

# ITHACA COLLEGE STUDY ABROAD PETITION FOR ASSIGNMENT OF CREDIT – AFFILIATED & EXCHANGE PROGRAMS

NAME: \_\_\_\_\_ STUDENT ID NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
Last First

MAJOR: \_\_\_\_\_ MAJOR ADVISER: \_\_\_\_\_ MINOR: \_\_\_\_\_

EXPECTED GRADUATION DATE: \_\_\_\_\_ WHEN WILL THE COURSES BELOW BE TAKEN?  FALL  WINTER  SPRING  SUMMER YEAR: \_\_\_\_\_

PROGRAM: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
City Country

In consultation with your academic adviser, fill in study abroad course #, credits & course title. You may use a second Petition for Assignment of Credit form if you need to get more than 6 classes approved. Attach a syllabus or detailed course description (available from the affiliate/exchange partner) to this form. Bring this form and syllabi to the chairs of the relevant IC departments. The Chairs will fill in IC course # equivalents when they sign. Then, obtain signatures at bottom of petition in order listed. Keep a copy for your records, and submit the original to the Office of the Registrar. Note that ALL grades received abroad (including C-, D+, D, D- and F) for all courses taken on an Affiliated or Exchange program will transfer back to the College and will be averaged into your overall GPA.

**ELECTIVE CREDIT:** All coursework taken on Ithaca College Affiliated & Exchange programs is guaranteed to automatically transfer back to Ithaca College as **non-designated elective credits** as long as an official transcript has been received by the Office of the Registrar upon completion of the program. If you need to fulfill specific degree requirements, including liberal arts electives, see below.

**FULFILLING SPECIFIC REQUIREMENTS:** If students plan to use study abroad courses to fulfill major/minor requirements, ICCs, major/minor specific electives, liberal arts electives, or other types of requirements, the Office of the Registrar requires that these courses be approved on a Petition for Assignment of Credit (this form).

**ICC CREDIT:** If you wish to petition for ICC designations, in addition to this form you must also submit an ICC petition, available at [www.ithaca.edu/icc/resourcestudents/studyabroad/](http://www.ithaca.edu/icc/resourcestudents/studyabroad/).

| Abroad course # | Credits | Abroad course title | Signature: Chair of relevant dept. | Date  | IC course # equiv. | LA                       | NLA                      |
|-----------------|---------|---------------------|------------------------------------|-------|--------------------|--------------------------|--------------------------|
| 1.              | _____   | _____               | _____                              | _____ | _____              | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.              | _____   | _____               | _____                              | _____ | _____              | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.              | _____   | _____               | _____                              | _____ | _____              | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.              | _____   | _____               | _____                              | _____ | _____              | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.              | _____   | _____               | _____                              | _____ | _____              | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.              | _____   | _____               | _____                              | _____ | _____              | <input type="checkbox"/> | <input type="checkbox"/> |

**1. INTERNATIONAL PROGRAMS**  
 I confirm that the above listed program is an approved affiliated or exchange study abroad program at Ithaca College, and that the student has been approved by the Office of International Programs for participation in this program.

\_\_\_\_\_  
 Signature Date

**3. ADVISER**  
 I have reviewed the above listed course(s) with the student and approve them as appropriate to the student's academic program and degree requirements.

\_\_\_\_\_  
 Signature Date

**2. STUDENT**  
 I understand that: (1) approval on this form is valid only for the course(s) listed above, and (2) all grades earned abroad will be averaged into my Ithaca College overall GPA. I have consulted with my adviser about how these courses will work with my degree requirements.

\_\_\_\_\_  
 Signature Date

**4. DEAN/ASSOCIATE DEAN**  
 I have reviewed the above listed course(s) and Ithaca College equivalencies that have been assigned, and agree that the courses are appropriate to the student's academic program.

\_\_\_\_\_  
 Signature Date