

<b>INTERNATIONAL PROGRAMS</b> <b>CHAPTER 4</b> <b>POLICY 3.02</b>	Faculty Senate Approval	09/18/06
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	Board of Trustees Approval:	11/08/06
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## **I. PURPOSE**

To establish a policy and related procedures for International Programs such as Study Abroad, Faculty and Student Exchanges, Sister Institution Agreements and International Contracts that involve Salt Lake Community College faculty, students, staff, and/or other persons. This policy does not cover international student admissions, advising or other services. These are covered in Chapter 3, Section 1.01.

## **II. POLICY**

The practice of Salt Lake Community College is to value international experiences in higher education by conducting educationally sound international programs in compliance with College policies, and those of our accrediting and governing boards.

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**I. REFERENCE**

- A. Code of Faculty Responsibility – Academic Guide for Full-Time Faculty Workload and Compensation
- B. International Student Admissions – Policies and Procedures, Chapter 3, Section 1.01
- C. Student Code of Conduct – Policies and Procedures, Chapter 3, Section 2.01
- D. Travel Reimbursement – Policies and Procedures, Chapter 2, Section 9.01
- E. Board or Regents Policy: R48 Academic Freedom, Professional Responsibility and Tenure
- F. Board of Regents Policy: R401 - Approval of New Programs, Program Change and Discontinued Programs
- G. Board of Regents Policy: R430 Continuing Ed
- H. Board of Regents Policy: R 485 Faculty Workload Guidelines
- I. Board of Regents Policy: R501 - Tuition and Fees
- J. Board or Regents Policy: R512 - Determination of Resident Status.
- K. Board of Regents Policy: R513 Tuition Wavers and Reductions
- L. Board of Regents By-Laws
- M. UCA 76-8-410 Public Monies
- N. UCA 76-8-402 Misusing Public Monies
- O. UCA 67-16 Utah Public Officers and Employees' Ethics Act
- P. UCA 76-8-201 Official Misconduct-Unauthorized act of Failure of Duty
- Q. 63-2 GRAMA and FERPA 20 U.S.C. 1232g; CFR part 99

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- R. Northwest Accreditation Policy – Northwest Association of Accredited Schools
- S. Policy A-2 – Substantive Change; A-6- Contractual Relationships with Organizations Not Regionally Accredited

**II. DEFINITIONS**

International Programs include the following activities:

- A. International Contracts: contracted international services with non U.S. companies or institutions.
- B. International Grants: any grant that includes an international program component.
- C. Sister Institution: a higher education institution with which SLCC has agreed to explore cooperation in one or more kinds of international programs. Agreements with these institutions do not constitute a contract for specific activities but are statements of intent to work cooperatively in ways that are beneficial to both institutions.
- D. Student and Faculty Exchanges: programs sponsored by the College in partnership with institutions outside the United States of America in which students travel abroad to study, or faculty travel abroad to teach or share and develop curriculum. Students and faculty exchanges include the opportunity for those institutions with whom SLCC has entered into a cooperative program for travel to SLCC for these same purposes.
- E. Study Abroad: a program in which two or more SLCC students travel outside the United States as a learning group sponsored by the College for credit or not for credit.
- F. International Student Admissions and Advising: services for students from other countries who choose to study at the College, administered by the Director of International Students through Student Services. See Chapter 3 of Policies and Procedures.
- G. International Studies: an academic program which leads to an Associate of Arts degree.

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### **III. PROCEDURES**

#### **A. Risk Management and Legal Counsel**

1. Risk Management and Legal Counsel review any proposed agreement and or contract. Any issues raised by these entities will be satisfied, or the issues will be taken to Cabinet for discussion.

#### **B. Coordination of International Programs**

1. Coordination of International Programs is administered through the office of the Associate Vice President of Academic Affairs for General and International Education. This Associate Vice President ensures activities are in compliance with accrediting and governing boards, and appropriate laws and regulations. This Associate Vice President designates the appropriate team(s) to coordinate the programs.
2. The Associate Vice President of Academic Affairs for General and International Education maintains an Advisory Board consisting of college and community members and an Internal Coordinating Council.

#### **C. Sister Institution Agreements**

1. Sister Institution Agreements are signed by the presidents of both institutions and are nonbinding. Agreements are intended only to establish an understanding and willingness to explore collaborations that benefit the teaching and learning experiences of both institutions. All Sister School Agreements are publicized throughout the College.

#### **D. Study Abroad**

1. Salt Lake Community College Study Abroad programs are developed by individual faculty members of the college with the approval of their department and with the approval of the college administration. Each program has a Course Curriculum Outline approved though the appropriate academic School Curriculum Committee, and the General Education Committee when the Program is to fulfill a General Education requirement.

