



International Plan Policy Appeal Form Instructions

When to use this form:

International Plan students who wish to be granted an exception to IP policy or who wish to appeal an IP requirement. Each request should be submitted in a separate appeal form.

Who will use this form:

Students wishing to:

- Use a course not already on the IP-approved list to fulfill one of the three globally-oriented course requirements (International Relations, Country/Region, or Global Economics)
- Use a non-Georgia Tech international study, work, or research experience (offered through another institution/organization)
- Appeal the two-term limit for completing the minimum 26 week international experience requirement
- Appeal the policy that only one summer program may be used to fulfill the minimum 26 week requirement
- Use coursework or international experience from a semester where a student's cumulative GPA fell below the 2.7 minimum requirement

Documentation to submit in support of this request:

For course approvals, please provide a full, translated version of the course syllabus (class descriptions will not suffice for course approvals). For all other appeals, it is recommended that you provide any supporting documentation that will help make a better case for your appeal, such as a letter of support from a faculty member, program descriptions, etc.

How to submit this form:

Please download and complete the IP Policy appeals form, attach all supporting documentation, and submit all materials by email to internationalplan@oie.gatech.edu or by hard copy to the Office of International Education in Savant Building, Suite 211.

Process for Appeal:

1. Once submitted, appeals are placed on the agenda for review and a recommendation by IP Student Appeals subcommittee.
2. Once a final decision is made, the student will be notified by email regarding the petition approval or denial.
3. During the fall or the spring semesters, students should allow 2-3 weeks for a decision.

Note: Committees do not meet during the summer semester and therefore do not consider petitions during the summer semester. Please plan accordingly.

International Plan

Are you ready for a global education?

International Plan Policy Appeal Form

Georgia Institute of Technology, Office of International Education

BOX 1	STUDENT INFORMATION
-------	----------------------------

Please complete all student information.
Completed petitions and supporting documentation should be submitted by email to internationalplan@oie.gatech.edu or hard-copy to Savant Building, suite 211.
The committee's decision will be sent to the email address listed to the right.

Name: _____
Last First Mi

GT Email: _____

Phone: _____

GTID: _____ Current GPA: _____ Graduation Date: _____
EX: 90X-XXX-XXX

Major: _____ Term: _____ Year: _____

BOX 2	APPEAL REQUEST
-------	-----------------------

State succinctly and clearly the reason for the petition. Feel free to type appeal on a separate sheet of paper and attach to this document. Please attach any supporting documentation, such as syllabi, etc.

BOX 3	MAJOR SCHOOL <input type="checkbox"/> Recommends <input type="checkbox"/> Does Not Recommend
-------	---

Your major school will review and indicate a recommendation.

IP Faculty Rep. Name _____

IP Faculty Rep. Signature _____

*** FOR INTERNATIONAL PLAN INTERNAL USE ONLY ***	
---	--

APPEAL DECISION	<input type="checkbox"/> Approved <input type="checkbox"/> Approved W/Conditions <input type="checkbox"/> Denied <input type="checkbox"/> Tabled

Date of Committee Action ___ / ___ / ___	

TABLED ITEM ACTION REQUIRED	<input type="checkbox"/> Approved <input type="checkbox"/> Approved W/Conditions <input type="checkbox"/> Denied

Date of Committee Action ___ / ___ / ___	

TABLED ITEM FOLLOW-UP	<input type="checkbox"/> Approved <input type="checkbox"/> Approved W/Conditions <input type="checkbox"/> Denied

Date of Committee Action ___ / ___ / ___	