

1.0 International Education

- 1.1 The District shall provide opportunities for international education within the community college experience. To this end, credit and community service programs shall be the focus of international education programs.
- 1.2 The Los Rios District and its colleges may participate with local, state and national organizations and agencies to increase awareness of international education.
- 1.3 The Los Rios Colleges may participate in consortia with other community colleges and universities to enhance the opportunities for faculty and students to participate in international education.

2.0 Administrative Regulations

- 2.1 The Chancellor shall designate and administrator to provide overall responsibility for the administration of the International Education Program.
- 2.2 The District International Education Committee shall provide advice to the District on matters concerning international education.
- 2.3 The Chancellor shall appoint a Coordinator for Study Abroad to assist the International Education Committee in administrative matters relating to Study Abroad credit international education.
 - 2.3.1 Special duties of the Study Abroad Coordinator:
 - 2.3.1.1 Assist faculty in planning and implementation of programs.
 - 2.3.1.2 Work directly with participating consortium members in matters relating to bids and other contractual matters.
 - 2.3.1.3 Review program budgets, expenditures reports and make recommendations to the International Education Committee.

3.0 International/Globalization Curriculum Development and Enhancement

- 3.1 The District curriculum process will be followed in developing courses, certificates and programs.

4.0 Study-Abroad Programs - Credit Programs for Students

- 4.1 Criteria for Credit Course Offerings
 - 4.1.1 Courses must be approved college courses and comply with local and state regulations.

4.1.2 Courses must be taught by faculty meeting minimum qualifications.

4.2 Program Proposals

4.2.1 Credit programs can be offered by individual colleges or through District-wide consortium activities.

4.2.2 A program outline shall be submitted for all proposed new programs by the initiating faculty member.

4.2.2.1 College-based programs must be submitted through the appropriate dean, vice-president, and Chancellor prior to advertisement and recruitment activities are begun.

4.2.2.2 Consortium-based programs must be submitted to the District-wide Study Abroad Coordinator with appropriate campus/District approvals and then must be approved by the consortium prior to advertisement and recruitment activities are begun.

4.2.3 The outline shall be submitted at least six months preceding planned implementation in either the fall or spring.

4.2.3.1 The outline shall contain:

1. Name, description, and location of proposed program
2. Faculty leader's name, contact information and qualifications
3. Courses to be taught
4. Summary on logistical consideration, food, housing, etc.
5. Estimated cost per student, including air, housing and insurance
6. Narrative of benefits to student and college
7. Dates
8. Signature of appropriate Dean and/or Vice-President

4.2.3.2 Upon approval of the proposal, a final program proposal will be submitted. The final proposal shall include:

1. Curriculum description
2. Course schedule
3. Student selection procedures

4. Program evaluation and procedure
5. Marketing plan
6. Projected cost of program to students
7. Preliminary schedule for implementation
8. Computation of direct/indirect program costs
9. Insurance information
10. Details on the mode(s) of travel and travel arrangements (to include travel agreements)

4.3 Faculty Program Leader

4.3.1 Requirements for the Faculty Program Leader:

- a. For semester length Study Abroad programs, program leaders must be full-time tenured faculty. Programs less than semester length are open to probationary and adjunct faculty.
- b. Certification of having met minimum qualifications courses to be taught.
- c. Possession of academic background, teaching experience, knowledge of country and ability to function effectively in another culture.

4.3.2 Faculty Program Leaders are to be selected and notified during the semester preceding the implementation of the program.

4.3.2.1 Selection of Faculty Program Leaders requires approval of area dean and College President.

4.3.3 Faculty Program Leader, in collaboration with the Study Abroad Coordinator, will be responsible for the planning and implementation of the program, including student recruitment, liaison with contractors both in the U.S. and abroad, management of all academic considerations abroad, and the health and welfare of students enrolled in the program.

4.3.3.1 Instructor loads for semester-length study abroad programs shall follow the approximate proportions of:

Instruction	.800 FTE
Program Coordination	.200 FTE

4.3.3.2 Instructor loads for less than semester-length programs will be based on the regular load calculations for the courses taught.

4.4 Program Evaluation

4.4.1 Students shall submit a written evaluation of the program and participate in a group evaluation session.

4.4.2 The Faculty Program Leader shall submit to the Dean, and Study Abroad Coordinator if appropriate, a written evaluation of the program within six weeks following the conclusion of the study abroad program.

4.4.2.1 The report shall include:

1. Chronology of activities highlighting successes and problem areas with comment and recommendations.
2. Grade sheets for courses completed with grade analysis and distribution.
3. Accomplishments of participating students and faculty.
4. Assessment of professional growth of the faculty involved.
5. Overall assessment of program, including recommendations for continuation and improvement.

