

Access to Study Away Petition on PeopleSoft begins on Monday, Jan. 6, 2014

Note: You may apply to as many study away programs as you wish, but you are allowed to submit only one petition per person per semester. See further instructions regarding any changes to your petition. **General Instructions (1):** Read each section on the petition thoroughly. Click "SAVE" on each screen you complete. You may come back to these pages at anytime as long as you do NOT click on "submit petition." Warning  Once the petition is submitted, you will not be able to make any changes. You can request your petition be updated or amended by emailing studyaway@williams.edu. After it is submitted, your petition will remain on file until you have returned from study away and received credit for your studies or you withdraw your petition and stay on campus. Deadline to submit petition in PeopleSoft and hand in hard copy to the Dean's Office is **March 3, 2014 at 4:00pm**.

- Study Away
- Degree Requirements
- Program of Study
- Major Requirements
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Study Away Petition

Your Name Will Appear Here

I request approval for a Leave of Absence for

From semester term dropdown menu

To semester term dropdown menu

*From Term Begin Date *Program ID

To Term End Date

Select study away program; list can be sorted by country or name. Programs of multiple countries are listed as "Not Applicable" *

"Begin" and "End" dates: If dates are unknown at this time, you may send dates to studyaway@williams.edu to be filled in later.

**If you change your program, you may be required to submit a new essay at that time for the new program.

The program list includes only those programs that have been actively used in the past two years. If a program is not on this list, please email studyaway@williams.edu with the program name and university as well as city and country to inquire if the program is on our "inactive list." [New Program Request Form](#)

If it is not, you must complete a "New Program Request" form and set up a meeting with Dean McKeon for review and approval of the new program prior to applying to the program.

Click on link for required study away essay questions for essay to be completed and submitted via email studyaway@williams.edu on or before the deadline of March 3, 2014. (US Schools & Williams Mystic Program exclude Part 3.) [Required Study Away Essay](#)

Fill in Credits required by program

I understand that I must earn credits

in order to receive Williams credit for semester or year (check catalog of the host institution carefully for this information). I understand I must take all courses in the liberal arts for letter grade and all examinations offered. I must request that my transcript of grades from my program be sent to:

Williams College
Dean's Office
880 Main Street
PO Box 518
Williamstown, MA 01287.

If this is NOT done, I will not receive Williams credit until my official transcript is received. *Request 2 transcripts: one to be sent to Williams, one to be sent to you. (See Page 6 of Petition Instructions)

*If you are studying away for a full year, in two different countries, at Williams Mystic or if there is a conflict in the dates of your program and Winter Study, you will automatically be granted credit for Winter Study. Since you are granted credit, you are not allowed to enroll for Winter Study on campus except by petition.

Williams Mystic students may accept credit for Winter Study or they may enroll in a Winter Study on campus without petition.

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General Instructions (2): * You are allowed to submit ONE petition to study away per semester per person.

Approved Program list: Only the first 300 approved programs are listed in the drop down menu. Enter program name in the box and click "Look Up" if your program is not listed.

If you plan to study a full year away but on two different programs, you will submit one petition per semester for each program. This is the only time you will have two petitions on record.

If you plan to apply to more than one program for one semester, select your first choice program on the petition. You will be allowed to request one program change after the deadline. This change will be made after you have been accepted by the new program. (See ** in essay call out box.)

You are allowed one program change per petition after you have been accepted to the program of your choice. This change must be discussed with Dean McKeon and the request must be made to studyaway@williams.edu.

Degree Requirements: Information displayed is as of the date you are completing the petition to help you confirm your eligibility to study abroad. After you “submit” the petition, the system will update these requirements when credit is awarded. You have the option to receive credit for EDI providing you submit your completed EDI form and EDI essay with your petition prior to going away. When you have completed your semester away you will receive this credit when your transcript of grades from you Study Away Program or Institution is processed for Williams credit (click on line “EDI Essay” in first box).

✓ - completed requirement

⊕ - requirement is incomplete

It is your responsibility to make arrangements to complete these requirements with the appropriate offices prior to your departure on study away.

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Below is a sample of what this page might look like. Your individual requirements will be reflected.

This page shows completed credits only. It does not count your currently enrolled classes.

