

# INTERNATIONAL PROGRAMS

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## The Office of International Programs

The Office of International Programs encourages students to enhance their undergraduate program with a summer, semester, or year of international study experience. Our staff members can assist students in selecting study programs that fulfill their academic needs as well as their personal interests. With careful planning, students in any major can study abroad.

In addition to sponsoring student exchanges with international universities, Ithaca College administers its own program in London. The Ithaca College London Center offers a variety of courses and internships. The College continues to develop new opportunities for students to study abroad, including winter & summer faculty-led programs.

Through Ithaca College affiliate arrangements with a number of other institutions of higher learning and with study abroad program providers, students may study various disciplines in many countries around the globe. The Program Search (<https://ithaca-sa.terradotta.com/?FuseAction=Programs.SimpleSearch>) function found on the Office of International Programs website can be used to search both College-sponsored and affiliated study abroad options. Note that the list of affiliates is subject to review and affiliated options may be changed without notice.

With the permission of Ithaca College, students may also elect to study abroad with non-affiliated programs sponsored by other accredited U.S. or international institutions.

Students planning to study abroad, whether through an Ithaca College program, an affiliated program, or a non-affiliated program, must have the approval of the Office of International Programs. A minimum cumulative GPA of 2.50 is required for general approval to study abroad, however, many programs have a GPA requirement of 3.00 or higher.

## Study at the London Center

The Ithaca College London Center offers an academic study program for sophomores, juniors, and seniors. The London Center's curriculum is designed to take advantage of the social and cultural milieu of London. There is also a specialized program in theater arts for students beyond their first year majoring or minoring in this area. Students may study in London for a fall or spring semester, or during the summer.

The London Center is housed in a restored Victorian townhouse in the South Kensington district of the city. Most faculty members are British and convey a perspective that helps students understand British society and develop cross-cultural awareness. Excursions and visits to various institutions, cultural centers, and museums are an integral part of the curriculum, while presentations by guest lecturers bring students into contact with distinguished individuals from a variety of disciplines.

Students carry a full academic load while studying in London and enjoy many opportunities for class-related trips and other educational travel.

Transportation and living costs vary, but London Center students pay regular Ithaca College tuition. Students will be placed in shared housing arranged by Ithaca College.

Financial aid arrangements available in Ithaca, including New York State scholarships and rehabilitation grants, are available to students at the London Center. In addition, students may compete for a limited number of small supplemental grants and scholarships. Resident assistant stipends are not available in London, and college work-study positions are limited. Students who wish to do work-study in London must apply for a Student Visa, and pay the visa application fee, approximately \$500, set by the British government.

## LONDON CENTER STUDY ABROAD PROGRAM

Participation in the London Center program — whether for a summer, a semester, or a year — is open to sophomore, junior, and senior students from Ithaca College and other U.S. institutions. A minimum 2.50 cumulative grade point average is required for admission to the London Center, and a 3.0 cumulative grade point average is required to do an internship while in London. Students must also submit an academic adviser approval, an essay, and student conduct review.

The London Center features coursework and internships in a number of fields, including but not limited to English, history, art history, theater, business, communications, economics, music education, politics, and social sciences. See the London Center website (<https://www.ithaca.edu/academics/london-center/academics/>) for updated course listings and descriptions.

## BRITISH THEATER

In cooperation with the School of Music, Theatre & Dance, the Office of International Programs offers an intensive theater program in London. The program is designed to provide students with an understanding and experience of British cultural life — both historical and modern — through the medium of the theater.

All students in the theater program take a 4-credit core class that involves classroom lectures and attendance at theatrical performances.

In addition, students may take London Theatre and Culture: Walking Tour THEA 34500, an internship, a performance course, Stage Combat THEA 13700, Shakespeare, or any other course offered at the London Center.

## THEATRE PROGRAM ENROLLMENT POLICY

The theater program is designed for juniors and seniors. The theater program is selective, with priority given to theater majors.

## INTERSHIPS

Internships, a special feature of the London Center program, are available in different fields. An internship coordinator, who locates placement opportunities for students, supervises the internship once secured. Students must submit an internship application in addition to the application for admission to the London Center. Interns work at a placement site 16 hours per week for the duration of the semester and earn 3 credits. All internships are unpaid. Students wishing to do an internship will need to apply for and obtain a Student Visa. The Office of International Programs and the London Center will provide guidance to those students requiring a visa.

## Study at Ithaca-Sponsored Sites

For a current listing of Ithaca College study abroad programs, affiliated programs, and exchange partners, please use the Program Search (<https://ithaca-sa.terradotta.com/?FuseAction=Programs.SimpleSearch>) on the Office of International Programs website.

