

**General Study Away Petition Overview:**

- One petition per semester per student allowed.\*\*
- You may apply to as many programs as you wish; list first choice program on petition
- Click "SAVE" after completing each page.
- Once petition is submitted, you cannot access to make any changes.
- All requests for changes must be made in writing to [studyaway@williams.edu](mailto:studyaway@williams.edu).
- Existing petitions will be amended according to #5 below.
- Petition will remain on file until end of academic year and credit has been applied to Williams Transcript or petition is withdrawn.

**Screen Shot of People Soft – Study Away Petition Page 1**



**Study Away Petition**

I request approval for a Leave of Absence for

\*From Term     1 3

Begin Date

\*Program ID     5

\*To Term     2

End Date     4

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](mailto: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 the Director of International Education and Study Away 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 with hard copy of this petition to the Office of International Education and Study Away on or before the deadline of March 1. (US Schools & Williams Mystic Program exclude Part 3.) \*\*If you change your program, you may be required to submit a new essay at that time for the new program. This should be discussed with the Director of International Education and Study Away. [Required Study Away Essay](#)

I understand that I must earn  credits 6

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. As soon as you are enrolled in courses on your program, email [studyaway@williams.edu](mailto:studyaway@williams.edu) your courses for approval of credit toward the Williams degree. I must request that my transcript of grades from my program be sent to:

Williams College  
Office of International Education and Study Away  
880 Main Street  
PO Box 518  
Williamstown, MA 01267

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 as part of their study away semester or they may enroll in a Winter Study on campus. Inquire at [studyaway@williams.edu](mailto:studyaway@williams.edu) for details regarding this option.

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**Instructions for Page 1:**

1. \*Select beginning semester from drop down menu.
2. \*Select ending semester from drop down menu.
- \*Winter Study is selected if program beginning or ending date overlaps with Williams Winter Study (J) semester. \*\*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.**
- 3-4. Study Away Program begin (3) and program end (4) dates. If unknown at this time, you may leave blank and send dates to [studyaway@williams.edu](mailto:studyaway@williams.edu) at a later time.
5. Approved program drop down menu lists all of our approved programs. Enter program name in search box and click "Look Up." Example: SIT will reveal all programs approved with SIT; select yours from the list. (Programs of multiple countries are listed as "Not Applicable" in the Country search box.) If the program you wish to study on is not listed here, please inquire at [studyaway@williams.edu](mailto:studyaway@williams.edu) as to whether it is inactive. You are allowed one program change per petition. This change must be discussed with the Director of International Education and Study Away via email to [studyaway@williams.edu](mailto:studyaway@williams.edu). Your petition will be changed after approval. 6. Fill in credits per semester required by study away program. \*Note for course approval for credit.
7. Click "SAVE" when page 1 is complete. You may make changes to this page only BEFORE you "submit" your petition.

## Degree Requirements:

- This page as a snapshot in time of your career at Williams and lists your current completed requirements.
- If you are currently enrolled in a course that will complete a requirement that is listed as incomplete, PeopleSoft will update automatically when you complete the course and your grade is recorded. There is no need to do anything if this is the case.
- It is your responsibility to make arrangements with the appropriate department to complete any incomplete requirement necessary prior to your departure on study away.

## Screen Shot of People Soft – Study Away Petition Page 2

**Study Away** | **Degree Requirements** | **Program of Study** | **Major Requirements** | **Student Signoffs** | **Department Approval** | **Print Petition**

### Study Away Petition

██████████

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

**Exploring Diversity**

Exploring Diversity Courses Completed 0

Two choices if requirement is not met yet and you are not enrolled in EDI at the present time: I plan to complete the Exploring Diversity requirement when I return from study away -- or -- I plan on enrolling in an EDI course next semester. Follow this link for EDI requirements and instructions after studying away. [EDI](#)

**Writing Intensive Requirement**

Writing Intensive Courses Completed 0

If you are studying away for a full year, you must have completed two courses by the end of the sophomore year; if you are studying away for one semester, you must have completed one course by the end of the sophomore year. You must petition CAS for postponement of this requirement if you will not have fulfilled two writing intensives by the end of junior year. Follow this link to complete and submit the CAS petition if you need it. [WI CAS Waiver](#)

**QFR Requirement**

QFR Courses Completed 3

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: 2  
PE Requirement -Contact Athletics to arrange for Study Away Approval.