Exploring Diversity

Exploring Diversity Courses Completed 0

I plan to complete the Exploring Diversity requirement while studying away. Follow this link to complete and submit EDI essay with this petition: [EDI Essay](#)

Writing Intensive Requirement

Writing Intensive Courses Completed 2

I will have completed the writing intensive requirement for sophomore year

QFR Requirement

QFR Courses Completed 4

I have completed the quantitative formal reasoning (QFR) requirement

PE Requirement

Swim Test Swim Test Completed

PE Credits PE Credits Incomplete - Credits finished so far: 1

PE Requirement -Contact Athletics to arrange for Study Away Approval.

Distribution Requirement

Division 1 courses completed	1	Note: Requirements incomplete	⊕
Division 2 courses completed	1	Note: Requirements incomplete	⊕
Division 3 courses completed	6	Requirements complete	✓

Two of three courses in each division must be completed before deparature. You may NOT fulfill distribution requirements on study away except at Williams-Exeter at Oxford or Williams Mystic.

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Program of Study lists courses you wish to take while on your study away program. Include the term you are studying away with each course title. Click on the “+” to add another course. This list is not reviewed by the Dean’s Office, it is your suggested plan of study and used as your reference. Courses are only approved by the Dean’s Office for eligibility of credit at Williams after you are enrolled in your program. (See instructions below in PeopleSoft.) List the courses to be reviewed with your department chair on the “Major Requirements” page if you are seeking credit in your major. Some or all of your courses may be listed on both pages. Once you are on the program, you may choose to take different courses. It is your responsibility to email studyaway@williams.edu at that time as well as your department chair to approve your actual course list.

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Enter in the courses you are planning to take while studying away. These courses are not reviewed for approval for credit. They are a suggested plan of study. Once you are enrolled on your program, send an email listing the courses you have registered for to Dean McKeon for her approval for credit at Williams. (All courses must be in the liberal arts; i.e. similar to those offered at Williams.)

The term should be Fall or Spring. If you are taking a full year course set the term to full year. (WEPO applicants select full year.)

Select term ID from Fall, Spring, or Full Year

Study Away Courses		
Course Title	Study Away Term	
<input type="text"/>	<input type="text" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text"/>	<input type="text" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>

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Degree Requirements: Enter all courses you have taken at Williams toward your major and those courses you plan to take while away for major credit. Click on the “+” to add each course (as illustrated in the sample below). “SAVE” and review this list with your department chair. As long as you have not submitted your petition, you can log in to change any course while you are meeting with your chair. If changes need to be made to this list after you submit your petition, send an email with the changes to studyaway@williams.edu. It is your responsibility to notify the department chair of these changes so new courses can be reviewed and approved for credit.

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Enter all courses you have taken to complete major requirements at Williams and courses that you will be seeking major credit for while away.

All courses must be in the liberal arts; i.e. courses similar to those offered at Williams. Discuss with your chair or with Dean McKeon any course that may appear to duplicate a course already taken at Williams.

If you are planning a double or triple major, enter courses for all majors here.

Courses that will apply to your major			
Major	Year	Course	
BIOL	2011	BIO 101	+ -
BIOL	2012	BIO 102	+ -
BIOL	2012	BIO 202	+ -
BIOL	2013	BIO 204	+ -

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Click “SAVE” on each screen that you complete. You can come back to these pages at any time before you “Sign Off & Submit” the petition. Once submitted, your petition is kept on file but you will not have access to it. Change requests can be made to studyaway@williams.edu

Student Sign Offs: All of the sign off sections must be read carefully and checked before you submit your petition to Study Away. If you print your petition before you click “submit” at the bottom of the page, you will only print a draft of the petition. It is not complete and it will not be accepted by the Study Away Office. You must complete this page in its entirety.

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The following signoffs are required.

You must check each box after you have read the information provided.

- I understand and agree This petition represents a tentative registration for study away. If you are not sure you will study away, you should preregister for classes on campus as a backup.
- I understand and agree There are no language requirements set by Williams College prior to studying away. (Requirements are set by individual study away programs.) However, Williams does require that if you plan to study in a country whose native language is not English, you must study the language of that country in each semester spent abroad or be studying in the language.

 Students beginning a hyphenated language course sequence on study away are responsible for completing the other of the course sequence in order to receive credit for either part of the course.

