

Georgia Institute of Technology Education Abroad Eligibility Requirement Appeal Form

When to use this form:

(1) GT students who do not meet the general GT eligibility requirements to apply for/participate in a GT Education Abroad program may submit an appeal to the Office of International Education (OIE). (2) Following acceptance to a GT Education Abroad program, students who have a pending case with the Office of Student Integrity or Department of Housing are required to notify OIE and may submit a preemptive appeal to participate in advance of a decision being rendered by these offices. *PLEASE NOTE: In order for OIE to consider your appeal, you must ensure that your entire Education Abroad Application is completed.*

Timeline:

Students are advised to submit this form as soon as possible. The appeal process takes from three days to a few weeks, depending on the availability of faculty/staff with whom OIE needs to consult. Appeals will not be considered if there is not adequate time for processing. Completed appeals must be received at least 3 business days prior to departure. There may not be sufficient time to consider some appeals due to program schedules.

Documentation to submit in support of this request:

1. You are required to submit a written statement explaining the reasons for which you believe that you should not be required to adhere to a particular GT eligibility requirement. Those submitting an appeal because of a pending case with OSI or Housing should indicate the nature of the alleged incident and reasons for which you believe an exception to the eligibility requirements be made should you be placed on academic or disciplinary probation.
2. It is recommended, but not required, that you submit letters of support or other supporting documents from faculty or staff who can comment on your preparedness for study abroad.
3. If you are a new student or a transfer student at GT and do not have a long academic history at GT, you may wish to submit a transcript from a previous institution (college level only; high school transcript not necessary).

Where to submit this form:

Submit electronically to education.abroad@oie.gatech.edu

Appeal consideration:

Consideration of your appeal may include:

- Providing documents related to the appeal to appropriate Program Director/Coordinator
- OIE and program review of documentation submitted by student
- OIE and program review of student's academic record and/or disciplinary record
- OIE and Program Director/Coordinator discussion of student's request
- Contacting professors currently teaching a course in which the student is enrolled, or who have recently had the student in a class
- Contacting Academic Advisor or faculty member overseeing the student's degree program (including but not limited to Undergraduate Coordinator or Director of Graduate Program)
- Contacting staff in the Division of Student Affairs and the Registrar's Office
- Contacting the originators of documents provided in support of the appeal

Notification of decision:

In the interest of being expeditious, you may first be notified by phone. You will be notified in writing by e-mail. Decisions made by the OIE may be appealed to the GT Study Abroad Committee. If your appeal to the OIE is denied, you will be provided with information on how to contact the Study Abroad Committee.

**Georgia Institute of Technology
Study Abroad Eligibility Requirement Appeal Form**

STUDENT NAME: _____

GT ID: _____

SEMESTER ABROAD: _____

PROGRAM: _____

PROGRAM DEPARTURE DATE: _____

PARENTAL CONTACT:

Students who are appealing a study abroad GT eligibility requirement or program specific requirement sometimes engage a parent or legal guardian to participate in the process. If you are over 18 years of age, privacy laws prevent Georgia Tech from talking to your parent or legal guardian without your written permission. If you give Georgia Tech permission to talk to your parent or legal guardian about this appeal, indicate the name(s) of the person(s) with whom we may discuss your appeal:

1. _____
2. _____

SIGNATURE OF CONSENT:

I consent to the release of confidential information related to my appeal. This information is being released only to evaluate my appeal of study abroad eligibility requirements and will only be released to GT faculty and staff contributing to or otherwise involved in the appeal process.

Student Signature

Date