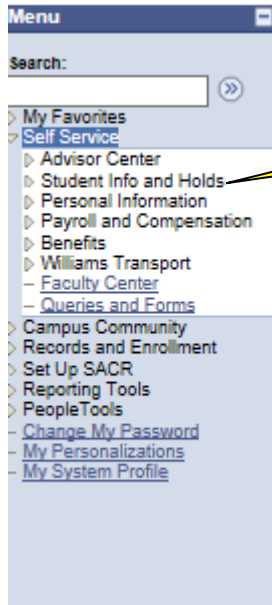
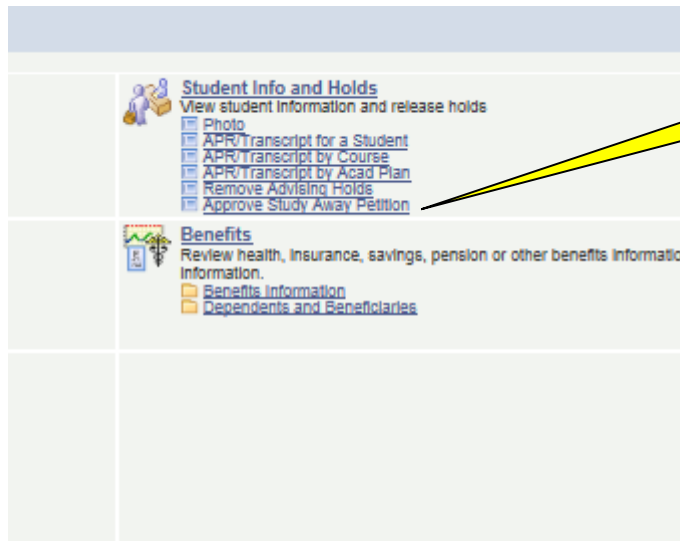


Access to Study Away Petition on PeopleSoft begins on **OCTOBER 1**.

Beginning on **October 1** you will have access in PeopleSoft to any student's Study Away Petition in Self Service. As Department Chair, you will have access at any time to approve courses for credit in the major once the student has submitted their petition. It may be necessary if a student changes these courses, to review new course selections at a later time and approve them for a student. A student can request a change of courses to Study Away via email, once their petition is amended with the new course selection, you can review/approve at that time. (Students deadline to submit their petition is **March 1**.)



Log in to your Self Service account and select "Student Info and Holds"



Select "Approve Study Away Petition"

Approve Study Away

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID:

Study Away ID:

From Term:

To Term:

Program Name:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

If you know student's ID number, you may enter it here.

-OR- enter last name and first name of student here, click "Search"

Department Approval: You can review the student's courses on the "**Major Requirements**" tab prior to approving. (See next page for illustration.) You will approve courses for major credit on the page below by checking approval box and, if necessary, noting any conditions regarding your approval.

Study Away Petition

Student's Name Will Appear Here

This is the study away approval page to be used by Department Chairs and their designees. Please review the major requirements page of the study away application and indicate approval by clicking on one of the two buttons below. You only need to approve once - there is more than one button in case students intend to be multiple majors.

If you have conditions to the approval, such as review of work done while away or approval of only certain course(s) list specific course title(s) by entering a notation of either in the box below the checkbox.

If you have any questions, please contact the at studyaway@williams.edu.

International Education and Study Away Office

Department Approval (one checkbox per signoff)

Major 1 approval
Conditions for approval

Major 2 approval
Conditions for approval

Major 3 approval
Conditions for approval

[Department Approval](#) | [Study Away Program](#) | [Degree Requirements](#) | [Program of Study](#) | [Major Requirements](#) | [Print Petition](#) | [Student Signoffs](#)

Click "SAVE" once you have approved courses on this petition.

Access to Study Away Petition on PeopleSoft begins on **OCTOBER 1**.

Major Requirements: Review the courses the student has selected for credit in the major on this page. This page should also include the courses previously taken here at Williams for major credit.

[Study Away](#) | [Degree Requirements](#) | [Program of Study](#) | **Major Requirements** | [Student Signoffs](#) | [Department Approval](#) | [Print Petition](#)

Study Away Petition

Student's Name Will Appear Here

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 only; i.e. courses similar to those offered at Williams. Discuss with your chair or with the Director of International Education and Study Away 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	
<input type="text" value="MATH"/>	2014	MATH 151: Multivariable Calculus	+ -
<input type="text" value="MATH"/>	2015	MATH 250: Linear Algebra	+ -
<input type="text" value="MATH"/>	2015	MATH 355: Abstract Algebra	+ -
<input type="text" value="MATH"/>	2015	STAT 201: Statistics & Data Analysis	+ -
<input type="text" value="MATH"/>	2018	MATH 350: Real Analysis	+ -
<input type="text" value="MATH"/>	2018	[WEPO] Galois Theory	+ -
<input type="text" value="MATH"/>	2017	[WEPO] Probability	+ -
<input type="text" value="PHIL"/>	2014	PHIL 229: 19th Century Philosophy	+ -
<input type="text" value="PHIL"/>	2015	CLAS 203: History of Greek Philosophy	+ -
<input type="text" value="PHIL"/>	2015	PHIL 281: Philosophy of Religion	+ -
<input type="text" value="PHIL"/>	2015	PHIL 315: Kant's Critique of Pure Reason	+ -
<input type="text" value="PHIL"/>	2018	PHIL 202: History of Modern Philosophy	+ -
<input type="text" value="PHIL"/>	2018	PHIL 335: Contemporary Metaethics	+ -
<input type="text" value="PHIL"/>	2018	[WEPO] Frege, Russel, & Wittgenstein	+ -
<input type="text" value="PHIL"/>	2017	[WEPO] Post Kantian Philosophy	+ -

[Save](#) | [Return to Search](#) | [Previous tab](#) | [Next tab](#)

[Study Away](#) | [Degree Requirements](#) | [Program of Study](#) | [Major Requirements](#) | [Student Signoffs](#) | [Department Approval](#) | [Print Petition](#)