



Illinois College Study Abroad/ Off-Campus Study Policies (2/13/2017)

General Eligibility Requirements and Conditions

- Prerequisites
 - You must have a formally declared major.
 - A cumulative GPA of 3.0 is normally required.
 - You may not be on academic or disciplinary probation during the semester when you apply, nor at the time of departure for Off-Campus Study.
 - Your Illinois College account must not be in arrears.
- Application Process
 - Your intended study location must be on Illinois College's list of approved Off-Campus Study programs.
 - You must first secure Illinois College's approval to Off-Campus Study through an internal application, due December 1, and only then apply to the proposed program. (For details, see below.)
- Coursework and credit related to Study Abroad/Off-Campus Study
 - During the semester prior to your term abroad, you must register for a one-credit course, IS 203, Introduction to Cross-Cultural Experiences (Wednesday evenings, 6:30-7:20 p.m.).
 - While abroad, you are registered for a 15-credit block of IS 202, Travel Study.
 - Upon return, you must register for a one-credit course, IS 204, Integrating Cross-Cultural Experiences (Wednesday evenings, 7:30-8:20 p.m.). If your term abroad falls immediately prior to graduation, debriefing is handled on a case-by-case basis.
 - Credit for courses taken abroad/off-campus transfers to IC provided that those courses are approved or confirmed within the first two weeks of classes abroad/off-campus.

Application Process

- Early in the Fall Semester of the academic year *prior* to your anticipated term off-campus:
 - Meet with the Director of Global Programming to discuss your Off-Campus Study plans.
 - Meet with your academic advisor to discuss your Off-Campus Study plans.
- During October-November prepare your application online, at abroad.ic.edu.
- This involves on your part submitting the following **Application Questionnaires** :
 - Your Application and *Essay*.
 - The *Course Approval Form*; collect the required signatures and upload the signed document.
 - Upload a scanned image of your *passport* or passport application.
 - Upload a receipt of the *application fee* of \$100.
- From the online portal, request via email the following **Recommendations**:
 - *Advisor Reference*. This reference focuses on how a term abroad would impact your completing your degree on time. You should already have discussed this with your advisor before requesting the reference, and given him/her a draft of your essay and a copy of the Course Approval form.
 - *Faculty Reference*. This reference focuses on character and preparedness for study abroad. If you have participated in a BreakAway, send this request to one of those faculty leaders.

- *Student Life Reference*. This reference focuses on conduct and disciplinary record issues. Send this to Emily Gerdes, emily.gerdes@mail.ic.edu.
- *Language Proficiency Reference*. This reference will show only if you plan to study in a country where the everyday language is not English. Request this reference from your language instructor.
- Check the online portal periodically that all of your references are coming in on time. You will see a check mark when a reference has been submitted.
- **All applications are due December 1.** Incomplete applications will not be reviewed.
- Exceptions to the December 1 application due date may be granted for *summer* Off-Campus Study. In such cases, applicants should be aware that application deadlines for various additional funding opportunities, such as for travel awards, may have passed.

Selection of Applicants

Completed Applications for Off-Campus Study are reviewed by the Committee on Study Abroad and BreakAways, normally on Reading Day in December. The Committee will notify applicants before winter break.

The following criteria are used to evaluate the application:

- the application essay/Statement of Purpose;
- references, pertaining to both academic and disciplinary matters;
- GPA (If applicable, the Committee considers transfer students' GPA at their previous institution.);
- class standing (First-year students are not eligible to study off-campus, but may apply during their first year to study off-campus as sophomores.).

The Committee may choose to make exceptions to these criteria on the basis of a compelling petition by a faculty member on behalf of a student applicant. After the selection, the Director of Global Programming will communicate the list of approved candidates to the offices of the Registrar, Student Financial Services, and Residence Life.

After Approval by Illinois College

After you have received approval from Illinois College to study abroad/off-campus, the next steps are:

- Register for IS 203, Introduction for Cross-Cultural Experiences, during the semester prior to going abroad.
- Begin your application to your proposed study abroad/off-campus program. (If your study abroad is still more than a year into the future, the application cycle may not yet be open at your host institution. But at the latest, you must apply during the semester prior to study abroad.)
- After you have been notified of your admission into the study program, a non-refundable deposit of \$400 is due, payable to Illinois College. This deposit will be credited toward the charges of your semester away.

Before You Depart for Your Off-Campus Study Location

Before you leave for your study abroad/off-campus location, you must complete several documents online:

- Acknowledge having read several documents concerning safety abroad;
- Submit **information related to your health**, allergies, and insurance;

- Submit **waivers** of liability (participant waiver; and if you are a dependent, a parent's waiver);
- Submit **travel details** (flight information).

After Arrival at your Off-Campus Study Location

Once you have arrived at your study abroad/off-campus location, you must submit online the following:

- Your **contact information** (physical and mailing address, cell phone), *within one week of arrival*;
- Confirmation of **courses** (presumably the same courses as on your Course Approval form; or if necessary, substitute courses with new approval), *within two weeks* of each semester abroad.
- If you undertake any travel on your own while abroad (excursions that are not part of your program), you must **register these trips online**. This is for risk management, not to monitor your every move.

Registration, Credit, and Grades

Illinois College grants approval for a specific program of Off-Campus Study, including specific courses (see the Course Approval part of the application process). That is, you are expected to take the course of study outlined in your proposal. However, once on site, it is possible that you discover scheduling conflicts, or that the course availability differs from the anticipated choices. Therefore, *within two weeks of the start of classes abroad*, you must either confirm your original schedule, or discuss adjustments. If you must change courses for valid reasons, contact the Director of Global Programs.

