

Eligibility for Participation in G T (Faculty-Led) Summer, Pacific, GTL and ARCH Senior Year in Paris Study Abroad Programs

Students on Academic and/or Disciplinary Probation are not eligible to apply, to participate, or to be accepted to GT study abroad programs. If you wish to appeal for permission to apply for a program while you are not in good standing because you expect to be eligible for participation before the study abroad program begins, you assume all risks associated with that decision, including but not limited to financial obligations to the study abroad program as stated below (please see page 2 of this flyer for appeal process information).

In order to participate in a GT study abroad program, there are certain general eligibility requirements you must meet:

- a) **You must be in good academic standing.** Good academic standing is determined by the Registrar's Office and is indicated at the end of your transcript each semester. Academic warning is a subcategory of good academic standing, so students on warning are still eligible.
- b) **You must be in good disciplinary standing.** The Office of the Dean of Students determines your standing based on your disciplinary record.
- c) **You must maintain appropriate standards of behavior.** Keep in mind that there are social aspects to the study abroad learning experience. Appropriate standards of behavior must be adhered to at all times. All faculty, staff, and participants, must be able to comply with all program guidelines including but not limited to the following: the ability to interact, work and effectively communicate within both group and independent settings, the ability to live and travel in a close group environment, the ability to live in program-provided housing (eg. university residence/dormitory, host family, and/or hotel, etc. depending on the program), travel by bus/train/plane with the group, attend and participate in all classes, participate in cultural activities and site visits, etc. Please note: If you have previous contact with GT study abroad programs, the OIE, and/or the Office of the Dean of Students, applications may require additional time to be reviewed and processed.
- d) **You must complete the PART ONE Prep Meeting Online and attend the PART TWO Prep Meeting.**

You will no longer be eligible to participate in a study abroad program if you fall out of good academic or disciplinary standing, you no longer maintain appropriate standards of behavior, or you fail to complete BOTH OIE Prep Meetings (even after applying for or being accepted into a program). Pending disciplinary cases will be reviewed for eligibility on a case-by-case basis. In addition, you assume the risk of losing funds paid to participate in the program, including but not limited to airfare, room and board and any other expenses incurred as part of the program or for personal endeavors. Furthermore, you take responsibility for paying any fees that the study abroad program will have to pay on your behalf. Decisions about refunds are at the discretion of your study abroad program.

In addition to the above requirements, you must also adhere to the following policies related to eligibility for participation in a study abroad program:

- **You may not participate in more than one GT study abroad program during the same semester.**
- **You may not participate in the same program more than one time during your entire enrollment at Georgia Tech.**
- **You must have completed at least two semesters of college-level study prior to participation in a study abroad program and you must be at least 18 years of age by the program's departure date.**
- **You must have student status, register for study abroad courses, pay program fees and GT tuition + \$103 Technology Fee to the Bursar by the official deadlines. Drops or withdrawals are not permitted for study abroad courses!**

- You must obtain all proper immigration documents, such as an official passport and a visa if required. *Students are responsible for securing all required travel documents per the host country's regulations.*
- If you are under the age of 18 at the time of application, a parent or guardian must sign the "Study Abroad On-line Application Form" and the "Assumption of Risk and Release Form," which is available from the Office of International Education.

Appeal Information

Students may submit an appeal to any of the GT eligibility requirements by submitting the **Study Abroad Eligibility Requirement Appeal Form**** to the Office of International Education in person, via regular mail, or by fax. The form can be downloaded from the web at www.oie.gatech.edu/sa/forms. Students on Academic or Disciplinary Probation submitting an appeal to the eligibility requirements for GT study abroad are in no way guaranteed acceptance to participate.

*** Requests to be excused from the Mandatory OIE Prep Meetings (PART ONE or PART TWO) do not require an appeal form and should be e-mailed directly to study.abroad@gatech.edu and include: Full Name, GT ID, Regular Mailing Address, confirmed e-mail address and the reason for requesting to be excused. Only students with legitimate academic conflicts (including internships and co-ops) or extenuating circumstances will be excused. These meetings are offered Fall and Spring Semesters.*

Note: Study abroad programs may have additional program-specific eligibility requirements for participants. Your Program Director will provide you with all information and requirements that are specific to your study abroad program.

Mandatory Study Abroad Meetings

Each time you participate in a GT study abroad program, you are required to complete one **PART ONE** and one **PART TWO meeting** organized by the Office of International Education (OIE). You may now complete the PART ONE meeting online: http://www.oie.gatech.edu/sa/part_one_meeting/ Dates, locations and times for the PART TWO Prep Meetings can be found at <http://www.oie.gatech.edu/events/> and in the application instructions at www.oie.gatech.edu/apply. If you do not complete BOTH PART ONE AND PART TWO Prep Meetings, you will not be allowed to participate.

If you are a **transient/special** or **co-op student** who will not be in the local area to attend PART TWO, the OIE will e-mail the materials normally provided at these meetings to you. Co-op students are responsible for informing OIE that they are on a co-op semester and need to be excused from the mandatory meetings by e-mailing their name, GT ID, program name, and address to study.abroad@gatech.edu. **ALL study abroad applicants/participants are responsible for contacting OIE as soon as possible with any change in address, telephone, or e-mail.**

All participants in GT study abroad programs must complete the following form, which will be distributed at the Mandatory Prep Meeting: PART TWO, and return it to the appropriate person/office as indicated below:

Form	Should be returned to:
Assumption of Risk and Release Form	Office of International Education (OIE)

Please note: Specific study abroad programs may have their own forms for participants to complete. Your Program Director will provide you with all information and forms that are specific to your study abroad program.

*Please direct questions about this document to:
Office of International Education, Georgia Institute of Technology
Savant Building, Suite 211, Atlanta, GA 30332-0284
Phone: (404) 894-7475; Fax: (404) 894-9682; E-mail: study.abroad@gatech.edu*