



## OVERVIEW OF PETITION PROCESS FOR APPROVAL OF A NON-APPROVED STUDY ABROAD PROGRAM

- Start an on-line application for "Petition" under programs on the **MyGlobalEd** Application at <http://global.duke.edu/geo>. You will be asked to complete a brief questionnaire.
- Once you have submitted the questionnaire, please call 919-684-2174 to set up an advising appointment with the regional advisor for your petition program. Anyone who answers the phone can assist you with scheduling the appointment.
- Once you have met with the advisor and it is agreed that your petition can go forward, your online application will be "unlocked" so that you can continue the process. You'll find a series of forms and check list items waiting for you to complete by one of the petition deadlines. The checklist is repeated below as a preview:
  - \_\_\_\_\_1. ONLINE SUBMISSION: Program Questionnaire and Personal Statement (this form requires a 1-page minimum statement explaining the student's **academic reasons** for selecting the petition program rather than one of the programs already approved by Duke)
  - \_\_\_\_\_2. MATERIAL SUBMISSION: A completed Transfer Course Approval Form for each course to be taken on the proposed program. Each form must be signed by the **appropriate DUS for that course** (a list for Trinity College can be found at <http://trinity.duke.edu/people?subpage=dus>, and a list for Pratt can be found at <http://www.pratt.duke.edu/policies-procedures>). This procedure permits departments to consider individual courses and provides opportunities for students to consider long-range plans for distribution and major requirements.
  - \_\_\_\_\_3. ONLINE SUBMISSION (electronic signature): Verification that the petition program does not travel to regions on Duke's Restricted Regions List at <https://eruditio.aas.duke.edu/international/restrictedregions.php>.
  - \_\_\_\_\_4. MATERIAL SUBMISSION: A certified copy of the student's transcript. Students may order these transcripts via ACES, or pick them up in person at the Registrar's Office, Bay 9, 2<sup>nd</sup> Floor, Smith Warehouse, and walk them down to the GEO-U in Bay 6. We accept *eTranscripts*.
  - \_\_\_\_\_5. MATERIAL SUBMISSION: As much documentation of the program as is available, such as bulletins, brochures, course descriptions, etc.

Printed materials should preferably be submitted **all at once** to the Global Education Office for Undergraduates (GEO-U) by the published petition deadlines. The faculty-led Global Education Committee meets monthly to consider petitions, usually one week after each deadline. Notification regarding the committee's decision will be sent to you after the meeting.

***Please be in touch with your GEO-U petition advisor if you have questions or concerns regarding the petition process. Emails at [http://studyabroad.duke.edu/home/Contact\\_Us](http://studyabroad.duke.edu/home/Contact_Us).***

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