



ST. NORBERT COLLEGE STUDY ABROAD OFFICE

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APPEALS PROCESS

GPA REQUIREMENT POLICY

Students must have a cumulative grade point average (GPA) of 2.5 or higher to be eligible to study abroad at St. Norbert College. The GPA policy is in place to ensure that you will succeed academically in a new and challenging environment, without extensive academic support services. Students who have a cumulative GPA between 2.30 and 2.49 may petition to the Study Abroad Office for fall study abroad *only*. Students *may not* petition to study abroad in the spring semester. Please see the requirements below.

Note: Host universities and program partners have their own GPA requirements that St. Norbert cannot override. If the Study Abroad Office approves a GPA petition, you are not guaranteed acceptance by your host university or program.

1. Letter of Recommendation

A *faculty member* must submit a letter of recommendation for you *by February 15* (see attached guidelines for faculty members). The recommendation must be returned directly to the Study Abroad Office.

2. Essay

You must submit an essay that addresses your low GPA. In the essay, you should:

- clearly articulate the circumstances that led to your low GPA;
- discuss any particular academic challenges faced or any extenuating circumstances;
- explain how a study abroad experience would benefit you academically and personally; and
- describe your strategies for succeeding while abroad.

Submit your essay to your study abroad advisor *by February 15*.

3. Mid-Term Appointment

After mid-term warnings are sent to students (mid-March), *you* must schedule an appointment with your study abroad advisor to discuss your academic progress. The meeting should take place *by April 1*. Before the meeting, obtain your mid-term grades from your instructors, and be prepared to discuss your grades with your study abroad advisor.

4. GPA Requirement: Semester Prior to Departure

You must complete four (4) courses and earn a semester GPA of 2.5 or higher during the semester immediately prior to departure. Absolutely *no exceptions* will be made to this requirement.

5. Request for Transcript

Using KnightLine, you must submit two requests for an official transcript. By selecting the study abroad option, you will not be charged for these requests, and your transcripts will be sent directly to the Study Abroad Office. The first transcript must be submitted *by February 15*. The second transcript must be submitted once your grades for the spring semester are posted to KnightLine (mid-May).

6. Financial Responsibility

You are responsible for any costs associated with the cancelation of your participation in your study abroad program due to non-fulfillment of the aforementioned requirements, including the \$400 study abroad fee.

I, _____, have read and understand the appeals process and GPA requirement policy. I understand that if I do not meet the aforementioned requirements, I will not be able to study abroad. I also understand that if I am on academic or disciplinary probation, I will not be able to study abroad. I understand that I am responsible for any costs associated with the cancelation of my participation in a study abroad program due to non-fulfillment of the requirements.

Signature

Date