

2017-2018
ICPP STUDENT
HANDBOOK

Master of Arts in Curatorial Practice

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WELCOME TO ICPP

Introduced as a pilot initiative in 2011, the Institute for Curatorial Practice in Performance (ICPP) is a center for the academic study of the presentation and contextualization of contemporary performance, the first institute of its kind. Distinct from graduate programs in Curatorial Studies, Arts Administration, Performance Studies, and the Humanities, ICPP offers its students a graduate education in innovative and relevant curatorial approaches to developing and presenting time-based art.

The ICPP Program encourages emerging curators to enrich their understanding of intellectually rigorous, innovative and artist-centered curatorial models. The mix of instructors—artists, scholars, curators, cultural leaders, writers and theorists—is intended to spark new possibilities and connections both intellectually and professionally. Instructors provide theoretical and practical tools for students to deepen their research methodologies through reading, writing, viewings and discussion.

HISTORY OF CERTIFICATE PROGRAM & LAUNCH OF MASTER'S PROGRAM

The 10-month Certificate Program ran as a pilot initiative for three years, in 2011-12, 2012-13, and 2013-14. In 2014-15, ICPP suspended the Certificate Program to spend the year developing the 2-year Master's Program. ICPP hosted a field-wide [convening](#) in July 2014 which helped shape the direction of the new M.A.

In 2015-16, ICPP re-opened its doors with the launch of the Master's Program, while continuing to run the Certificate Program. In 2017-18, ICPP will temporarily suspend the Certificate Program in order to re-envision its curriculum and professional opportunities. The M.A. Program continues to run, and to grow.

ICPP AT WESLEYAN UNIVERSITY

ICPP is firmly rooted in [Wesleyan University](#)'s commitment to the liberal arts and embodied learning practices. Our core group of instructors hold year-round academic positions at Wesleyan and other universities, and we also invite guest instructors who have specialized knowledge in theoretical and professional aspects of the field, including curators, writers and presenters. Through a low-residency model, ICPP asks its students not only to engage with ideas but, simultaneously, to put those ideas into practice in their professional lives, developing responsive curatorial practices that address the inter-disciplinary nature of performance work today.

ICPP is supported by the staff at the [Center for the Arts](#) at Wesleyan. The CFA has over 40 years' experience presenting dance, music, theater, and visual art in central Connecticut, with an especially deep commitment to experimental music and dance from around the world.

ICPP is a unique program, and we continue to evolve and adapt as we see the field of performance curation expand and advance. We are distinct from other graduate offerings at Wesleyan and it is important that you refer to this handbook and to communications with ICPP staff, and not necessarily to information you may find online, even on pages of Wesleyan's own website. We have many systems in place to ensure a smooth administrative experience, but we also ask for your patience and your feedback. Please ask us if you have questions!

CONTACT INFORMATION

The ICPP offices are located in the Center for the Arts (above the Ezra and Cecile Zilkha Gallery) on the Wesleyan University campus in Middletown, Connecticut. ICPP classes take place in CFA buildings and elsewhere on campus. Classroom locations will be announced at Orientation.

Campus maps and directions are available [online](#).

Mailing address:

283 Washington Terrace
Wesleyan University
Middletown, CT 06459-0442

*You may receive mail c/o ICPP at this address during on-campus intensives.

Staff list:

Samuel A. Miller, Co-Founder/Director
Pamela Tatge, Co-Founder
Sarah Curran, Managing Director
Noémie Solomon, Program Director
Judy Hussie-Taylor, Program Advisor
Rosemary Lennox, Program Manager
Ariana Molokwu, Program Coordinator

Important contact information:

- Rosemary Lennox, Program Manager
rlennox@wesleyan.edu or 860-685-3283
- Ariana Molokwu, Program Coordinator
amolokwu@wesleyan.edu or 860-685-2686

Faculty & advisor contact information will be distributed in class.