While abroad/off-campus, you are required to carry a full-time load of approved courses, i.e., 12-20 credits or equivalent. You must register for courses abroad for actual grades, not Pass/Fail. All of your approved off-campus courses with a passing grade will count toward your IC credit and Satisfactory Academic Progress; they will not be figured into your GPA. Any *non*-approved courses and courses with a failing grade will fail to receive IC credit; they will not count toward your GPA, but they do count (unfavorably) toward Satisfactory Academic Progress.

Upon your return, your Off-Campus Study courses will appear as CR (credit) or NCR (no credit) on your IC transcript. If you need a transcript with the actual grades of your Off-Campus Study, you will need to request one from your program.

Applying Credit to Degree Requirements

Credit earned through off-campus study is credit for graduation and will automatically receive credit toward the BLUEprint requirement for **Global Awareness**. Any other credit toward the BLUEprint or a major or minor is not automatic. It is the prerogative of each department or program to determine whether and how to apply credit from off-campus study toward its requirements. Therefore you need to consult during the application process with the appropriate department chair/program coordinator about credit for major(s) and minor(s), and with the Registrar about BLUEprint credit, and complete the Course Approval form in advance of study abroad.

At the same time, not all course work can always be approved in advance; departments and programs might grant credit only after evaluating the courses you took, upon your return from the program. For this reason, we strongly recommend that you return to Illinois College with copies of the course syllabi, reading lists, papers, and exams from off-campus study.

Cost and Billing

Illinois College arranges with Off-Campus Study programs to bill Illinois College directly. Illinois College will pay your bill as your program sends it to IC. Normally, this includes tuition, room and board, and other fees that the program charges. These charges will be posted to your IC account. All financial aid eligibilities, including grants, scholarships, and loans will then be credited to your IC account. The remaining balance is the responsibility of the student.

You will be charged full-time Illinois College tuition while earning Illinois College credits abroad. If the tuition of your program costs more than Illinois College tuition, then Illinois College will bill you for the difference.

Program Costs Beyond Tuition

Check carefully what your program covers. Depending on your program, the charges billed to Illinois College by the Off-Campus Study program may or may not include the following:

- travel to the Off-Campus Study site;
- health, travel and accident insurance;
- full or partial board, in which case the student would be responsible for certain meals;
- transportation to and from classes.

Program charges virtually never cover the following expenses, many but not all of which qualify when calculating the cost of attendance for financial aid purposes:

- passport (approximately \$135 plus the cost of passport pictures, postage, certified copy of birth certificate, and expedited service, if necessary);
- visa fees (up to \$350 depending on the country);
- recommended or required immunizations;
- physical examination, if required;
- books and other fees as specified in the student's chosen off-campus program;
- personal expenditures such as independent travel and optional excursions; and
- holiday periods during the time abroad. Generally, during these periods, all accommodations, meals, travel, and incidentals are to be arranged by the individual student at his or her own expense.

These costs are the student's responsibility.

Financial Aid

Federal and state financial aid can be applied toward Study Abroad/Off-Campus Study. The combination of any aid you receive must meet federal guidelines.

Students may use IC *institutional* aid (IC scholarships and grants) to support Study Abroad/ Off-Campus Study according to the following policy.

There are four categories of Study Abroad/Off-Campus Study programs, whereby the category is determined by the nature of IC's arrangement with the program and the program's total tuition cost. The amount of institutional aid that a student may apply to a Study Abroad/Off-Campus Study program varies by category. The following maximum awards apply to the 2017-2018 academic year.

Category 'A' Programs	All institutional aid may be used
Category 'B' Programs	Maximum of \$8,000 of institutional aid may be used
Category 'C' Programs	Maximum of \$5,000 of institutional aid may be used
Category 'D' Programs	Maximum of \$1,000 of institutional aid may be used

All eligible grants, scholarships and loans will be credited to your Illinois College bill as usual.

Typically, the cost of attendance for studying abroad is more than studying in the U.S., due to expenses such as the ones listed above under Program Costs Beyond Tuition, and the program's actual tuition cost relative to your IC institutional aid. Consult with the Director of Global Programming to gain an estimate of the actual cost of your program, and how additional costs may be offset through travel awards and outside scholarships. Also, the office of Student Financial Services can recalculate your cost of attendance when you provide a written estimate of your expenses. Students or parents may be eligible for additional loans through federal and non-federal programs.

Students who are eligible for the Illinois Monetary Award Programs (MAP Grant) must be enrolled for at least 15 credits to receive the full scheduled award. If a MAP eligible student is enrolled for less than 15 credits, the grant must be pro-rated.

In order to retain federal, state, and IC financial aid, you must take approved courses. Taking non-approved courses may result in your having to refund any and all such aid. Also, after completing your semester abroad, you are expected to return to Illinois College. Transferring to another institution after off-campus study with Illinois College institutional support may result in having to refund that portion of financial aid. This does not apply to seniors who study off-campus during their last semester, nor to students pursuing a 3-2 curriculum.

Cancellation, Withdrawal, and Termination of an Off-Campus Semester

Cancellation, withdrawal, or termination of an off-campus semester is costly. Fees and refunds depend on timing, program requirements, and specific circumstances. The following terminology is used:

- Cancellation—a student who has submitted an application to Illinois College (and may or may not yet already be approved) to study off-campus decides prior to departure not to participate;
- Withdrawal—a student whose off-campus program has already begun decides to return home prematurely;
- Termination—either Illinois College or the program bars an originally approved student from further participation.

For details, please refer to the separate document, [Cancellation, Withdrawal, and Termination Policy](#).