

# L&S Honors Study Abroad Petition Process Overview

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*The L&S Honors Program encourages all Honors candidates to study abroad as part of their degree!  
Current Honors in the Liberal Arts (HLA) students can utilize an Honors Study Abroad Petition to  
request honors credit from any accredited study abroad program.*

## What is a study abroad petition?

Study abroad petitions allow students who study abroad on any accredited non-honors international academic program to receive honors credits towards their Honors in the Liberal Arts (HLA) degree requirements. Students can petition for one class (up to 4 credits) per term abroad to count for any combination of automatic honors (H/!), general honors, or breadth honors credit. The Honors advisors recommend that students meet with an advisor prior to going abroad to discuss what type(s) of credit will be most useful for their HLA degree, and also encourage students to meet with an advisor upon their return to plan their petition. *Note: Students seeking Honors credit towards Honors in the Major degree requirements should meet with their major advisor.*

By approving a petition, the Honors advisors are making an exception to count the course(s) in the HLA degree requirement section of the student's Degree Audit Reporting System (DARS) but are not adding an honors designation to the course as it is listed on the student's transcript.

### **Eligibility:**

- Be a member of the L&S Honors Program, pursuing Honors in the Liberal Arts (HLA)
- Have taken a course(s) that:
  - Transfers into UW-Madison as direct-equivalent credit or elective credit
  - Transfers in as Liberal Arts & Science credit (L&S Credit Type "C")

*Please note that Directed Study, Graduate-Level, and Thesis courses are not eligible to earn Honors credit*

## When can I complete a petition?

Petitions can be completed and submitted once the student has returned to campus and their study abroad coursework has posted to their record. The Honors advisors encourage students to first meet with an advisor to create a plan for their petition based on remaining HLA degree requirements. Students should watch for their study abroad coursework to be posted to their record. Students must have earned a grade of B or better in the course used for their petition. Once the course(s) post to the student's record, complete the Study Abroad Petition Form that can be accessed on the Honors website: [www.honors.ls.wisc.edu](http://www.honors.ls.wisc.edu) > for current students > Study Abroad & Honors Credits.

For petition completion guidelines, see reverse side of this handout.

**Questions?** Make an advising appointment with an honors advisor by calling (608) 262-2984, come to drop-in advising, or email an honors advisor at [honors@honors.ls.wisc.edu](mailto:honors@honors.ls.wisc.edu)

# How do I complete a study abroad petition?

To receive Honors credit, be it General Honors, Automatic Honors, Breadth Honors or a combination of the three, students will need to complete the study abroad petition form [[www.honors.ls.wisc.edu](http://www.honors.ls.wisc.edu) > For Current Students > Study Abroad & Honors Credit], print, and sign before submitting it to the Honors office along with relevant documentation for consideration. *Please note that students must have received a grade of B or better in the class used for their petition.*

## General or breadth credit petitions:

In the Petition Letter section of the Study Abroad Petition Form, provide a description of the overall course and an explanation of how it was an honors experience. Reference “Earning Honors Credit” [[honors.ls.wisc.edu](http://honors.ls.wisc.edu) > Current Students > Earning Honors Credit] for descriptions of honors courses.

Petitions for breadth credit should include a copy of the course syllabus and/or examples of work. Petitions for general honors credits do not require a syllabus or coursework examples. *Students who do not have these materials should consult with an honors advisor.*

## Automatic Honors credit petitions:

In addition to a description of the overall course, a student’s Automatic Honors petition should include how the study abroad course fulfills the additional requirements listed below:

- The study abroad course must be in a language other than English (does not include language instruction classes), **OR**
- Must meet at least two of the following criteria:
  - ◆ Course includes intensive reading, including all of the following:
    - ⇒ Reading assignments must be an integral, ongoing part of the course
    - ⇒ Students must engage in reading and discussion around texts with a significant level of complexity, difficulty, and length as appropriate for the discipline in which they are studying
  - ◆ Course includes intensive writing, including all of the following:
    - ⇒ Writing assignments must be an integral, ongoing part of the course, and the writing assignments must constitute a substantial and clearly understood component of the final course grade
    - ⇒ At least one assignment must involve revision; the draft and revision may count as two discrete writing assignments
    - ⇒ Students must produce a total of at least 14 double-spaced pages (c. 4000 words) of finished prose; this total does not include pages in drafts
    - ⇒ Instructors must provide feedback on students' writing assignments
  - ◆ Course includes independent mentored research
  - ◆ Course includes an independent or mentored creative project
  - ◆ Course includes significant **individual, one-on-one contact with the instructor** (at least one hour biweekly for the entire course term)
  - ◆ Course reflects on a service learning, internship or field component experience

Automatic Honors study abroad petitions should be submitted with a copy of the course syllabus and/or examples of work. *Students who do not have these materials should consult with an honors advisor.*