OTHER CONTACTS

Public Safety Emergencies: 860-685-3333
Public Safety Non-Emergencies: 860-685-2345
Olin Library Reference Desk: 860-685-3873
Usdan Information Desk: 860-685-3566
Physical Plant (for repairs, until 4pm): 860-685-2691
Freeman Athletic Center: 860-685-2691

PROGRAM INFORMATION

ORIENTATIONS

ICPP staff will be in communication with you throughout the program, including before you arrive on campus for the first time. To prepare you for your first Summer Intensive, ICPP staff will help compile and administer readings and assignments from faculty that will need to be completed before the first day of class. To show you where and how to access readings digitally, and relay important logistical information, ICPP staff will host a mandatory Virtual Orientation via Google Hangout in May.

A mandatory in-person Orientation will take place on the first day of the Summer Intensive. ICPP staff will distribute important up-to-date information, including the final class schedule, and will get everyone connected to Wesleyan's wi-fi, so please bring your devices.

HEALTH INSURANCE

ICPP is a low-residency graduate program and, as such, it is not required that you maintain health insurance. However, as a graduate student, you are eligible to apply for health insurance through the University while you are enrolled at Wesleyan. See [here](#) for more information.

If you need medical care while staying at Wesleyan, these local health care facilities can be contacted.

Urgent Care Middletown (in Staples Plaza)
896 Washington Street
Middletown, CT 06457
860-788-3632

Middlesex Family Physicians
520 Saybrook Road
Middletown, CT 06457
860-346-7738

Crescent Street Obstetrics and Gynecology
49 Crescent Street
Middletown, CT 06457
860-344-9993

In case of emergency, please call 911 or go to:

[Middlesex Hospital](#)
28 Crescent Street
Middletown, CT 06457
860-344-6000

The University's Davison Health Center is not available to ICPP students.

HOUSING

During the Summer Intensive, you will be housed on campus in student housing. You will share a recently renovated residence with up to 5 of your peers similar to [this unit](#). You will have your own private room, with a bed, desk, and chair. You will be able to lock your bedroom door with a key. You will share a kitchen area, living area, and bathrooms with your roommates. Student housing is about a 10-minute walk across campus from your classrooms.

During the Fall and Winter Intensives, you will be housed in a hotel – the [Inn at Middletown](#) – on Main Street in downtown Middletown. You will have a private room, booked and paid for by the University. The hotel is a 10- to 15-minute walk from campus, up a moderate hill. Free parking is available for hotel guests.

The on-campus intensives are very busy times, and your time will be scheduled from 9am to 10pm most days. We strongly suggest that students take advantage of the housing that ICPP provides – for your own convenience, and for the opportunity to meet and bond with your peers outside the classroom.

If you require special accommodations, or live in the area and want to opt out of housing, please reach out to the ICPP Program Manager by May 1. We are not able to accommodate family members, including children, or pets on campus.

TRAVEL TO WESLEYAN AND IN MIDDLETOWN

Arranging and paying for travel to and from Connecticut for each intensive is your sole responsibility. ICPP will run limited, free shuttles from/to Bradley Airport (BDL) in Windsor Locks, Connecticut and Union Station in New Haven, Connecticut on arrival and departure days.

Tip: Depending where a student is flying from, it may be more economical to fly to an NYC-area airport and take a Metro North train from Grand Central Station to Union Station in New Haven rather than fly to Bradley Airport. The ICPP Program Coordinator is available to help you troubleshoot travel options, and will share shuttle information when it has been scheduled.

Once on campus, ICPP does not provide transportation for students unless it is an emergency. Campus and downtown Middletown are pedestrian accessible, but there are also other options for getting around:

- Students are allowed to have a car while on campus. No registration or parking pass required. Free street parking is available outside campus housing on city streets, and you will also be able to park in the CFA lot near the ICPP offices and classrooms.
- Ride apps such as Uber are available in the Middletown area.
- Local cab companies:
 - Executive Taxi- 860-635-2000
 - Taxi Service (Attila)- 860-834-2325
- Middletown has a limited public transportation system with some quirks. For example, there are no bus stops; you have to flag the bus down, but only in a “dedicated stop zone” along the bus route. And some routes are one-way loops. You can learn more [here](#).

- Wesleyan operates a limited shuttle around campus and from campus to Main Street in downtown Middletown. This shuttle is called The Ride, and more information is available [here](#). You may be asked to show your WesCard, so be sure to have it handy. Note that The Ride may have very limited or no service during the summer.
- Wesleyan [Public Safety](#) will provide an escort to your housing after dark if you feel unsafe. You may be asked for your Wesleyan ID # (which is printed on your WesCard) when you call, so please have it handy.

