



Center for International Education  
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## Study Abroad Eligibility Appeal Instructions

Upper Iowa University (UIU) students who do not meet the UIU study abroad eligibility requirements may submit an appeal to the Education Abroad Office. This includes both UIU general study abroad requirements and specific program requirements. By submitting this appeal, students are not guaranteed acceptance into a study abroad program. If an appeal is denied, the Education Abroad Office highly recommend students work to meet all requirements and re-apply in the future.

### Documentation to Submit

1. The attached Study Abroad Eligibility Appeal Form
2. A letter of appeal describing the factors that impacted program eligibility, 1-2 pages in length, including (but is not limited to):
  - Why should an exception should be made?
  - What extenuating circumstances should be taken into account?
  - What academic and/or personal motivations will the student pursue in an academic experience abroad?
  - What actions will the student will take while abroad to ensure their academic success?
3. Additional documentation as requested by the specific program. Ask the Coordinator for Education Abroad if any is required.

Please note that it is ultimately the decision of the specific program whether or not an exception can be made. Some programs are more flexible than others in their ability to make exceptions, and may require additional materials, which could include academic transcripts, an interview, or letter from the student's academic advisor, among others. Students will be informed via email of the outcome of their appeal within one week after their submission.

Please submit this form and any additional materials to:

Coordinator for Education Abroad  
Center for International Education  
International House, Lower Level  
563-425-5831 · [educationabroad@uiu.edu](mailto:educationabroad@uiu.edu)



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## Study Abroad Eligibility Appeal

Student Name: \_\_\_\_\_

UIU ID #: \_\_\_\_\_ UIU Email: \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_ Most Recent Term GPA: \_\_\_\_\_

Program Applied For: \_\_\_\_\_ Anticipated Term(s) Abroad: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Study Abroad Requirement Not Met:  Minimum GPA  Student Conduct Standing

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 UIU faculty and staff, program administrators, or other individuals contributing to or otherwise involved in the appeal process. By signing, I agree that I understand that by completing this form I have read and understand the process and requirements of an appeal and understand that participating in the appeals process I am not guaranteed acceptance into a study abroad program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CIE Office Use Only**

Date Received: \_\_\_\_\_

Approved

Denied

Received by: \_\_\_\_\_