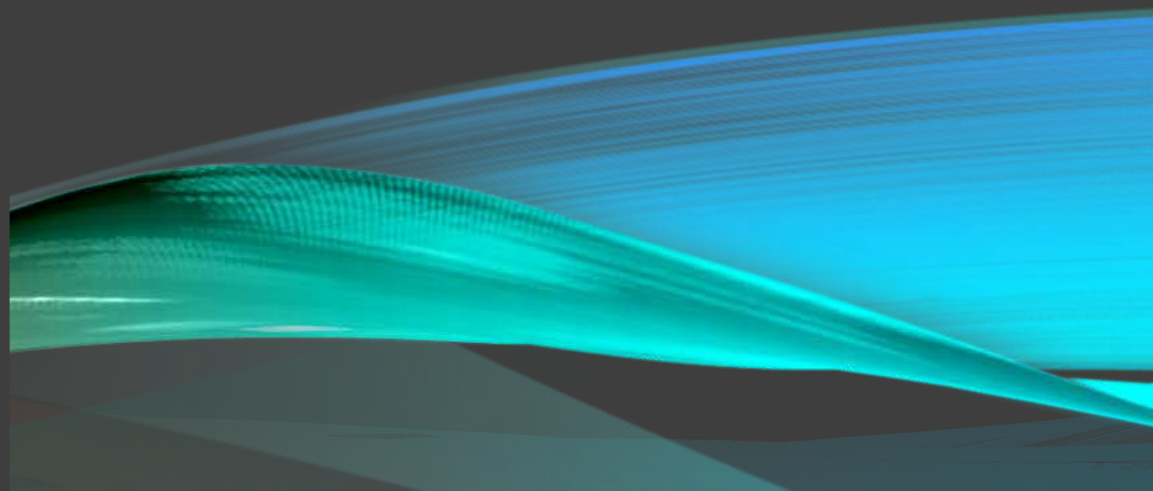




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INTERNATIONAL EDUCATION MANUAL UPDATES

Dr. Maria Bernal
Ms. Janice Toh



THE INTERNATIONAL EDUCATION MANUAL

- Who is it for?

Administrators and staff of International Partners

- What is it?

- ❖ A resource for International Partners that covers:

- ✓ Faculty credentialing
 - ✓ Student Affairs & Academic processes
 - ✓ CID
 - ✓ Academic Content & Delivery
 - ✓ Academic Resources
 - ✓ Student Engagement Opportunities
 - ✓ Transfers



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THE INTERNATIONAL EDUCATION MANUAL

- Why it is important?

- ❖ A resource and guide to:

- ✓ Broward College protocols, policies & procedures
 - ✓ Applicable relevant Florida & US legislation
 - ✓ Students' rights & responsibilities
 - ✓ SACSCOC
 - ✓ International Partner obligations & responsibilities

- When does the Manual get updated?

- ❖ Annually updated for release in May each year



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IE MANUAL POLL

THE INTERNATIONAL EDUCATION MANUAL

- New important updates

- ❖ Faculty Credentialing
- ❖ Use of Dynamic Forms
- ❖ Florida Civic Literacy Examination
- ❖ New Student Orientation (NSO) in D2L
- ❖ Syllabus Checklist
- ❖ Digital Diplomas
- ❖ Representation of Accreditation Status for International Associates



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SCENARIO

How would faculty submit a grade change for a student?

GREENE INSTITUTE INTERNATIONAL EDUCATION MANUAL

- Table of Contents, page 3
- Chapter on CID
- Section on Grades, subsection on Grade Changes page 54

- **Grade Changes:**

- **Due to updated grade:** There are times when a faculty member may need to process a grade change due to an updated or corrected calculation of student work. All grade changes must be requested by submission of a [Grade Change Request](#). The [Grade Change Request](#) must be submitted by the faculty member requesting the change (refer to Appendix 34 for instructions).
- **Due to an NR grade:** In the unfortunate circumstance that an International Partner does input their students' grades into CID prior to the due date, a grade of NR (not reported) will be assigned to each student and an individual grade change form for each student in each class must be processed. Changing an NR grade can be particularly burdensome because it often affects an entire class of students. Therefore, the best way to avoid this situation is to request that faculty submit their grades in Broward Connect 24-48 hours before the grade's due date.