4.4.2.2 The Dean and/or Study Abroad Coordinator shall review the evaluation and report the results to the District International Education Committee.

4.5 Student Selection

4.5.1 Students enrolled in semester-length study abroad programs shall have completed twelve units of college-level course work with a grade point average of 2.5 or better, including eligibility for English 1A.

4.5.2 Students enrolled in less than semester-length Study Abroad Programs shall have completed twelve units of college-level course work with a grade with a grade point average of 2.5 or better, and have the appropriate course prerequisites.

4.5.3 Program screening procedures for the selection of students will be established. Procedures should include the following as a minimum:

- a. Submittal of a program application, copy of transcript, and signed verification by a counselor or the Study Abroad Coordinator of prerequisite, unit, and grade point requirements

4.5.4 Accepted students will be required to sign and return to the District a statement acknowledging their understanding of the terms and conditions for participation.

4.5.5 All program participants will be required to sign a District waiver holding the District harmless for any and all problems or losses arising from the occasion of or failure to provide non-instructional services by a travel contractor.

4.6 Contractor Selection

4.6.1 Study abroad program travel contractors will be used to provide non-instructional services.

4.6.2 Requests for proposals (RFP) will be developed by the Study Abroad Coordinator or the Faculty Program Leader. Prior to submitting the bid to contractor, the RFP shall be reviewed by the appropriate college administrator, LRCCD General Services and Chancellor.

4.6.3 Initial contracts may require approval of the Chancellor. Subsequent modification to the contract may also require approval of the Chancellor or designee.

4.6.4 Contractors to whom RFPs are sent must provide:

- a. Evidence of experience in working with educational travel/study programs.
- b. References of educational institutions with which the contractor has worked.
- c. Evidence of insurance policies which hold harmless and indemnify the district, its Board of Trustees, and its officers, employees and/or agents, for any and all problems or losses arising from the provision of or failure to provide non-instructional services by the contractor.
- d. A statement of the extent to which the contractor relies on the use of subcontractors and identification of those subcontractors.
- e. Evidence that the contractor, at its own cost, expense, and risk, will defend all legal proceedings that may be brought against the district, the Board, its officers and employees or agents on any such liability, claim, or demand, and satisfy resulting judgment that may be rendered.
- f. Evidence of ability to secure and maintain, at contractor's expense, during the period of the contract, Worker's Compensation and comprehensive liability insurance adequate to protect the

contractor from claims for personal injury, including death and damage to property, which may arise from operations under this contract. The policies so secured shall also name the District as additionally insured and shall include a combined single limit of not less than one million dollars (\$1,000,000) for each occurrence.

- g. Evidence that funds to be collected are deposited in a bonded trust account.

4.6.5 Contractors will be notified in writing of the decision made by the District.

4.6.6 If a travel agency is used, the agency must meet all the requirements of the District's Travel Agent Agreement. NOTE: Only an authorized officer or the owner of the travel agency can execute the agreement on behalf of the agency.

4.7 Refund Policies

4.7.1 The Study Abroad Coordinator and/or Faculty Program Leader, in cooperation with the Chancellor will establish written procedures for refunds consistent with the requirements of each study abroad program contract.

4.8 Financial Procedure

4.8.1 The Study Abroad Coordinator or the Faculty Program Leader will comply with the following financial procedures:

- a. Budget Development. A program budget proposal will be developed and submitted to the Chancellor for approval.
- b. Collection of Program Fees. Student registration will be paid directly to the college at the time of registering for the semester abroad. All other programs costs will be paid directly to the contractor for the program who will deposit these funds in a trust account and disburse the funds in accordance with the program contract.
- c. Financial Reporting/Accountability. The Study Abroad Coordinator and/or Faculty Program Leader will comply with the district financial reporting/accountability policies and procedures.
- d. Financial Report. The Program Leader will submit a financial report and documentation on all account activity to the appropriate Dean or the Study Abroad Coordinator for review and to the Chancellor for approval. This report will be due no later than one month after completion of the program.

5.0 Offshore Education Programs for Non-US Residents

5.1 Criteria for Program Development and Implementation

- 5.1.1 Courses must be regularly offered college courses and comply with local and state regulations.
- 5.1.2 Courses must be taught by faculty meeting established minimum qualifications.