RESOURCES

Electronic Portfolio

All ICPP students are assigned an electronic student portfolio, accessible from the main page of the Wesleyan University website. Through the E-Portfolio, students may access Moodle, pay tuition and fees, update address, email and emergency contact information, and view current classes, schedules, and classroom locations, as well as academic history including grades.

To log in to your e-portfolio, visit wesleyan.edu/portfolio

WesCard

Your Wesleyan University photo identification card is known as your WesCard. Your WesCard is essential to access the University libraries, the Freeman Athletic Center, and your campus housing. You also have the option of participating in the Middletown Cash Program, through which you may deposit and use money on your card to purchase meals at local restaurants, use laundry facilities on campus, purchase books or other items at Broad Street Books and participating Middletown merchants, and much more. For extensive information about your WesCard, please click [here](#).

There are two methods of payment that are contained on your WesCard. For most transactions you may choose which method of payment you would like to use.

1. **Student Account:** Transactions that are charged to the account where you pay your tuition, which is accessible from your E-Portfolio. You may use your student account at the Cardinal Technology Center and Broad Street Books. Printing is automatically charged to your student account.
2. **Middletown Cash:** Your WesCard allows you to deposit money that can be used at local institutions and at laundry facilities. You can deposit money at <https://wesleyan-sp.blackboard.com/eaccounts/>.

Wesleyan E-Mail and Official Communications from Wesleyan

All ICPP students are given Wesleyan email accounts. As a new student, you will be informed of your email username and the default method of constructing your password. Please change your password right away.

You may read your Wesleyan email on the web at gapps.mail.wesleyan.edu, or you may have your Wesleyan email automatically forwarded to another address by clicking the gear icon next to your name, and choosing “Settings.” On the settings page, click “Forwarding and POP/IMAP,” then click “Add a forwarding address” and follow the instructions.

Official communications (including financial notices) will be sent to your Wesleyan email address, and you are responsible for reading these messages. Your instructors will see only your Wesleyan email address in their class rosters.

Computer Resources & ITS Helpdesk

Call the ITS Student Help Desk at 860-685-4000 (or email helpdesk@wesleyan.edu) for questions about connecting to the Internet, or other questions regarding computing at Wesleyan. The Student Help Desk offers free services and can assist or recommend a solution for many computer-related problems. For more information about the services offered to Wesleyan students, see [here](#). ITS is located in room 143 of Exley Science Center and is open from 11am-1pm Monday-Thursday.*

Cardinal Technology Service Center:

The Service Center offers services to repair and maintain hardware. It is located in Room 116 of Exley Science Center and is open from 8:30am-5pm Monday-Friday.*

Cardinal Technology Store:

The Cardinal Technology Center is located in room 100 of the Usdan Campus Center. It sells computer hardware, software, and accessories. Store hours are Monday-Friday 9am-5pm.*

*Hours may vary during the summer.

Printing

Printers are available in Olin Library, Science Library, and ST Lab (located on the right of Exley Science Center after Pi Café and is open 24 hours a day). ICPP staff are not able to print assignments for you. Please plan to print your assignments on your own time.

Instructions for Printing:

There are two ways to print in Wesleyan libraries. You may print from your own computer or a Wesleyan library computer.

Printing from your own computer:

1. Download the printing software, located under the “Quick Links for Ricoh Printing System” at <http://www.wesleyan.edu/its/labs/printing.html> Make sure to download the software for a Mac or Windows computer based on what kind of laptop you have.
2. Once you have installed the software, using the prompted instructions, you will be ready to print. Select print on any document that you would like to print, and choose “printerspopup” as the printer for the job. (If it is still going to another printer, use command or control p to change your default printer.)
3. Enter your Wesleyan Login and Password (the same you use to access your portfolio) when you are prompted to.
4. Go to the nearest printer, and swipe your WesCard at the card reader. Your document will appear on the screen. Check the box next to the document you want to print.

Printing from a library computer:

1. Login to a library computer using your portfolio login and password.
2. Select print, making sure that the selected printer is “printers”
3. Go to the nearest printer, and swipe your WesCard at the card reader. Your document will appear on the screen. Check the box next to the document you want to print.

