

Policy for Study Abroad Substitution Request

I. PURPOSE

The purpose of this policy is to provide guidelines for students who need to request a Study Abroad substitution for one of the following reasons:

Reason 1: Student has a documented disability.

Reason 2: Student has Title IX accommodations.

Reason 3: Student is a current or former GPEP student.

Reason 4: Student has requested consideration of deferred action for childhood arrivals (DACA) or has an undocumented status or faces other circumstances related to documentation or immigration status that present a clear impediment to traveling abroad.

Reason 5: Student makes a request for religious accommodation in a study abroad program.

Reason 6: Student who, for extenuating circumstances, might not be able to travel abroad.

Notes: (1) Students who are citizens and primary residents of a country other than the United States and who have completed their high school diploma or certificate outside the U.S. are already fulfilling the study abroad requirement by studying at Goucher College. The Global Education Director informs the Registrar when an international student enrolls in Goucher College so that the Study Abroad requirement is recorded as completed in the student's record. (2) All transfer students who have completed a study abroad program in an accredited higher education institution or completed an internship related to international content or an international internship prior to enrolling at Goucher have satisfied the study abroad requirement upon enrollment. Students must send a transcript of their study abroad experience to studyabroad@goucher.edu who upon receipt and approval inform the Registrar.

II. SCOPE

This policy applies to all undergraduate students.

III. STATEMENT

All Goucher students are expected to complete the study abroad requirement as part of their graduation requirements at Goucher College. While no student is exempted from this requirement, students may, under circumstances outlined in this policy, petition to satisfy the requirement with an intercultural academic experience that does not require international travel.

IV. PROCEDURES

Requesting a study abroad substitution does not guarantee that the request will be approved. Hence, students should initiate this process as soon as they can provide the documentation needed for the study abroad substitution. The offices responsible for evaluating substitution requests will require written documentation of the circumstances presented, and all information provided by students as part of the substitution request process will be governed by the Student Code of Conduct.

Depending on the reason as outlined in Section I, Purpose, students petitioning for a substitution for the study abroad requirement must email:

Reason 1: The Office of Accessibility Services (OAS) at access@goucher.edu to request accommodation for a documented disability.

- The director of OAS contacts the student within ten (10) business days to schedule an appointment to discuss the necessary documentation that the student must submit. The student is required to provide certification from a licensed medical or mental health professional that addresses the specific reasons for which studying abroad is impossible or inadvisable for the student.
- The director of OAS assesses the documentation and grants or denies the request via email within ten (10) business days of receipt.
- If approved or denied, the director of OAS copies the student's advisor and the Office of Global Education (OGE) on their response to the student.

Reason 2: The Title IX coordinator at titleixcoordinator@goucher.edu for Title IX accommodation.

- The deputy Title IX coordinator contacts the student within ten (10) business days to schedule an appointment to discuss the necessary documentation the student must submit.
- The deputy Title IX coordinator assesses the documentation and grants or denies the request via email within ten (10) business days of receipt.
- If approved or denied, the deputy Title IX coordinator copies the student's advisor and the Office of Global Education (OGE) on their response to the student.

Reason 3: The Office of the Associate Provost for Undergraduate Studies (AP for UG) at associateprovost@goucher.edu to request an appointment for accommodation for a former GPEP student.

- The Office of AP for UG contacts the student within ten (10) business days to schedule an appointment to discuss the necessary documentation that the student must submit.
- The Office of AP for UG assesses the documentation and grants or denies the request via email within ten (10) business days of receipt.
- If approved or denied, the AP for UG copies the student's advisor and the Office of Global Education (OGE) on their response to the student.

Reasons 4 and 5: The Office of Global Education at globaleducation@goucher.edu to request

accommodation due to deferred action for childhood arrivals (DACA) or undocumented status, other issues related to immigration status or travel documentation, or other extenuating circumstances.

- The Office of Global Education contacts the student within ten (10) business days to schedule an appointment to discuss the necessary documentation that the student must submit.
- The Office of Global Education assesses the documentation and grants or denies the request via email within ten (10) business days of receipt.
- If approved or denied, the Office of Global Education copies the student's advisor on their response to the student.

Reason 6: The Office of Religious and Spiritual Life at chaplain@goucher.edu to request religious accommodation in a study abroad program or a substitution.

- The Chaplain contacts the student within ten (10) business days to schedule an appointment to discuss the accommodation or substitution.
- The Chaplain contacts the Office of Global Education (OGE) within ten (10) business days of receipt to discuss what reasonable religious accommodations may be possible or if a substitution will be granted.
- The Chaplain and OGE copies the Office of AP for UG on their response to the student specifying what reasonable religious accommodations are possible or if a substitution has been granted.

Once the student and the Office of Global Education have received notification of an approved study abroad substitution under any reason covered by this policy, the Office of Global Education will update its records accordingly and inform the Office of the Registrar.

V. SUBSTITUTION OPPORTUNITIES

If the Study Abroad substitution is approved, students may opt for one of the following substitutions:

- 4-credit internship related to international content. The Office of Global Education reviews proposed experiences as needed to determine whether they meet the requisite levels of international content/focus.
- 4-credit culture course (to see offerings, click [here](#)).
- 4-credit virtual study abroad or international internship.
- Approved study abroad program to a U.S. territory (e.g., Puerto Rico) offering an intensive intercultural experience. Such programs must receive prior approval from the Office of Global Education.

VI. GROUNDS FOR APPEAL

Appeals may be considered by the provost only on the grounds that the procedures described in this policy were not followed or that substantive new information that was not reasonably available at the time of the petition has since become available and may change the outcome of the final decision. The appeal

must be **submitted within ten (10) days of the decision**. The appeal should be emailed to officeoftheprovoat@goucher.edu with any supporting evidence.

The decision of the provost is final.

VII. RESPONSIBLE OFFICE

For questions, please contact the following offices as appropriate to reasons outlined in section I, Purpose:

Reason 1: The Office of Accessibility Services (OAS) at access@goucher.edu

Reason 2: The Title IX coordinator at titleixcoordinator@goucher.edu

Reason 3: The Office of the Associate Provost for Undergraduate Studies at associateprovost@goucher.edu

Reasons 4 & 5: The Office of Global Education at globaleducation@goucher.edu

Reason 6: The Office of Religious and Spiritual Life at chaplain@goucher.edu

VIII. HISTORY

Adopted: February 2023. Updated: May 2025.