

# L&S Honors Study Abroad Petition Process Overview



*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 that study abroad credit be counted towards their Honors degree requirements. The petition is not necessary for Honors study abroad programs. Honors in the Major (HM) students should make inquiries about study abroad counting towards requirements to their major advisor(s).*

## What is a study abroad petition?

Study abroad petitions allow students who study abroad on non-Honors international academic programs to request satisfaction of requirements 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, general Honors, or Honors breadth credit. Students are encouraged to meet with an advisor prior to going abroad to discuss what type(s) of credit will be most useful for their HLA degree, and to meet with an advisor upon their return prior to completing the petition.

If the petition is approved, the Honors advisors submit an exception to count the course(s) towards the HLA degree requirement section of the student's Degree Audit Reporting System (DARS). An Honors designation is not added 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 that transfers into UW-Madison as direct-equivalent credit or elective credit carrying LAS credit type "C" and with a grade of B or better (or equivalent from sending institution)

*Please note that Directed Study, Graduate-Level, and Thesis courses are not eligible for consideration*

## When can I complete a petition?

Students should submit a study abroad petition to the L&S Honors Program office once they have returned to campus and their study abroad coursework has been posted to their UW-Madison record. Students are encouraged to meet with an Honors advisor prior to completing and submitting the petition. The study abroad petition form that can be accessed on the Honors website: [www.honors.ls.wisc.edu](http://www.honors.ls.wisc.edu) > *Current Students* > *Study Abroad*. The form can be submitted to the Honors Program Office, either via email as an attachment or in person to the Washburn Observatory.

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

### **College of Letters & Science Honors Program**

Washburn Observatory • University of Wisconsin-Madison • 1401 Observatory Drive • Madison, WI 53706-1209  
(608) 262-2984 • Email: [honors@honors.ls.wisc.edu](mailto:honors@honors.ls.wisc.edu) • Web: [www.honors.ls.wisc.edu](http://www.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 some combination of the three, students will need to complete the study abroad petition form available on the L&S Honors Program website [[www.honors.ls.wisc.edu](http://www.honors.ls.wisc.edu) > *Current Students* > *Study Abroad*]. A signed and completed form can be submitted to the Honors Program office in Washburn Observatory or scanned and emailed (as an attachment) to [honors@honors.ls.wisc.edu](mailto:honors@honors.ls.wisc.edu).

## 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 similar to an Honors experience at UW-Madison. Reference “Earning Honors Credit” [[honors.ls.wisc.edu](http://honors.ls.wisc.edu) > *Current Students* > *Types of Honors Courses*] for descriptions of Honors courses.

Petitions for breadth credit should include a copy of the course syllabus and examples of coursework. 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
    - ⇒ 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
  - ◆ 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 examples of course work. *Students who do not have these materials should consult with an Honors advisor.*

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