

Puget Sounds Study Abroad Approved Program Petition
Faculty/Department Petition to add a new program

Any study abroad program must receive formal approval from the International Education Committee (IEC) prior to a student undertaking study for Puget Sound credit on the program. Complete the following steps and submit the petition to the Office of International Programs by **October 15 of the academic year prior to the possible start of the program.**

To petition to add a new study abroad program to our approved programs list, please submit a written request that includes the following information:

1. **Program Information** - Please include the name of the program, the name of the organization that runs the program (if applicable), and a link to additional information about the program.
2. **Puget Sound Fit** - In the request, you should address the following questions concerning the program's fit at Puget Sound:
 1. What opportunities does the program provide that are unavailable on campus or through existing abroad programs?
 2. In what ways does the program complement the curriculum of your department?
 3. Are you petitioning to add this program to replace a current study abroad program? If so, which program?
 4. Does the program take steps to ensure sustained, significant cultural immersion between participants and the target culture? Please explain. If not, explain the importance of the geographic location to the program's goals. See the [IEC rubric](#) for more detail.
 5. Is the program likely to serve the university's ongoing needs, or would this program be primarily serving the needs of a particular student? Do you anticipate significant levels of interest in this program among students and if so, why?
3. **Credits** -Please list the relevant courses offered on the program and their Puget Sound/departmental course equivalencies.
4. **Support** - If the program is not run by one of our current program providers (organizations - this list can be found [here](#)), please describe how students will be supported on-site and address the following questions:
 - Describe the resources onsite the program provides to support students.
 - What are the sexual misconduct policies and procedures for the program? (If you have a link to a website, please include it).
 - Does the country in which the program operates in have limitations/restrictions on reporting on sexual misconduct situations due to confidentiality laws and/or institutional policies?

- Whom in the organization do students contact in case of a crisis? Are there any confidential resources that students are told about? How is information on whom to contact in case of a crisis communicated to students?
- What is the training for staff and faculty regarding reporting and supporting a student who has been victimized?