How to print from a library computer

How To Print

1. Make sure you are logged into the computer with your OWN username.
2. Select Print from the application you are using.
3. Choose the printer named “Printers”
 - Use this printer to print to **ANY** library public printer – you will choose which printer to pick it up at when you go to the printer
 - Use this printer for both color and B&W printing
4. In the printer preferences or printer options, select the options you want:
 - Black and white or Color
 - Single-sided or double-sided
5. Once you have selected all the options you want, click Print.
6. Go to **any** library printer to release the job

Printing from your laptop

See instructions at www.wesleyan.edu/its/services/printing/labs.html

Printing defaults

- If your page has color in it, it will default to color printing.
- If your page is only B&W, it will default to B&W printing
- Defaults is duplex (double-sided) printing
- Print jobs are available to release at any library printer for 48 hours. After 48 hours, the job is deleted from the print queue.

Who can print?

- Current Wesleyan student, faculty and staff members with a Wesleyan ID card or Wesleyan network username and password.
- Guests with a Wesleyan guest network account. Guest print and copy charges will be billed to the account of the student that created the guest login.

Print queue name for any color or B&W library printer : “Printers”

How to release your print jobs

You can release your print job at ANY Olin, Science Library, or Art Library public printer

1. Login

With your ID Card

Swipe your WesID card's black magnetic stripe using the card reader on the right side of the printer

With your network login or guest login

Touch the screen on the front of the printer to wake it, then use the on-screen keyboard to login using your Wesleyan username and password.

NOTE: you do **not** need to type @wesleyan.edu after your username

2. Choose which jobs to print

A list of all awaiting print jobs from your WesID will appear. Touch the name of the print job to select it. An X will appear in the box next to the print job.

3. Print your jobs

Once you have selected all the jobs you wish to print, press the *Print* button at the bottom of the release station's display, or use the *Print All* button to print all your waiting print jobs.



4. Logout/Exit when you're done!

When you are done printing, touch the *Logout* button to safeguard your personal account!

Notes

- You will only see the print jobs that were printed when logged into a computer with your Wesleyan username.
- Unprinted jobs will be deleted from the queue after 48 hours.
- Guest print and copy charges will be billed to the account of the student that created the guest login.

Library Services

ICPP students have access to Wesleyan's libraries for studying, reading, and printing. Olin Library is on Church Street, between High and Pine streets, and the Science Library is located within Exley Science Center on the opposite side of Church Street. Lockers are available if you wish to store books or belongings in the library. You may inquire at the front desk for more information. Locks are not provided.

Summer Library Hours

	Olin Library	Olin Reserve	Science Library
Monday-Thursday	9am-10pm	9am- 8pm	9am- 10pm
Friday	9am- 5pm	9am- 4pm	9am- 5pm
Saturday	1pm- 5pm	1pm- 4pm	1pm- 5pm
Sunday	12pm- 8pm	1pm- 5pm	12pm- 8pm

- Wesleyan has a world-class library on campus, an intensive inter-library loan network, and digital access to many journals, databases, e-books, articles, videos, and much more. Wesleyan also has a well-known collection of rare books and historical material in our [Special Collections & Archives](#). Learn more, and search the Wesleyan's library collections [here](#). (Make sure you are logged in with your Wesleyan username and password for full access.)
- You will be able to manage your library account through your e-Portfolio from anywhere in the world, but you will need your WesCard to check out books, and you will need to be on campus in person. The library does not mail books to students who are off-campus. ICPP does not recommend bringing books home with you between intensives because if a book is recalled, you will have to mail it to the ICPP office so we can return it to you, at your own expense.
- In addition to the services and resources the library offers to all students (see [Using the Library](#), [Borrowing](#), [Doing Research](#), and [Writing & Citing](#)), as a graduate student you receive [longer loan periods](#).
- During the Summer Intensive in Year 2, ICPP students will be granted a thesis carrel in Olin Library as a private workspace (a lock will be provided) and a place to store books and other research materials. Due to space constraints, carrels are not available to ICPP students at any other time during the program.

Campus Facilities

ICPP students have access to the gym and open studio rooms in the Theater Building for exercise and practice.

