



Intensive Course Abroad (ICA) **RENEWAL** Checklist

ICA Renewal Requirements: Please submit the documents below as one packet after they are finalized.

Required for all ICA renewals:

ICA Renewal Form signed by faculty leader
Program Leader Responsibilities signed by faculty leader
Updated ICA Itinerary
Updated ICA Budget (using ICA Budget Template)

Required if ICA course has been revised:

ICA Course Syllabus (if revised)
ICA Academic Structure Details (if revised)

Timeline: ICA renewal packets must be submitted according to deadlines below.

Please allow two weeks for updates to be reflected on the ICA program page and student application.

Fall Break	Renewals Due: January 15th	Student Applications Due: May 1st
Winter Break	Renewals Due: May 15th	Student Applications Due: September 15th
Spring Break	Renewals Due: July 15th	Student Applications Due: November 15th
Summer Break	Renewals Due: November 1st	Student Applications Due: March 1st

Submit ICA Renewals to:

Undergraduate Programs:

Ahaji Schreffler
Director of Programs, Education Abroad
ahaji@drexel.edu
215-895-1704

Graduate Programs:

Lotte Buiting, PhD
Senior Advisor, Education Abroad
lbb56@drexel.edu
215-571-3377