PROCEDURES FOR THE OPERATION OF OVERSEAS ACADEMIC
PROGRAMS BY STATE UNIVERSITY COMMUNITY COLLEGES

Recognizing that study outside one's own country is an effective educational experience and that community colleges are becoming more actively engaged in sponsoring overseas academic programs, the State University of New York supports the development of high quality overseas study opportunities appropriate to the community college level. A primary goal is to enable qualified community college students to benefit from the unique educational resources or carefully selected overseas locations at the lowest feasible cost to participants and to their institutions.

At the same time, the State University recognizes that to achieve optimum benefit to participating campuses and students, and to assure good relations with institutions and officials in host countries abroad, overseas academic programs must be coordinated on a University-wide basis and must be well planned and administered. Therefore, the following basic procedures will facilitate good planning and make possible the necessary coordination by the Central Office of Academic Programs.

1. Planning and Coordination. To assure maximum quality, minimum cost, and desired diversity of programs, and to eliminate unnecessary duplication, the Central Office of International Programs will be responsible for the coordination of overseas academic programs.
2. **New Programs.** An overseas academic program may be planned and administered by an individual community college or by a group of such colleges. The concept and formal proposal for the program should be developed in close cooperation with the chief academic official(s) and the Director(s) of International Education of the sponsoring campus(es) and with the Central Office of International Programs. Planning should begin at least a year in advance. At least six months prior to the expected beginning date of the program the final proposal should be submitted to the Office of International Programs for review and approval by that office and the Provost for Undergraduate Education. Its academic content, arrangements for instruction and supervision, budget, logistics, and other details will be examined. The final decision will also take into account the relation of the proposed program to the total SUNY overseas study program and the interests of other campuses.

3. **Continuing Programs.** For each continuing overseas academic program the Director of International Education of the administering campus will submit an annual report, including an evaluation, proposed changes in the program, and the proposed budget for the following year. After
approval of the budget by the campus president, the reports are to be sent to the Office of International Programs for review and approval.

4. **Consortium Programs.** When a program is planned and operated by two or more community colleges, policies, procedures, and arrangements for sharing costs and responsibilities should be determined by a consortium committee. The actual operation of the program should be by a single campus in behalf of the consortium.

5. **Cross-Enrollment.** An individual campus or a consortium may open its overseas academic programs to students from other community colleges. When a student enrolls in a program administered by a campus other than his home campus the following procedures apply:

a. The student pays his tuition and registers at his home campus to facilitate the approval of credits earned and to assure his eligibility for any financial aids to which he may be entitled.

b. A share of the instructional and administrative costs of the program will be transferred from the student's home campus to the administering campus as recommended by the consortium committee and approved by the respective campuses.
c. Upon completion of the overseas study program, a transcript showing the credits earned by the student will be sent by the administering campus to the Director of International Education of the student's home campus for transmittal to the Registrar and the student's academic adviser.

6. Disseminating Program Information. Each campus Director of International Education is responsible for disseminating information about the approved overseas study programs administered by his own campus and other SUNY units as widely as possible among students on his campus and for providing information on the programs of his campus to his counterparts throughout the SUNY system. This process may be facilitated by the Office of International Programs by assembling and distributing unified information on all SUNY overseas study opportunities.

7. Financial Aids to Participants. Since students participating in SUNY-sponsored overseas study programs continue as enrolled SUNY students, they should be entitled to financial aids as if they were resident students at the home campus.

8. Supervision Abroad. In order to maintain the desired level of academic excellence and adequate advisory services for
participating students, appropriate supervision should be provided for group study programs abroad. Supervision should be carefully planned in accordance with the needs of the program, and must have the approval of the sponsoring SUNY campus, the host institution abroad, and the Central Office of International Programs. Supervisory patterns for community college programs may include the use of (a) a resident faculty member in charge of the program; (b) a qualified person employed abroad; (c) supervisory resources of the host institution when such are available; or (d) other feasible patterns approved by the sponsoring campus(es), the host institution abroad, and appropriate Central Administration officials. All supervisory personnel must be carefully selected and trained to fulfill the desired functions satisfactorily.

9. Program Evaluation. Each overseas study program should be carefully evaluated each year. The faculty committee related to the program, the program director, and each participating student should be asked by the campus Director of International Education or other responsible official to evaluate the program at or near its conclusion, and students should be queried again about program values six months to a year after their return. If resources permit, each program
should be visited abroad by well-prepared evaluators, preferably not solely from the sponsoring department or campus.

10. Approval of Overseas Travel. Any person planning to travel abroad to undertake investigation of potential program sites, negotiation with host universities or organizations, or evaluation of an overseas academic program sponsored by any SUNY institution must have prior approval by the Central Office of International Programs. This approval is required regardless of the sources of funds supporting the travel in order that these activities may be carefully planned and coordinated, duplication of effort avoid, and adequate briefing provided.

11. Contracts and Letters of Agreement. No SUNY campus or consortium of campuses may conclude a contract or letter of agreement with a U. S. or foreign educational institution or organization in connection with an overseas academic program without prior submission of the proposed document to and approval by the Central Office of International Programs, which will take responsibility for clearing it with appropriate Central Administration academic and legal authorities.

12. Use of SUNY’s Name. The name of the State University of New York or any of its units may not be used in connection
with any overseas academic or travel program without prior written approval of the Central Office of International Programs, which will assure that such approval is in accord with University policy and legal requirements.

Office of International Programs
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