- The Fitness Center at Freeman Athletic Center is located off of Cross Street and is open on weekdays 6:45am-6:45pm.
- The East and Jones Rooms in the Theater Building located in the CFA and will be open 4pm-7pm every day.

Laundry

There are laundry facilities at 253 Pine Street and 1 Vine Street. The entry code is 135. You must use Middletown Cash to pay for laundry, so make sure to add some before you want to do laundry.

Accessibility

ICPP is committed to supporting all students in their academic endeavors. Students with a documented disability that requires accommodation should notify Disability Resources as soon as possible by submitting the [Disability Resources Notification Form](#). Additional information about accommodations is available [online](#), or you may contact Laura Patey, Associate Dean for Student Academic Resources, at lpatey@wesleyan.edu or 860-685-5581. We also recommend you notify the ICPP Program Manager.

Grocery & Pharmacy Information

Mama's Italian Market
232 William Street
Mon-Fri 8am-8pm / Sat 9am- 8pm / Closed Sunday

Neon Deli
130 Cross Street
Mon-Fri 6am-8pm / Sat 7am-5pm / Sun 9am-5pm
Phone: 860-347-1800

Super Stop & Shop
416 E. Main St.
Mon-Sat 6am-Midnight / Sun 7am- 10pm
Phone: 860-346-0380

Price Chopper
855 Washington St.
Open 24 hours
860-740-7700

It's Only Natural Market
575 Main Street
Mon-Fri 9am-7pm / Sat 9am-6pm / Sun 11am-4pm
Phone: 860-346-1786

Rite Aid
10 Main Street
Mon-Sat 8am-9pm / Sun 9am-9pm
Pharmacy Hours: Mon-Sat 8am-9pm / Sun 9am-6pm

CVS
308 Main Street Extension
Pharmacy and Store open 24 hours
675 Washington Street
Mon-Sun 7am-10pm
Pharmacy Hours: Mon-Fri 8am-10pm / Sat-Sun 8am-6pm

POLCIES & PROCEDURES

TUITION

Students pay tuition each year they are enrolled in ICPP. The total cost billed includes 1) tuition, 2) room and board, and 3) administrative fees. See [here](#) for the current breakdown of costs.

Deposit & Payments

Your deposit must be made by check or money order and be accompanied by the signed Student Agreement, which confirms your enrollment in the program. The deposit will be applied to your first payment.

All payments other than the deposit must be made through your E-Portfolio or by check. Once we have received your deposit and confirmation of enrollment, you will receive instructions via email to access your E-Portfolio. See "Student Account" below for more information.

Grant Aid (ICPP Scholarships)

ICPP and Wesleyan University are pleased to offer grant aid options to help students pursue the MA program. Grant aid does not need to be paid back, and is based on demonstrated need. Interested students will need to complete a Financial Aid Application by February 1. More information, as well as a link to download this year's application, is available [here](#).

Outside Scholarships

Students may be eligible to receive outside scholarships. Wesleyan's Office of Financial Aid suggests using this [Search Tool](#) to help identify and apply for outside scholarships.

Loans

As a graduate student, you are eligible to apply for federal student loans. To apply, you must complete the [FAFSA](#) by May 1 each year. Questions specifically about the federal loan process, should be addressed to Mary Kelly at mgkelly@wesleyan.edu.

Please forward confirmation of completion of the FAFSA to icpp@wesleyan.edu.

Important: Forwarding confirmation of completion of the FAFSA email to ICPP signals your intent to borrow funds and allows us to apply a temporary presumed payment of \$10,000 towards your first payment until your loan is processed in late-July. Please note that this presumed payment will not appear in your Wesleyan student portfolio, but only on internal ICPP account balances. Should your loan not be finalized, this presumed payment will be due immediately.

Student Account

Your Student Account is where tuition is billed. Once on campus, you will be able to charge certain items to your Student Account, and they will be added to your balance. Library Fines are also added to your Student Account.

You will be able to view your balance and make payments online at any time via your E-Portfolio. There is no penalty for early payments, and we encourage students to make monthly tuition payments, especially if the twice yearly payment schedule does not work for you.

You may also make payments by personal check, and your Student Account will be credited. Federal loans are automatically credited to your account when the University receives confirmation from the government.

