

Policy for Study Abroad Substitution Request

I. POLICY STATEMENT

All Goucher students are expected to complete the study abroad requirement as part of their graduation requirements at Goucher College.

II. SCOPE

This policy applies to all undergraduate students.

III. 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 to request on-site accommodations.

Reason 2: Student has Title IX accommodations.

Reason 3: Student has requested consideration of deferred action for childhood arrivals (DACA) or undocumented status and cannot travel abroad.

Reason 4: GPEP students or students who for extenuating circumstances might not be able to travel abroad.

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

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 will inform 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 will have satisfied the study abroad requirement upon enrollment. Students should send transcript of study abroad experience to studyabroad@goucher.edu who upon receipt and approval will inform the Registrar.

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 are able to provide the documentation needed for the study abroad substitution and no later than their sophomore year.

Depending on the reason as outlined in Section III, 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 on-site accommodations 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 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 accommodations.

- The deputy Title IX coordinator contacts the student within ten (10) business days to schedule an appointment to discuss the necessary documentation that 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 at associateprovost@goucher.edu to request an appointment for accommodations due to deferred action for childhood arrivals (DACA) or undocumented status.

- 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 associate provost for undergraduate studies copies the student's advisor and the Office of Global Education (OGE) on their response to the student.

Reason 4: The Office of the Associate Provost for Undergraduate Studies at associateprovost@goucher.edu to request accommodations due to extenuating circumstances.

- 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 associate provost for undergraduate studies copies the student's advisor and the Office of Global Education (OGE) on their response to the student.

Reason 5: The Office of Religious and Spiritual Life at chaplain@goucher.edu to request for a 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.

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](#) and scroll down).
- 4-credit virtual study abroad or international internship.

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 fourteen (14) days of the decision. The appeal should be emailed to officeoftheprovost@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 III, 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

Reason 4: The Office of the Associate Provost for Undergraduate Studies at associateprovost@goucher.edu

Reason 5: The Office of Religious and Spiritual Life at chaplain@goucher.edu

VIII. HISTORY

Adopted: February 2023