5.2 Offshore International Education Programs for Non-Resident International Students

- 5.2.1 Where the program involves non-resident international students, a program outline shall be submitted to the appropriate Dean for all proposed new programs by the initiating faculty member.
- 5.2.2 The outline shall be submitted at least two semesters preceding planned implementation in either fall or spring:

5.2.2.1 The outline shall contain:

1. Name, description, and location of proposed program
2. Faculty leader's name, contact information and qualifications
3. Staffing
4. Budget
5. Narrative of benefits to student and college

5.2.2.2 Upon approval of the proposal by the Dean, a final program proposal will be submitted to the College President for approval. The final proposal shall include:

1. Curriculum
2. Course schedule
3. Student selection procedures
4. Program evaluation and procedure
5. Marketing plan
6. Projected cost of program to students
7. Preliminary schedule for implementation

8. Computation of direct/indirect program costs
9. Insurance
10. Details on the mode(s) of travel and travel arrangements (to include travel agreements).

5.2.3 Program Evaluation

5.2.3.1 The Faculty Program Leader shall submit a written evaluation of the program within 6 weeks following the conclusion of each semester. The report shall include:

1. Chronology of activities highlighting successes and problem areas with comment and recommendation
2. Grade sheets for courses completed with grade analysis and distribution
3. Accomplishments of participating students and faculty
4. Assessment of professional growth of the faculty involved
5. Overall assessment of program including recommendations for continuation and improvement

5.2.3.2 The Dean and/or Study Abroad Coordinator shall review the evaluation and report the results to the District International Education Committee.

5.3 Student Selection

5.3.1 Non-resident International Students

5.3.1.1 Students will meet all eligibility requirements for admission to the Los Rios District colleges, including proficiency in English. English proficiency may be established by the following:

Verification of a score of at least:

- a. 510 on Test of English as a Foreign Language, or
- b. 80 on Michigan Test of English Language Proficiency, or
- c. 21 on English portion of ACT, or
- d. 500 on verbal portion of SAT

6.0 Sister College - International Education Programs

- 6.1 Students enrolled in semester-length study abroad programs shall have completed twelve units of college-level course work with a grade point average of 2.5 or better, and eligibility for English 1A.
- 6.2 Incoming students from sister institutions must comply with normal application admission requirements for international students.
- 6.3 The District may pursue negotiations with other institutions of higher learning to establish "sister college" relationships for the purpose of facilitating faculty exchanges in compliance with the rules and regulations.

7.0 Faculty and Staff Exchange Programs

- 7.1 The District will facilitate instructor exchanges.
- 7.2 The District will pursue membership in professional associations which facilitate faculty exchanges on local, state, national and international levels.
 - 7.2.1 Notices of individual and organizational exchange opportunities will be disseminated to all full-time district faculty.

8.0 International Student Programs and Services Offered at Los Rios Colleges

- 8.1 To maximize program effectiveness, services for international students must meet the needs of both the foreign student population and the college. Services must exist beyond the level of admission and the assurance of appropriate government documents.
- 8.2 Staffing
 - 8.2.1 Each college shall identify staff responsible for coordinating international student services.
 - 8.2.1.1 Duties assigned to coordinating staff may include:
 1. Budget/strategic planning
 2. Social programming
 3. Intra-college coordination
 4. College relations--representing the college at related professional meetings
 5. Community outreach

6. Personal, social, academic advising assistance

8.2.1.2 Each college shall coordinate the following activities:

1. Gather supporting documents
2. Transcript evaluation
3. English verification
4. Statement of financial support
5. Verification of permanent residence outside of country
6. College documents
7. Answer related questions and handle related correspondence
8. Academic and personal counseling
9. Orientation (to include safety rules/student expectations)
10. International Club advisor
11. Workshops
12. Gather LRCCD Agreement to Participate and Waiver/Assumption of Risk Form for each student prior to the start
13. LRCCD Travel Agent Agreement(s) and travel arrangements(s)

8.3 Requirements for Admission

- 8.3.1 The equivalent of a U.S. high school diploma (12 years of education).
- 8.3.2 For those colleges which have an intensive English as a Second language Program, Test of English as a Foreign Language (TOEFL) with a score of 450, or regular English As a Second language Program, Test of English as a Foreign Language (TOEFL) with a score of 510, or Michigan Test of English Language Proficiency with a score of 80.
- 8.3.3 Financial resource certification.
- 8.3.4 A tuberculin clearance examination prior to registration. Tuberculosis tests will be given at college health centers.
- 8.3.5 Health insurance verifications to be completed prior to registration.

- 8.4 Requirements for College Transfers (in addition to the above)
- 8.4.1 Completion of twelve (12) semester units with a 2.5 grade point average or higher.
 - 8.4.2 The successful completion of at least one course in English equivalent to English 1A if no ESL Program exists at the admitting college.
 - 8.4.3 The high school exchange international student is not admissible except on an individual basis to be determined by the college administration.

9.0 Non-Credit Travel Study Programs - Community Services Travel Tours

- 9.1 Non-credit travel and field study programs shall be offered through the Community Education or Community Service programs of the colleges (See P-1511 and R-1511).

LRCCD

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