 Questions regarding language should be discussed with Dean McKeon and the chair of the appropriate language department prior to completion of this petition.
- I understand and agree You will be granted credit for the successful completion (passing grades) of this program of study when we receive a transcript. Changes in the program of study must be approved by the Dean's Office, and in case of courses in your major, also by the chair of your major. No credit is granted for practical training. Credit is granted for directed research and is possible for an internship with a strong academic component with approval from Dean McKeon.
- I have read the guide Be sure to consult the 'Guide to Study Abroad', available in the Dean's Office and online at: <http://dean.williams.edu/>

[Link to Dean's Office Website](#)
- I understand and agree This petition must be discussed with and approved by the chair of my intended major IF I plan to get credit in a major while studying away. The department chair will review the courses you listed.
- I understand and agree I must submit my essay via email (studyaway@williams.edu) by the deadline. IF I am studying on two different programs, I understand that my essay must reflect both programs.

 I understand that if I end up using one change to my program, I must complete and submit a new essay on that program.

NOTE: This petition will NOT be accessible to you after pressing the submit button.

Please make sure it is complete before submitting it.

If you need to make any changes in your program or have any questions regarding your petition to study away, submit your inquiry to the administrator at studyaway@williams.edu.

Submit student petition to study away

When you are satisfied that your petition is complete (on or before the deadline), click here to submit; petition will be time stamped in PeopleSoft. It will remain on file but you will not have access to it. All changes must be made to studyaway@williams.edu

Date/Time

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Click “SAVE” on each screen that you complete. You can come back to these pages at any time before you “Sign Off & Submit” the petition. Once submitted, your petition is kept on file but you will not have access to it. Change requests can be made to studyaway@williams.edu

Note: Process to Withdraw Petition: You may withdraw your petition after it has been submitted for any reason. You must notify the Study Away office of your decision by email. Once you have withdrawn your petition, it cannot be reinstated. You do have options to change the term you selected to study away. Contact studyaway@williams.edu to discuss these options.

Print Petition: Click "Print Study Away Petition" and a petition will be sent to your Williams email for printing. A paper copy of this petition must be handed in to the Study Away Office by the deadline of **March 3, 2014**.

- Major Requirements
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Print Study Away Petition

Click here for petition to be sent to your Williams email

You may print your Study Away Petition before submitting it to the Dean if you wish to review it with your faculty advisor.

After pressing the yellow Print Study Away Petition button, your petition will be sent to your Williams email account within five minutes or less, depending on system usage.

Your report will be sent to:

Your email @williams.edu

Once you receive your petition, you must print and submit it to the Dean's Office by March 3, 2014.

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IMPORTANT STEPS AFTER SUBMITTING YOUR PETITION TO STUDY AWAY:

- **Meet with Dean McKeon:**
 - If you plan to study away for the fall semester or the full year you must meet at least once to discuss your academic plan while abroad by April 1,
 - If you plan to study away for the spring semester you must meet at least once to discuss your academic plan while abroad by April 15.
- **Notification of Acceptance by program:**
 - Once you have been formally accepted you will confirm this with the Study Away Office (studyaway@williams.edu). Your email must include the name of the program and the exact dates of the program. (You are allowed only one change of program from the original choice on your petition. If you decide to go to a different program, this plan needs to be discussed with Dean McKeon for her approval. You cannot access your petition for any reason. All requests for changes must be submitted to the Study Away Office. Your existing petition will be amended accordingly.)
- **Committee on Academic Standing:**
 - You will receive a letter via email of approval to study away after you have confirmed your intent. This email will include the course/credit requirements of your program. It is your responsibility to review this information and let the Study Away Office know if it is incorrect.
- **Financial Aid Budget:**
 - Be sure to submit your budget as soon as you have been accepted to the program. You cannot start this process until you have notified the Study Away Office of your acceptance and your student status has been changed to reflect your study away term.
- **Visa and Document Preparation:**
 - Begin this process as soon as possible after you have been accepted to the program. This is essential for a smooth transition.
 - If you run into problems, you may meet with the International Student Advisor, Jenifer Hasenfus to go over the documents you will need.
- **Pre-Departure Meeting:**
 - This meeting is mandatory for all students who are studying away and will be advertised via email, WSO, and Daily Messages. You will receive vital information and forms to be completed before you depart.
- **Course Registration on Your Program:**
 - Once you are at your program, email studyaway@williams.edu with the courses in which you are enrolled, Dean McKeon will review them and let you know if they are eligible for Williams credit.
- **Study Away Transcript and Credit:**
 - Credit will be awarded to you when an official transcript (no photocopies) from your program has been received and processed. You should order 2 transcripts: one to be sent to Williams and the other for your records.