

E.1.8.1 (Procedure) International Programs

Responsible Department: District Office of International Programs, Vice Chancellor for Economic and Workforce Development

Based on Board Policy: [E.1.8](#) - International Programs

Approved: 5-19-09

Last Amended: 2-23-10

Individuals who are not current College District students or employees are prohibited from participating in travel to other countries.

Forms

All forms (including applications), mentioned in this procedure are available in the District Office of International Programs.

Study Abroad

Study abroad includes programs available for students enrolled at the College District to earn academic credit while studying in another country. Students must meet the admission requirements of the specific program and must apply using the official College District *Application for Study Abroad*. The academic credit available will be determined by the specific program and must be approved by the appropriate college President or designee. The District Office of International Programs is responsible for all aspects of study abroad programs including but not limited to approvals, student applications and enrollment, logistical arrangements, and program costs paid by students and to vendors.

A site visit of the prospective program location is required for all new programs. Exceptions must be approved by the Vice Chancellor for Economic and Workforce Development.

Group Programs

Group Programs are developed and led by a College District faculty member and can be short term or semester long. Faculty must submit a formal request using the *Proposal for Group Study Abroad* to the District Office of International Programs that has been approved by the appropriate department chair, Dean and college President. If the program is approved by the District Office of International Programs for implementation, the College District will work with the faculty member to assist with planning and implementation.

An adequate period of time must be allotted for planning, student recruitment and other necessary elements for a program to be successful. Each year the District Office of International Programs will develop and distribute a schedule for program proposals.

Participants in Group Programs shall be current College District students or College District employees (faculty must be under a current contract) serving as instructors, chaperones, or otherwise performing a function directly related to the program.

Individuals who are not current College District students or employees are prohibited from participating in or traveling with Group Programs.

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Exchanges

Exchange programs are the result of formal agreements between the College District and a college or university in another country. They are for a minimum of six weeks and can be for as long as one year. Students must be enrolled full time and have a grade point average of 2.0 or above to apply. The amount and type of academic credit available will be determined by the appropriate college. Each exchange shall have its own requirements for participation.

Affiliates

Several colleges and universities and formal organizations or associations offer study abroad opportunities and award academic credit. Each affiliate program must be an approved College District vendor, and only providers that have a proven record of offering quality and safety at a reasonable price will be considered. Each program shall have its own requirements for participation. The acceptance of transfer credit will be determined by the appropriate college.

International Students

International students are those individuals who are not citizens or permanent residents of the United States who enroll for College District credit or noncredit courses or training.

All international students shall apply to the District Office of International Programs for enrollment in a specific program and shall be required to have the appropriate documentation to process a visa as defined by U.S. laws and regulations.

International Students Enrolled in English as a Second Language

International students may apply for acceptance into an English as a Second Language program in order to develop or improve reading, writing, speaking and comprehension skills in English. Procedures shall be developed for potential dual enrollment in academic courses.

International Students Enrolled as Academic Degree Seeking Candidates

International students who have fulfilled the academic requirements and the appropriate English skill level as defined by the College District may apply directly to a specific program as a degree-seeking student. Completion of the degree may lead to acceptance into a four-year degree program at another college or university.

International Students Enrolled in Distance Learning Programs

The College District offers a variety of courses, certificate programs and diplomas using distance learning formats. Specific admission requirements have been established for College District students and for international students enrolled at other colleges or universities.

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International Students Enrolled in Special Training Programs

As a result of an institutional agreement between the College District and a foreign university and other international entities, special training programs may be developed for international participants. The official memorandum of agreement or contract will contain all of the details that pertain to this type of programming.

Agreements

Institutional agreements are direct collaborative relationships between the College District and foreign colleges or universities. Examples of such agreements include, but are not limited to:

1. *Memorandum of Understanding* – a written statement of understanding between the College District and a foreign university expressing a mutual intention to engage in a cooperative academic relationship. The memorandum of understanding is developed by the District Office of International Programs and must be approved by the College District Chancellor before a memorandum of agreement can be considered.
2. *Memorandum of Agreement* – a written agreement between the College District and a foreign university for a specific academic purpose, including but not limited to student and faculty exchanges, that entails a commitment of resources. A memorandum of agreement for a specific academic purpose must be approved by the District Office of International Programs prior to discussion with the foreign college or university.

Visiting Scholars and Faculty Exchanges

Visiting scholars are faculty from foreign universities who will be at the College District for a specified period of time to lecture or conduct research. A memorandum of understanding must be approved prior to the acceptance of Visiting Scholars.

When visiting scholars or international guests are being considered, the District Office of International Programs must be informed by using the form provided by the Office. Based on the information provided, the District Office of International Programs will determine who will send the official letter of invitation which is often required to secure the appropriate visa. Invitation letters shall not be sent without prior approval by the District Office of International Programs.

Faculty exchanges can be short term or up to one year. A memorandum of agreement must be in place that defines the responsibilities of the partner universities during the exchange and contains all relevant details including academic and intellectual property rights.

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Contract and Grant Projects

Contract and grant projects are funded by external public or private organizations for specific purposes. The College District may be required to provide real or in-kind matching contributions. All contract and grant projects with an international component must be approved by the District Office of International Programs prior to the submission of the original proposal.