



## *Adrian College*

### **Adrian College Policies and Procedures for Faculty and Staff led International Programs**

Passed by unanimous vote of Adrian College's Faculty  
February 4, 2013

#### **Policies**

1. All aspects of the program—development, planning, securing approvals, recruiting, implementing—are the responsibility of the faculty leader.
2. Final approval for all faculty led-international programs shall come from both the President of the College and the Vice President of Academic Affairs.
3. Any new courses arising from the development of a faculty-led international program shall go through the established system of governance.
4. Non-faculty members wishing to offer courses for AC credit shall first obtain the approval of the department involved and the VPAA.
5. Only after the proposed program is approved and filed may the faculty/staff leader begin promoting and recruiting for the program.
6. All money for tuition, housing and fees shall be paid by the student directly to the College, not to the faculty leader.
7. Every individual participating in a faculty-led international program, including faculty leaders, shall purchase the Premium Insurance Plan included in the International Student Identification Card (ISIC) or International Teacher Identification Card (ITIC) as issued by Adrian College.
8. The faculty leader shall follow the procedures listed below.

#### **Procedure**

1. Meet with the Director of the Institute for Study Abroad to discuss options and initiate the process.
2. Meet with the VPAA for preliminary approval.
3. Create a detailed proposal of the program, including destination, dates, course title and description, credit hours, syllabus, day by day class plan and schedule, housing details, and travel information.
4. Create a detailed budget (if going through one of Adrian College's study abroad affiliates, the affiliate will provide this information).
5. While preparing #3 and #4, work with the necessary Adrian College departments (i.e. Academic Departments, Business Office, Financial Aid, Registrar, Academic Dean, Institute for Study Abroad).
6. Submit completed proposal and budget to the Director of the Institute for Study Abroad for review and recommendations.

7. Submit revised (if necessary) proposal and budget to the Advisory Committee for Faculty-led International Programs for review and recommendations.
8. Submit the final revised proposal and budget to the VPAA for approval. The VPAA will make a recommendation to the President for his/her approval.
9. Upon approval of the program, take any new courses developed for the curriculum as a result of the program through the College's system of governance for approval.
10. Submit a copy of the approved program proposal and budget, along with any other signed checklist, to the Director of the Institute for Study Abroad to be kept on file.
11. Once the program is approved and on file, begin promoting and recruiting for the program.
12. Working with the Business Office, set deadlines for deposits and tuition payment as outlined in the approved proposal.
13. Follow established Business Office procedures for payments and accounting. Keep receipts of all expenditures and turn them in to the Business Office upon completion of the program.
14. Upon completion of the program, work with the Registrar to ensure that transcripts and credit hours are processed correctly.

### **Suggested Timeline**

1. 2 years prior to departure—steps 1-8
2. 1 year prior to departure—steps 9-12
3. 6 months prior to departure—final settling of accounts, all abroad arrangements completed
4. 1 week after returning—step 13
5. Within 6 months of returning—step 14