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2. All Study Abroad programs will be financially self-supporting and will be priced to include indirect costs to be paid to the Study Abroad Overhead and Support Account.
3. All Study Abroad programs must follow “the College’s travel bid process for air, lodging, and ground transportation and comply with the Travel Reimbursement Policy. No faculty member may contract or otherwise select their own air, lodging or transportation company or provider. Faculty members may make suggestions regarding travel arrangements.
4. The faculty member is responsible for the development of the program itinerary and for determining the level of lodging utilized (i.e. student housing, 2-star, 3-star or first class lodging, etc.) Faculty members are also jointly responsible for promotion of the program through Institutional Marketing.
5. If a program participant cancels at any time prior to departure, at least \$100.00 of the deposit is non-refundable. The Study Abroad Office determines refunds due based on incurred costs and fees. Once a group leaves for the Study Abroad destination, all payments are non-refundable.
6. If any program participant pays a deposit and the trip is subsequently cancelled by the college the recoverable costs will be refunded to the participant.
7. All participants in Study Abroad Programs must submit to the Study Abroad Office prior to departure the following documents as a minimum. Other documents may be required by specific program needs.
  - a. SLCC Study Abroad Application
  - b. SLCC Travel Waiver (Release of Liability)
  - c. SLCC Terms, Conditions and Responsibility document
  - d. SLCC Study Abroad Program Emergency Contact and Health/Welfare Form
  - e. SLCC Study Abroad Program Academic Letter of Reference
  - f. SLCC Study Abroad Personal Statement
  - g. Photocopy of photo page of Passport and applicable visas, travel permits, etc.

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- h. Photocopy of proof of trip insurance covering study abroad participation.
  - i. Photocopies of all receipts for program payments.
7. All Study Abroad programs have a minimum of one pre-departure meeting. This meeting is managed by the Study Abroad Office and reviews:
- the SLCC Study Abroad Student Handbook,
  - trip tickets, materials, and logistics,
  - SLCC Student Code of Conduct Handbook, and
  - program information from the faculty leader.

More than one meeting may be required based on the needs of the program plan.

E. Faculty Exchanges

1. The College may support and develop collaborative higher education programs when those programs support the College mission and plan.
2. Faculty exchanges will be authorized by written agreement between the sponsoring institutions and approved by the Associate Vice President of Academic Affairs for General and International Education with the approval of the faculty member's Department/Division Chair and Dean. The College endeavors to provide full financial support for all faculty participating in a faculty exchange on behalf of the College.
3. All participants in a faculty exchange must submit to the Associate Vice President of Academic Affairs for General and International Education before departure the following documents as a minimum. Other documents may be required by specific departmental or program needs.
  - a. SLCC Faculty Exchange Application
  - b. SLCC Travel Waiver (Release of Liability)
  - c. SLCC Terms, Conditions and Responsibility document
  - d. SLCC Faculty Exchange Emergency Contact and Health/Welfare Form
  - e. Photocopy of photo page of Passport
  - f. Photocopies of relevant visas, travel permits, etc.
  - g. Proof of trip insurance

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F. Student Exchanges

1. Student exchanges are authorized by a written agreement between the sponsoring institutions and approved for SLCC Students going abroad by the Associate Vice President of Academic Affairs for General and International Education Office. All Study Abroad forms must be on file in that office for any student participating in a student exchange no matter the funding or program source. Students participating in a student exchange program must bear the full cost of the exchange plus a flat fee to cover overhead costs of administering the exchange. Students may use financial aid if eligible or grant money available to pay all or part of the cost of participation.
2. Foreign students coming to SLCC from another country under a student exchange agreement will be coordinated, managed and supervised by the Director of International Student Services. Their documentation will be maintained by the Director of International Student Services.

G. International Contracts

1. International Contracts are for specific activities in a specific timeframe. The Associate Vice President of Academic Affairs for General and International Education will be the authorized signatory for these contracts. Contracts are developed by the team identified by the Associate Vice President of Academic Affairs for General and International Education. The Associate Vice President of Academic Affairs maintains an Advisory Board consisting of college and community members and an Internal Coordinating Council. The Associate Vice President may identify and assign the responsibility for monitoring the activities of such contracts from time to time but will retain official authority for the contract.

H. International Grants

1. The Office of the Associate Academic Vice President for General and International Education and the Office of Sponsored Projects (OSP) coordinate international grant programs and opportunities in collaboration with the appropriate academic departments and following the College's Grant and Contract protocol with appropriate sign-off. The Associate Vice President and Director of OSP identify those who participate as part of the writing team and guarantee these activities are in compliance with

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accrediting and governing boards as well as risk and legal requirements. Upon award of grant funds, the Associate Vice President identifies and assigns the appropriate team to coordinate the programs. The OSP will remain involved during the implementation process, in an oversight capacity, to ensure compliance with funding agency's intent for such awards.