**Distribution Requirement**

Division 1 courses completed	2	Requirements complete	✓
Division 2 courses completed	4	Requirements complete	✓
Division 3 courses completed	1	Note: Requirements incomplete	✗

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

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## Instructions for Page 2:

1. You have the option to receive EDI credit if this requirement is incomplete and you are not currently enrolled in an EDI credited course. You must complete the EDI form and essay and submit a hard copy of both pages by the deadline after you have completed your Study Away program. For details: [Exploring Diversity Initiative](#).
2. You must have completed 4 PE credits by the end of your sophomore year. This is Williams College policy. If this requirement is incomplete and you are not currently enrolled in a PE course(s) to satisfy this requirement, it is your responsibility to make arrangements with the Athletic Department (Carolyn Miles) to complete this requirement prior to departing for study away.
3. Click "SAVE" when page 2 is complete. You may only change this page BEFORE you "submit" your petition.

## Program of Study:

- All courses you consider and ultimately enroll in must be in the liberal arts ONLY.
- List courses you intend to take on your study away program.
- These courses are your suggested plan of study and require approval by the Director of International Education and Study Away.
- Send email to [studyaway@williams.edu](mailto:studyaway@williams.edu) with the list of courses you actually enroll in when you arrive on your program. Courses are approved for eligibility of credit at Williams at that time as well.

## Screen Shot of People Soft – Study Away Petition Page 3



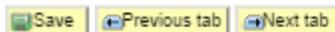
### Study Away Petition



Enter the courses you are planning to take while studying away. These courses are reviewed for approval for credit. They are your suggested plan of study. Once you are enrolled on your program, send an email listing the courses you have registered for to [studyaway@williams.edu](mailto:studyaway@williams.edu) for review and final approval for credit at Williams. (All courses must be in the liberal arts only; 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.)

The screenshot shows a form titled 'Study Away Courses'. It has two columns: 'Course Title' and 'Study Away Term'. There are four rows of input fields. Callout box '1' points to the first 'Course Title' field. Callout box '2' points to the first 'Study Away Term' dropdown menu. To the right of each row are '+' and '-' buttons for adding or removing rows.



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### Instructions for Page 3:

1. Include course number and title where applicable.
2. Select the term you will be away and studying each course: fall, spring, or full year.
3. Click "SAVE" when page 3 is complete. You may only change this page BEFORE you "submit" your petition.

## Major Requirements:

- All courses must be in the liberal arts only.
- Enter all courses and corresponding term you have already taken at Williams toward your major. Include those you are currently enrolled in.
- Enter those courses from “Program of Study” page you intend to seek credit in your major while away.
- Review the list with your department chair. If approved, the chair can indicate approval in PeopleSoft at any time before or after petition deadline.
- If changes need to be made to this page, email request to [studyaway@williams.edu](mailto:studyaway@williams.edu). Include course title, deletion(s), new course(s), and term(s) in the email.