If you do use the online portal to submit a payment, please note that you will likely see that the “amount due” indicated is the balance for the full year. The system does not recognize ICPP’s June 15 and January 15 deadlines. You must refer to this document and ICPP staff for accurate information.

Deadlines, Late Payments, and Penalties

Regardless of how early and by what method you choose to make payments, payments are due in two installments each year: half of the year’s tuition (minus the deposit) is due by June 15 and the remaining balance is due by January 15. Failure to submit payment by these deadlines will result in suspension from the program.

Deferral Policy

Students who are accepted to ICPP who request to do so may defer admission until the following year provided they adhere to the following deadlines:

1. Submit a non-refundable \$250 deposit by May 15 (payable to Wesleyan University) along with a letter requesting a deferral and stating your intent to matriculate into the ICPP Program the following year.
2. If you choose to apply for financial aid, you must re-apply using current tax records. The deadline will be early February.
3. Submit the balance of your deposit (\$250) by May 1, along with an updated resume.
4. Submit the balance of your tuition and fees no later than June 15.

Leaves of Absence

ICPP students are expected to satisfy the requirements for the MA degree within two years. A student cannot, for example, leave after the Summer Intensive and return, a year later, for the Fall Intensive. In extenuating circumstances, students may petition to be granted up to a maximum of three years to complete all requirements toward the degree, but only after completing a full year of the program. Any student re-entering after a leave of absence will return for the Summer Intensive and complete that full year: Summer, Fall, and Winter. If a student *must* leave mid-year, s/he will have to re-do the part of the year already completed when they return.

To request a leave of absence, a student must submit a letter to the Program Director stating their reasons for needing to take leave, their intent to return, and their proposed timeline for returning.

Withdrawal

Because all courses at ICPP are required, students are not able to withdraw from individual courses. This withdrawal policy refers to withdrawal from the program as a whole.

If an admitted student withdraws from the program after June 30 in the first year of the program, there will be no refund of deposit or tuition and fees. A refund of tuition and fees may be possible if a student withdraws before that date. In cases where a student fails to officially withdraw, but ceases to attend class, tuition is not reimbursed and the outstanding balance must still be paid. In addition, grades assigned by instructors will appear on the student's official transcript. The grade assigned may be an F.

To officially withdraw from ICPP, a student must submit a letter to the Program Manager. Remaining balance on the Student Account will be due within 90 days.

ACADEMICS

The ICPP curriculum addresses performance curation from both theoretical and practical models, and includes courses on diverse curatorial practices, social and cultural contexts, entrepreneurial strategies, off-site residencies and semester-long field placements, advanced level writing and research methods, and thesis advising. For current course descriptions, click [here](#).

The ICPP curriculum for each year of the program is pre-determined, and you will be automatically registered in all your courses each semester. All courses are required. Our faculty meet regularly to share syllabi and discuss integration and overlap, and to link coursework with visits by guest artists, performances that you will see as part of your education, and new work in the field. All courses are graded with letter grades A-F.

Year 1 (7 credits)

Course	Credits
Social and Cultural Context I	1
Social and Cultural Context II	1
Writing On & As Performance	0.5
Perspectives in Performance	1
Entrepreneurial Strategies	0.5
Curatorial Practice I & II	2
Field Practicum I	1

Year 2 (5 credits)

Course	Credits
Research Methodologies	0.5
Field Practicum II	1
Considering Site	0.5
Advanced Topics in Curatorial Practice	1
Thesis Tutorial I & II	2

Credit Hours, Distance Contact & Expected Preparation

Students are expected to attend every class session, and every day of every residency period. Missing class or a mandatory performance, talk, or any other group session may jeopardize a student's ability to participate in the program.

ICPP courses awards units of credit as outlined in the chart on this page. Half-Credit courses meet for a minimum of 20 contact hours; Full-Credit courses meet for a minimum of 40 contact hours. Students are expected to devote about three to four times the amount of time they spend in class to outside preparation (e.g. between 120 and 160 hours for preparation and assignments, per Full-Credit class).

As ICPP is a low-residency program, a limited number of contact hours per class may be designated as “distance contact” or “education in the field.” These contact hours will most likely be scheduled during non-residency periods, and may take the form of peer review, online response/feedback to other students’ work, group work, or apprenticeship-like work in the Field Practicum or Thesis Tutorial courses.

