



ST. NORBERT COLLEGE STUDY ABROAD OFFICE

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FACULTY GUIDELINES FOR RECOMMENDATION FOR STUDENT APPEAL TO GPA REQUIREMENT POLICY

Dear Faculty Member,

Thank you for your cooperation in providing a letter of recommendation. The following information outlines the appeals process for the Study Abroad Office's GPA Requirement Policy and offers guidelines to assist you with the preparation of your letter of recommendation.

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 students 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. In addition to your letter of recommendation, the student must also submit an essay and an official transcript. The student is required to have a mid-semester appointment with his/her study abroad advisor. Most importantly, the student must complete four courses and earn a semester GPA of 2.5 or higher during the semester immediately prior to departure.

GUIDELINES FOR LETTER OF RECOMMENDATION

Please find suggested guidelines to assist you below:

- The text of your letter should address:
 - the student's performance in class (if applicable);
 - your evaluation of the student's knowledge, skills, and attitudes;
 - your opinion of the student's academic preparedness and emotional maturity for a successful study abroad experience; and
 - your recommendation for the student's participation in a study abroad program (ie: strongly recommend, recommend with reservations, do not recommend).

Your letter of recommendation should be sent directly to the Study Abroad Office (Bemis International Center, third floor). The student will not have an opportunity to review the letter.

CONTACT

If you have any questions, please do not hesitate to contact Jeremy Doughty, Study Abroad Advisor, at 920.403.3433 or <jeremy.doughty@snc.edu>.

Best regards,

SNC Study Abroad