

Committee on Academic Standing (CAS) Policies & Procedures for Off-Campus Study GPA Petitions

The Committee on Academic Standing (CAS) is comprised of three faculty members, representatives from the Dean of Studies office, the Registrar's office, and two students nominated by SGA. The office of Off-Campus Study & Exchanges has a designated Program Manager who presents student petitions to the CAS; this Program Manager does not vote on the CAS decision. The CAS meets once a week during the academic year. Petitions are reviewed by CAS during those weekly meetings.

To study off campus, Skidmore requires that a student have a GPA of at least 3.0. Nearly two-thirds of the students in the sophomore and junior classes achieve a 3.0 or better, so this requirement is certainly attainable. The CAS considers petitions for students that do not meet this requirement on a case-by-case basis. The CAS will not review any petitions below a 2.7.

All students wishing to present a petition to the CAS must meet with the OCSE Program Manager who works with the CAS to discuss their individual petitions and the CAS process. This document serves as a reference tool for students wishing to petition to the CAS.

Below is a list of information that must be included in order for a petition to be considered by the Committee:

- A one (1) page personal statement written by the student outlining the following:
 1. The student's academic performance to date and why her/his GPA is currently below 3.0.
 2. Academic reasons and motivations for choosing specific off-campus study program and how it corresponds to major requirements.
 3. Explanation of why studying off campus now is most appropriate, rather than opting for a later semester or summer study.
 4. Explanation of how s/he plans to improve current GPA and how off-campus study supports the student's overall academic goals.
- Two letters of recommendation from faculty members explaining why they support the student's application to study abroad, preferably one from within the student's major, or from the student's academic advisor.

The committee considers all petitions on an individual basis, and therefore may approve a 2.75 and/or deny a 2.9 based on the quality of personal statement and faculty recommendations, as well as a demonstrated improvement in academic record. CAS representatives require at least two semesters of above 3.0 level work and a high level of academic achievement within the major. The CAS also requires an upward academic trajectory, understanding that one poor semester early in the first year on campus can have a tremendous impact on a student's cumulative GPA. Finally, the CAS looks for demonstrated maturity and self-discipline indicating that the student is likely to be a positive representative of Skidmore College on the student's program of choice. If a student is approved, OCSE and CAS expect that s/he will take this role as a global citizen and Skidmore representative seriously. **CAS & OCSE reserves the right to withdraw a student if s/he does not meet the stipulations or conditions placed upon her/his conditionally approved application.**

Based upon the consideration of the individual petition there are a few possible outcomes:

1. The student could be denied.
2. The student could be approved without any condition.
3. The student could be approved on the condition that s/he achieves a 3.0 this semester.
4. The student could be asked to re-petition for a different semester or apply for summer study.

The OCSE Program Manager who works with the CAS will present students' petitions on their behalf and will notify students of the committee decision within three days of the committee meeting. There are no opportunities to appeal the CAS decision at any time. Students cannot appear in person to present their petition to the committee at any time.

Please do not hesitate to contact our office if you have any further questions or concerns.