

## Appeals to Unaffiliated/Unapproved Programs

TU is affiliated with a diverse group of international universities and study abroad program providers that have been reviewed on the basis of their academic offerings, program facilities, orientation programming, risk management practices, cultural content and special activities. Academic credit may be granted and financial aid may be exported for students studying with affiliated programs.

Occasionally, students may have unique academic objectives that cannot be met by the existing approved programs and seek to study abroad with institutions or programs that they have identified themselves along with their academic department. This document establishes a process that will acknowledge legitimate requests for unique study abroad experiences while maintaining the strict academic, health, and safety standards for the programs in which TU students participate. This process assumes that most TU students can find appropriate academic offerings with existing study abroad approved programs and **those applications to unaffiliated programs will only be approved in rare and exceptional circumstances.**

There are 2 types of appeals:

- 1) *Appeal to unapproved programs whose Provider is affiliated with TU:* There are program Providers that have an extensive list of programs. CGE is very familiar with their processes and quality. Students have to supply the CGE reasons why they need to go to the non-approved program. *In these cases, students must submit item one (1) ONLY.* These programs are: CIEE, IES, IFSA, USAC, ISA, SIT, SFS, DIS, CIS and AMIDEAST.
- 2) *Appeals to programs whose provider is not affiliated with TU:* These are programs with whom TU does not have any affiliation or linkage. CGE is not necessarily aware of program quality, risk management procedures or has a program contact. The student will need to supply CGE as much information as possible about the program. *In these cases, students must submit item one (1) and two (2) below.*

### Cost:

Appeal programs are charged an additional study abroad fee beyond the TU tuition (see Study Abroad Financial policies). The fee depends on the cost of the appeal program and can have 5 levels:

- Level 1 – Study Abroad Fee US\$0
- Level 2 – Study Abroad Fee US\$2,500
- Level 3 – Study Abroad Fee US\$5,000
- Level 4 – Study Abroad Fee US\$7,500
- Level 5 – Study Abroad Fee US\$10,000

*Ask your study abroad advisor what level is your appeal program.*

## ***Necessary documentation***

1. *A brief statement about why he or she has a need to study with a program or university not currently affiliated with or approved by TU:* This statement should specifically address the courses, research facilities, internship opportunities, or other opportunities available through the proposed program that are not available through TU's existing list of approved programs.
2. **(UNAFFILIATED PROGRAM PROVIDERS ONLY)** *Specific details about the following criteria used by the CGE when reviewing programs:*
  - a) Academics, including information about whether the proposed courses will be approved by the student's faculty advisor for sufficient academic credit.
  - b) Housing arrangements
  - c) Student services (academic advising, counseling services, excursions, etc.)
  - d) Orientation programming
  - e) Health and safety protocol
  - f) Program costs, including tuition, housing, food, books, insurance, personal expenses, and airfare
  - g) Contact information for the program

## ***Application Process***

To apply, use the online application and search for the program *Appeal to participate in an unaffiliated study abroad program*. Students may also be asked to meet with Laura Semenow, Director of Global Student Mobility. As part of the application, students will need to submit the following information:

Applications will be reviewed by the CGE and student will be notified through their online application whether his or her application has been approved no later than two weeks after the CGE's deadline for applying to study abroad. Students whose applications have not been approved may petition the decision in accordance with the university's academic appeals policy.

**Questions?** Contact the CGE at [globaleducation@utulsa.edu](mailto:globaleducation@utulsa.edu), phone: 918-631-3229 or come by at Allen Chapman Student Union 2<sup>nd</sup> floor.