

GUIDELINES FOR PETITION TO STUDY ABROAD ON A TU PROGRAM (for students not meeting eligibility requirements)

Students who wish to study abroad on a program sponsored by Towson University who do not meet the stated criteria for that program must write a letter of petition to the Study Abroad Office asking for permission to participate. If approved by the Study Abroad Office, **the petition is reviewed by the Faculty Committee on Study Abroad (FCOSA) for a final decision.**

**Your letter should be addressed to: Study Abroad Office
Towson University
Administration Bldg., 2nd Floor
8000 York Road
Towson, MD 21252**

Please complete the following information and attach a letter of petition addressing the questions listed below. The letter should be typewritten and free of spelling and grammatical errors. This is a formal petition and should be presented as such.

Name: _____ TU ID #: _____

Email: _____ Phone: _____

Major(s): _____ Minor(s): _____

Class Standing: Freshman Sophomore Junior Senior Graduate

Term intending to study abroad: Fall Minimester Spring Summer Year: _____

TU Study Abroad Program: _____

Your letter of petition should include the following:

1. Description of the eligibility requirement(s) you do not meet (insufficient credit hours earned, GPA, course prerequisites, etc.) and explain why.
2. Explanation of why you wish to participate in this particular program (why you could not participate in a program for which you meet the eligibility requirements, if applicable) and in this particular term.
3. A letter of support from your academic advisor stating that the department supports your participation in the proposed study abroad program.

Return this form and the letter of petition to the Study Abroad Office.