

INDIVIDUAL STUDY ABROAD POLICY

If after reviewing all the UNH Managed, Approved and Exchange programs, you cannot find a program that meets your academic requirements, there are a few options:

1. Review them again because the other 2 options below involve significantly more individual work and responsibility.
2. Petition to the Center for International Education (CIE) to have a non-approved program granted a One-time Approval.
3. Officially *Withdraw* or take a *Leave of Absence* from UNH for the semester or year abroad.

Petition for a Study Abroad One-time Approval

This petition is for a student wishing to attend a study abroad program that is not currently a UNH Managed, Exchange or Approved program. The granting of a One-time Approval allows a student to remain registered at UNH, have support for credit transfer and access to UNH study abroad resources. This option is available only to students who meet the UNH study abroad eligibility requirements and have a specific, clearly articulated academic need that cannot be met by any existing UNH program. Petitions must be supported by the student's academic advisor.

Granting of a One-time Approval means that only the individual student making the petition has been approved to participate on the program. Each petitioned is reviewed based on the academic needs of the individual student as applied to the specific program. Therefore, it is possible that one student's petition would be approved but another student's would be denied, even for the same program.

Please note that a complete review of a One-time Approval Petition can be time-consuming. Frequently people around campus or around the world must be contacted. It can take weeks to receive a response or to make connections to knowledgeable references. We recommend allowing a minimum of 3 weeks for a response to a petition; however, it may take longer.

In order to petition for a One-time Approval, students must complete the following tasks in order:

1. Attend a study abroad [information session](#).
2. Make an appointment and meet with a study abroad advisor.
3. Complete and submit a Study Abroad One-time Approval [Petition](#) with all required documentation:
 - a. Study Abroad One-time Approval Form
 - b. Academic Rationale
 - c. Program Information
 - d. Study Away Student Eligibility Form
 - e. Study Abroad One-time Approval Consent and Agreement Form
4. Have the petition form signed by an academic advisor.
5. Submit the completed petition (form and supporting documents) to the Administrative Director for Study Abroad, Center for International Education (CIE), 223 Hood House.

Approvals are granted based on the following criteria:

1. Academic Rationale
 - A successful petition makes a compelling case explaining in detail how the study abroad program will help achieve academic and professional goals.

- The rationale must answer specific questions written on the Study Abroad One-time Approval Form.
- There should not be any discussion about friends' plans, housing preferences, and weekend tourism opportunities. These issues are not relevant to the petition.
- There must be an accompanying description stating why no existing UNH Managed, Exchange or Approved program meets the student's academic objectives.

2. Transferability of Credit

- If the program is one in which the CIE staff does not have direct experience, they will research the accreditation and check references for the institution abroad and/or the study abroad provider who may be facilitating the process.
- An approved petition does not guarantee the transfer credit of specific courses. This requires a Study Abroad Approval Form which will be distributed during the Study Abroad Registration Session. Attendance at this session is required for all study abroad students.
- Only a course with a grade of C (or its equivalent) or better will be accepted for transfer credit from another institution.
- Credit will not be awarded for courses that review or repeat those taken at UNH or another institution per the University's Repeated Course Rule.
- The grade received in transferred course work will appear on your official transcript, but will not affect the UNH grade point average.
- Credit will not be awarded for language study which is part of a study abroad orientation.
- A course taken for 3 semester hours at another institution will be worth 3 credits in transfer to UNH. Courses measured in quarter hours, term hours, or course units will be converted to semester hours to determine the UNH credit award. The conversion process may affect whether a course will meet UNH standards for General Education or major requirements; a course must be valued at least 3 semester hours to be used to satisfy general education, major, or minor credit.

3. Safety

- CIE staff will reference the U.S. State Department consular information sheets and travel warnings to assess the risks in the proposed study abroad country.
- CIE, however, cannot conduct a comprehensive risk management assessment for institutions in other countries for a One-time Approval.
- Risk management responsibilities and policies of higher education institutions differ around the world. Therefore it is the student's responsibility to contact the school directly to learn about their emergency and liability policies and decide if these are acceptable both to the student and student's family.
- UNH cannot and will not guarantee the safety of any study abroad program involved in a petition for a One-time Approval.
- Students shall execute a Consent and Agreement Form as part of the petition for a One-time Approval.

Non-transferability of petition approvals:

- Granting of a One-time Approval means that only the individual student making the petition has been approved to participate on the program.
- Each petition is reviewed and approved based on the academic need of the individual student as it relates to the specific study abroad program. So it is possible that one student's petition would be approved but another student's would not.

Requirements if petition approved:

- If a petition is approved by CIE, the student must follow and complete all CIE required processes and procedures for participating on an UNH Approved Provider Program.
- This includes attending all the required sessions, submitting all required paperwork, paying the administrative course fee, and adhering to all UNH rules, policies, and procedures.
- Upon completion of the program, it is the individual student's responsibility to arrange for the transcript to be sent to Administrative Director for Study Abroad, CIE, 223 Hood House, Durham, NH 03824 USA.

Withdrawal/Leave of Absence for a Non-approved Program

Students who decide to participate on a non-UNH Managed, Exchange, Approved, or One-time Approved program must officially withdraw or take a leave of absence from UNH. Information is available on the UNH Registrar's website in the *Frequently Asked Questions* section: <http://unhinfo.unh.edu/registrar/faq/faq.html>.

Eligibility:

- UNH will NOT accept study abroad transfer credit from students who do not meet UNH study abroad [eligibility requirements](#).
- UNH will NOT accept study abroad transfer credit from programs in countries for which a U.S. State Department [Travel Warning](#) is in effect.

Responsibility:

- Students must accept certain risks and manage on their own a complex administrative process for UNH and the program of choice.
- For example, students who withdraw from UNH receive limited UNH support and will not have access to most of the Center for International Education's services and programming, including evaluating international transcripts and transferring credit.
- Students must coordinate independently with the registrar's office, financial aid office and academic advisors. Failure to do so could potentially result in the loss of some or all financial aid, inability to transfer credits and have UNH status discontinued.
- There may be a lack of services at the host institution for international students and limited or no in-country support, even during an emergency. So students should research the program and destination carefully to more completely understand their full risks and responsibilities.

Transferring Credit:

- Upon completion of the program and being readmitted to UNH, students must provide the Registrar with the following items in order to transfer study abroad credit back to UNH:
 - Official university transcript(s) with English translations if necessary.
 - Credential evaluation of student's coursework from an evaluation service. Options include, but are not limited to, World Education Services (WES) www.wes.org and the Center for Education Documentation www.cedevaluations.com. These companies charge a fee for which the student is responsible for paying.

Further Information

- All questions and concerns should be directed to the UNH Registrar, Financial Aid advisor, or your academic department advisor, depending on the issue at hand.