GREENE INSTITUTE INTERNATIONAL EDUCATION MANUAL

- Table of Contents,
- Appendices, page 7
- Appendix 34, page 264

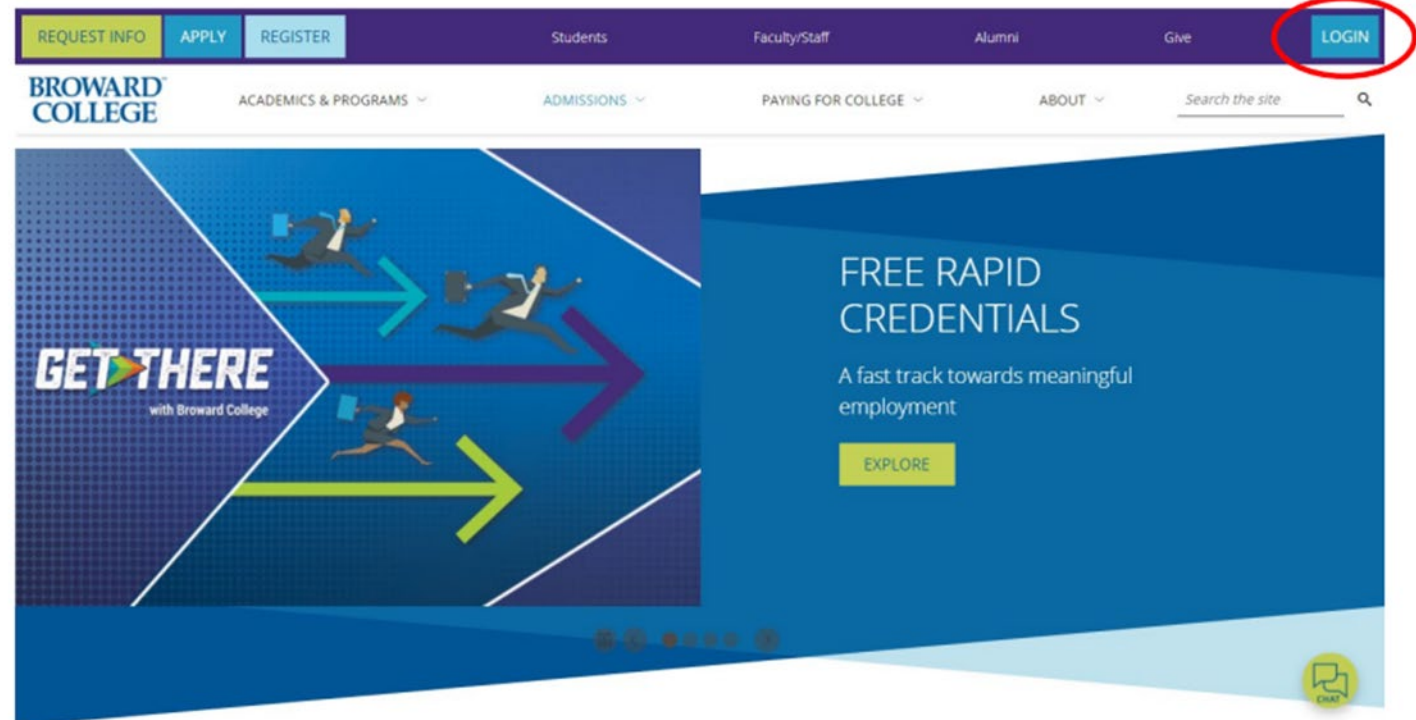
APPENDIX 34

How to: Complete a Faculty-Initiated Form

Faculty-Initiated Forms specified below are accessible as provided in this Guide.

Step 1: Go to www.broward.edu

Step 2: Click on "Login"