Some ICPP faculty utilize an “online classroom” called Moodle. More information about how to access and use Moodle will be shared during the Virtual Orientation in May before you arrive on campus.

Auditing

Alumni of the Certificate Program who enter Year 2 of the MA Program are strongly encouraged to audit *Writing On & As Performance*, a Year 1 course that was not offered to Certificate Students previously. There is no extra fee to audit the course. Auditing is not open to other students or other courses.

Auditors are expected to prepare thoroughly for class discussion, including completing all readings, and attend every class meeting. They may not, however, present work for the instructor to review or grade. Students may not decide to audit the course after the class has begun meeting.

SPECIAL INFORMATION FOR INTERNATIONAL STUDENTS

International students will need to obtain an F1 student visa. Students who already hold an F1 visa should contact their Designated School Official to clarify any visa questions or issues. At Wesleyan, Janice Watson in the Office of International Student Affairs provides expert advice on international student immigration/visa issues, and ICPP staff are also available to assist with any questions.

Office of International Student Affairs
237 High Street, North College Room 123
860-685-3704

jwatson@wesleyan.edu

International applicants who require an I-20 from Wesleyan should contact Mary Kelly at mgkelly@wesleyan.edu.

There are additional academic requirements for international students in order to be eligible for the F-1 student visa. The Fall and Spring intensives, typically 3-4 days, are extended for international students to a total of 10 days each. In consultation with the ICPP Program Director, international students select two sites for Field Study each year. These studies are modules of the Independent Project (in the first year) and the Thesis Tutorial (in the second year), and each student will outline a question to be researched during the residency, complete a written report/paper of findings, and share the results with other students. ICPP Faculty and Staff will ensure that international students are placed, and are able to fulfill the requirements of the F-1 visa.

Academic Standing

Grading

A student's academic performance in individual courses will be graded by the use of letter grades (A–F). A student's work in courses using letter grades is evaluated as follows: (A), exceeds requirements; (B), meets minimum requirements; (C) or lower, does not meet requirements. These grades are qualified upward and downward respectively by the use of the plus and minus signs.

A+ = 98.3	B+ = 88.3	C+ = 78.3	D+ = 68.3	F = Below 60%
A = 95	B = 85	C = 75	D = 65	IN = Incomplete
A- = 91.7	B- = 81.7	C- = 71.7	D- = 61.7	AU = Audit

Academic Standing & Academic Discipline

To remain in good academic standing from term to term, ICPP students are expected to maintain a minimum cumulative grade point average of B (85). If a student's grade point average falls below a B- (81.7), they will no longer be in good academic standing, will no longer be eligible to be awarded degree, and will lose federal loan eligibility.

Incompletes

ICPP does not, under any circumstances, grant incompletes during Year 1, or during the first term of Year 2. It is imperative that students do not fall behind, and that they complete all coursework by the deadlines provided by instructors. Failure to complete coursework on time will severely impact a student's final grade in the course, and will jeopardize his/her ability to continue in the program.

Incompletes may only be requested in the final term of Year 2, and will only be granted under certain conditions on a case-by-case basis, provided a student has made progress over the course of the semester which can be documented by the instructor. The instructor may choose not to grant an Incomplete, in which case coursework must still be completed on time.

If a student is granted an Incomplete during the final term of Year 2, s/he will not be eligible to graduate with his/her class and, instead, will graduate the following May with the next year's class, if all coursework is completed and the student maintains good academic standing as described previously in this handbook.

A continuation fee of \$250 will be charged to the Student Account of any student who is granted an Incomplete.

WESLEYAN
UNIVERSITY

ICPP c/o CONTINUING STUDIES
WESLEYAN UNIVERSITY
74 WYLLYS AVENUE
MIDDLETOWN, CT 06459

STUDENT SIGNATURE

Printed Name:

First: _____ Last (Family): _____

All ICPP graduate students must follow policies as outlined in the ICPP Student Handbook. It is each student's responsibility to read the handbook carefully to be fully informed of the program policies. I have read the ICPP Student Handbook in its entirety and understand its contents.

Signature (required): _____

Date: _____