## Study in an Affiliated Program

There are two tiers of affiliated programs at Ithaca College. Students studying on Tier 1 affiliated programs will be billed by Ithaca College for Ithaca College tuition, and international health insurance (cost determined by the affiliated program). Students selecting a Tier 2 affiliated program will be billed by Ithaca College for Ithaca College tuition, international health insurance (cost determined by the affiliated program), and a Tier 2 study abroad fee, if applicable. This fee is different for every student, and uses the student's institutional aid and the affiliated tuition cost to determine the amount of the Tier 2 fee. In the Program Search (<https://ithaca-sa.terradotta.com/?FuseAction=Programs.SimpleSearch>) database on the International Programs website, each program title will indicate if it is a Tier 1 or Tier 2 program. Tier 1 programs also feature a star next to the program title. In the event that the affiliate program tuition charge is greater than Ithaca College tuition, students will be billed by Ithaca College for the additional amount.

Students will remit payment directly to Ithaca College for tuition, Tier 2 study abroad fee if applicable, and international health insurance. Ithaca College reimburses the affiliate program for these charges after payments and financial aid have been applied to the students' Ithaca College accounts. Students studying full-time with affiliate programs may be eligible for Ithaca College financial aid. They may also be eligible for federal and state financial aid programs. Students will be billed separately by the affiliated program for room and board, in addition to others program-related costs, including but not limited to: housing upgrades, field trips, books and course materials, additional course fees, and visa processing services.

Students who withdraw from an affiliated study abroad program must be attentive to the affiliated program's refund deadlines, as there may be serious financial implications involved in withdrawing from a program near or after the start date of that program. Students are responsible for informing both the affiliate organization and the Office of International Programs should they withdraw from a planned study abroad program.

Students who attend programs recognized by the College as affiliated study abroad programs are subject to the following refund policy:

- If a student withdraws from the program after committing to participate, refund determinations will be based solely on the policies assessed by the affiliated program, which are hereby incorporated by the College. The students will also be responsible for paying any remaining fees, charges, or withdrawal penalties assessed by the affiliated organization.

Students applying to an affiliated program should not take a leave of absence. Students enrolled in affiliated programs are guaranteed academic credit for their study abroad programs, but study abroad course approval forms are required to ensure that the credit is applicable to their degree program. If course approval forms are not submitted for review and approval, only non-designated elective credits will be approved. Grades received are calculated into students' grade point average, and students are eligible to register in advance for the semester they return from study abroad.

## Study in a Non-affiliated Program

Non-affiliated programs are study abroad experiences run by universities or organizations with which Ithaca College has no formal agreement. Students may participate in any non-affiliated study abroad program that is appropriately accredited. The Office of International Programs will

assist students in ascertaining appropriate accreditation, and will provide support and guidance to students planning a non-affiliated study abroad experience.

Students enrolled in non-affiliated programs are not guaranteed academic credit for their study abroad unless study abroad course approval forms have been submitted in advance for the courses they take. Ithaca College will grant transfer credit only for grades of C- or better, but grades are not calculated into the students' Ithaca College grade point average. Students are eligible to register in advance for the semester after they return from study abroad, provided they have taken an approved leave of absence. Students on an approved leave of absence must pay a \$415 administrative fee to the College for a semester abroad, or a \$200 administrative fee for a summer or winter program. Students studying with such a program are not eligible for Ithaca College financial aid. Federal funds, however, may be applicable to participation in non-affiliated programs that are run by Title IV-eligible institutions. Students with financial need should inquire directly to the program of interest about available scholarships and consult with the Office of Student Financial Services.

Students participating in non-affiliated programs will be billed directly by the study abroad program. For students not planning to apply federal funds toward the cost of participation, full payment should be sent directly to the program. Students who intend to apply federal aid to the cost of a Title IV-eligible study abroad program should subtract the amount of their anticipated federal financial aid from the total non-affiliated bill, and then submit payment for the balance to your study abroad program. Students should then send a copy of the bill to the Office of Student Financial Services at Ithaca College indicating how much was paid to the study abroad program. Ithaca College will then forward any applicable federal funds to the study abroad program.

## Application Procedures for Study Abroad

1. Meet with an academic adviser to discuss the target semester for study abroad, as well as which academic requirements will need to be satisfied during the study abroad semester.
2. Consult a study abroad adviser in the Office of International Programs to learn more about study abroad program options. The study abroad adviser will explain application procedures and next steps.
3. Discuss selected program with an academic adviser to review the program's course offerings and select appropriate classes. Upcoming seniors should also obtain and complete a graduation worksheet in conjunction with the academic adviser.
4. Apply to the chosen study abroad program.
5. Once accepted to the program, schedule a post-acceptance appointment with a study abroad adviser in the Office of International Programs to go over Ithaca College post-acceptance requirements.
6. The Office of International Programs must be notified of plans to study in an affiliated or non-affiliated program by November 1, 2023, for the spring semester, and by April 1, 2024, for the summer/fall semesters.
7. Attend mandatory study abroad orientation sessions. Orientations may be held in person or via remote means, synchronously or asynchronously. Contact the Office of International Programs for more information.