## Screen Shot of People Soft – Study Away Petition Page 4



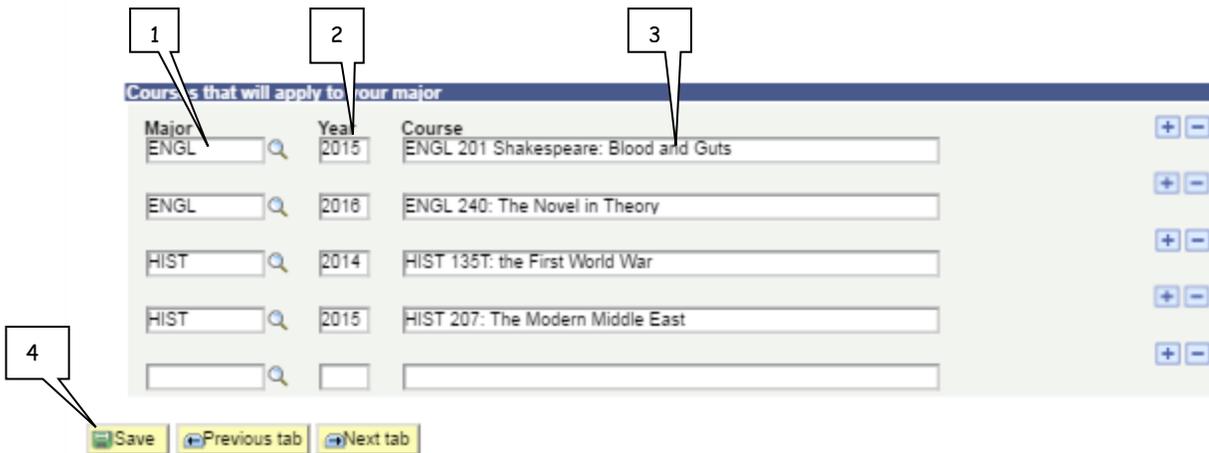
### Study Away Petition



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.



Major	Year	Course	
ENGL	2015	ENGL 201 Shakespeare: Blood and Guts	+ -
ENGL	2016	ENGL 240: The Novel in Theory	+ -
HIST	2014	HIST 135T: the First World War	+ -
HIST	2015	HIST 207: The Modern Middle East	+ -
			+ -

Save Previous tab Next tab

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## Instructions for Page 4:

1. Indicate major for respective course.
2. Indicate year course was taken, is being taken, or will be taken for respective course.
3. Indicate course number and title.
4. Click “SAVE” when page 4 is complete. You may only change this page BEFORE you “submit” your petition.

### Student Sign Offs:

- Read each section below thoroughly.
- Check box next to each section when you have read and understand that section.
- Your petition will not be accepted if you do not complete this page and click on "Submit Petition to Study Away" BEFORE printing.
- This petition is not accessible to you after clicking "Submit...." Review each page to ensure it is complete.

### Screen Shot of People Soft – Study Away Petition Page 5

Study Away	Degree Requirements	Program of Study	Major Requirements	<b>Student Signoffs</b>	Department Approval	Print Petition
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## Study Away Petition

**Petition has been submitted**

1

<input checked="" type="checkbox"/> I understand and agree	<p>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. It is only possible to preregister for classes if you have NOT confirmed acceptance to your program with the International Education and Study Away Office.</p>
<input checked="" type="checkbox"/> I understand and agree	<p>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 I plan to study in a country whose native language is not English, I must study the language of that country in each semester spent abroad or be studying in the language.</p> <p>Students beginning a hyphenated language course sequence on study away are responsible for completing the other course of the sequence in order to receive credit for either part of the course.</p> <p>Questions regarding language should be discussed with the Director of International Education and Study Away and the chair of the appropriate language department prior to completion of this petition.</p>
<input checked="" type="checkbox"/> I understand and agree	<p>I will be granted credit for the successful completion (grade of C- or above) of this program of study when we receive a transcript. Changes in the program of study must be approved by the International Education and Study Away Office, and in the 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 the Director of International Education and Study Away.</p>
<input checked="" type="checkbox"/> I understand and agree	<p>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 I listed.</p>
<input checked="" type="checkbox"/> I have read the guide	<p>Be sure to consult the Study Away web pages "Pre-Departure Planning" section available online at: <a href="http://study-away.williams.edu/">http://study-away.williams.edu/</a></p> <p><a href="#">Study Away Website</a></p>
<input checked="" type="checkbox"/> I understand and agree	<p>I must submit my Study Away essay in hard copy with the hard copy of my Study Away Petition to the International Education and Study Away Office by the deadline. IF I am studying on two different programs, I understand that I must submit two essays, one for each program/petition.</p> <p>I understand that if I change my program, I must complete and submit a new Study Away essay on that program.</p>

(Continue to next page)

I understand and agree Most study abroad and domestic study programs require the College to share information with them regarding your academic and disciplinary standing. To do so, we need your permission to share this information. By clicking the box here, you give permission to Williams College to release your academic and disciplinary conduct information as requested by any study abroad or domestic study program to which you apply. This includes courses taken, grades received, GPA, academic progress, and transfer credit awarded. This also includes any information relating to any violation of the Student Code of Conduct or Honor Code. We will notify your program of any change in status that may occur after approval is granted should the situation warrant that. Clicking here means you understand that the above records are protected from disclosure under the Family Educational Rights and Privacy Act of 1974 (FERPA) and may be released only under certain conditions, including upon your authorization here.

