program?
It depends. Petitioning early is always a good idea, and will normally ensure that you will know the outcome of the petition before applying to the program. However, pay attention to the deadline for your specific program; students frequently apply to the program at the same time they are completing the petition application. Make sure you do not pay a deposit to your program to confirm your spot until you know the petition has been approved.

I e-mailed the DUS for course approvals, but I haven’t heard anything. What should I do?
Some departments can take one to two weeks to complete course approvals. If you have not heard back within a week (with the exception of Romance Studies; see below) follow up via e-mail, phone call or in person. It is helpful to state the petition deadline in your original request. Some departments will send the approvals directly to GEO. In this case, your advisor will let you know.

HELPFUL TIPS

Choosing a Program to Petition
If a Duke-In or Duke-approved program does not fit with your academic goals for study abroad, you can look for alternative programs. In addition to seeking advice from a GEO advisor, consider the following:

1. Make sure the program you’re interested differs significantly in academic focus from Duke in- or approved programs. Remember that you must provide a compelling academic reason for petitioning this program.
2. Consider whether you want to direct enroll in a foreign institution or participate through a third party provider. Find out more about the difference here: globaled.duke.edu/Programs
3. The university abroad must be accredited and/or the provider must have an accredited school of record in the United States.
4. Look for programs sponsored by Duke’s peer institutions or providers that already work with GEO (see the approved programs list).
5. Think about program cost. Financial aid will go with you, but only up to the cost of a semester at Duke.
6. For summer programs, the program must be at least 4 weeks long to transfer 1 course credit and 6 weeks long for 2 course credits.
7. Ensure that there are student support services in place to assist you in navigating the local university system and to help in the case of illness, emergency, etc.
8. Favor programs that guarantee housing. It can be very difficult to secure housing in a foreign country on your own.
9. If you have any questions or can’t find the above information, contact your GEO advisor.

Romance Studies Course Approvals (French, Italian, Portuguese, Spanish)
In addition to the Transfer Credit Approval Form, you will also need to submit the Romance Studies Course Approval Information Sheet to provide the DUS with further information about your language level, whether you are seeking the FL mode of inquiry, and whether you are a language major or minor. The department will not be able to approve a course without this form. Please note that course approvals in this department take a minimum of 2 weeks to process. This form is available on MyGlobalEd.