I understand and agree By submitting this petition I agree and understand that my appointment and participation on my chosen program are contingent on good academic and disciplinary standing. Should this status change, I understand that my approval to study away may be rescinded.

**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 this petition to study away, submit your inquiry to the coordinator at [studyaway@williams.edu](mailto:studyaway@williams.edu).**

3

2

Date/Time 02/28/17 11:34:46AM

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**Instructions for Page 5:**

- 1. Read each section and click on box to agree.
- 2. Click "SAVE" when page 5 is complete. You may only change this page BEFORE you "submit" your petition.
- 3. When you are satisfied your petition is complete, click "Submit student petition to study away" before you print it. Your petition will be time stamped in PeopleSoft. (DO NOT click "Undo submission of petition.")

## Print Petition:

- Click "Print Study Away Petition" and a copy of your petition will be sent to your Williams email account.
- Print your petition from the pdf attachment in your email.
- Attach your Study Away Essay and turn all hard copies in to the Study Away Office by the deadline of March 1st.

## Screen Shot of People Soft – Study Away Petition Page 6

Major Requirements Student Signoffs Department Approval Print Petition

Print Study Away Petition

Please be sure to sign off and submit your petition BEFORE selecting to print your petition.  
(You may print your Study Away Petition before submitting it to the International Education and Study Away Office if you wish to review it with your faculty advisor.)

After clicking 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: [redacted]@williams.edu

Your email

Save Previous tab Next tab

Study Away | Degree Requirements | Program of Study | Major Requirements | Student Signoffs | Department Approval | Print Petition

## Process to Withdraw Petition:

1. You do have options to change the program and/or term you selected to study away. Contact [studyaway@williams.edu](mailto:studyaway@williams.edu) to discuss these options before withdrawing.
2. You may withdraw your petition after it has been submitted for any reason. You must email [studyaway@williams.edu](mailto:studyaway@williams.edu) of your decision. Once you have withdrawn your petition, it cannot be reinstated for any reason.

### IMPORTANT STEPS AFTER SUBMITTING YOUR PETITION TO STUDY AWAY:

- **Meet with the Director of International Education and Study Away:**  
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 intend to study away for the spring semester, you must meet at least once with her by April 15.
- **Notification of Acceptance by Program:**  
Once you have been formally accepted you will confirm this with the International Education and Study Away Office ([studyaway@williams.edu](mailto:studyaway@williams.edu)). Your email must include the name of the program, and the exact dates of the program. You are allowed once change to the original program on your petition. Indicate in your email if this is a different program and whether you have met with the Director to discuss this change. All requests for changes to your petition must be submitted to the International Education and Study Away Office. Your existing petition will be amended.
- **Committee on Academic Standing (CAS):**  
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 immediately and let the Study Away Office know if it is incorrect.*
- **Financial Aid Budget:**  
Refer to the Financial Aid website for instructions regarding your study away plans. Begin these steps as early as possible.
- **Visa and Document Preparation:**  
Begin this process as soon as possible when applying to your program. This is essential for a smooth transition. If you run into problems, you may meet with the Director of International Education and Study Away to go over the documents and requirements of the country you will study in.
- **Pre-Departure Webinar:**  
This is mandatory before you leave Williams. You will receive email notification of when the deadline is for you to complete the webinar and quiz that follows. It's twenty to thirty minutes and full of vital information for you.
- **Course Registration on Your Program (liberal arts ONLY) :**  
As soon as you are enrolled in courses on your program, email ([studyaway@williams.edu](mailto:studyaway@williams.edu)) the courses for review approval for credit toward the Williams degree.
- **Study Away Transcript and Credit:**  
Credit will be awarded to you when an official transcript (no copies) from your program has been received and processed. You should request 2 transcripts: one to be sent to Williams and the other for your records.