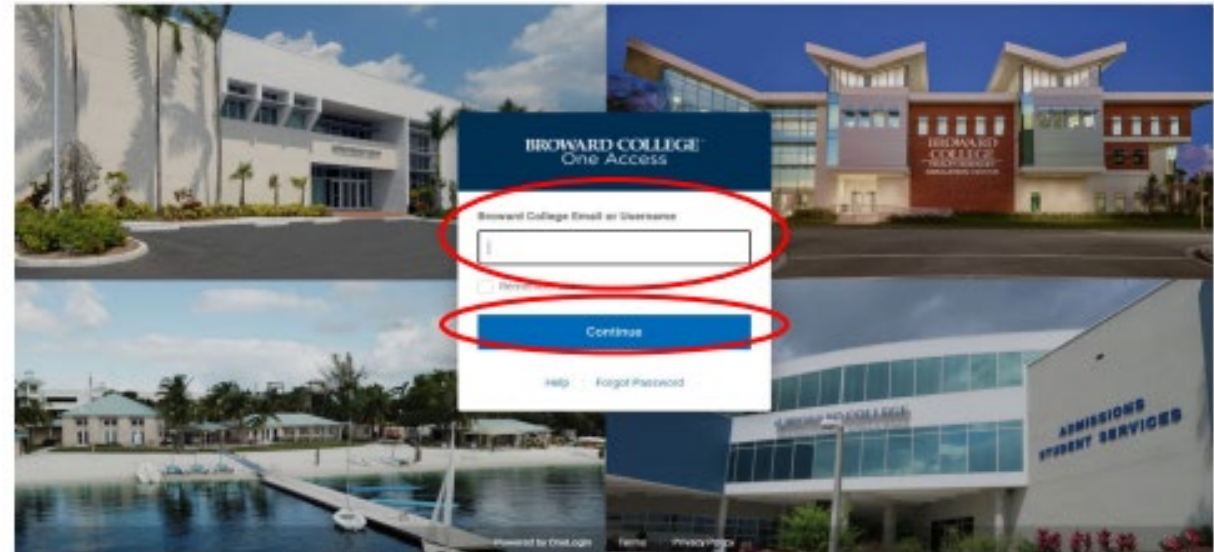


GREENE INSTITUTE INTERNATIONAL EDUCATION MANUAL

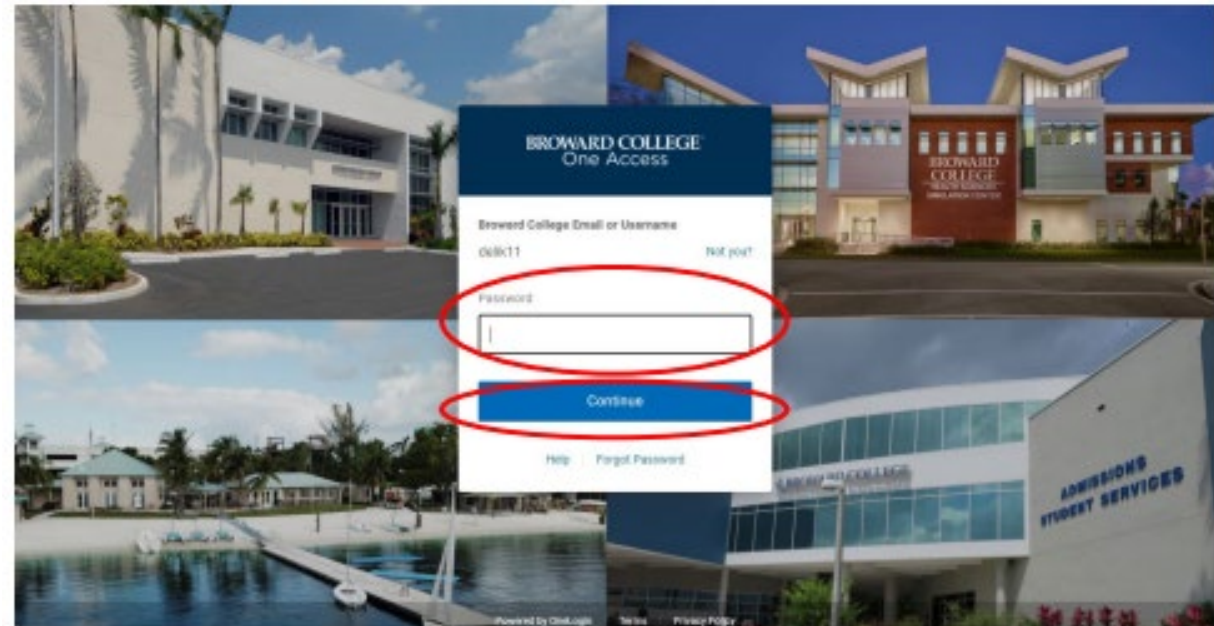
- Table of Contents,
- Appendices, page 7
- Appendix 34

Step 3: Enter your Broward College Email or Username and click "Continue"

Note: If there is another student, faculty or staff already logged into One Access, this person must sign out of One Access and allow you to sign in.



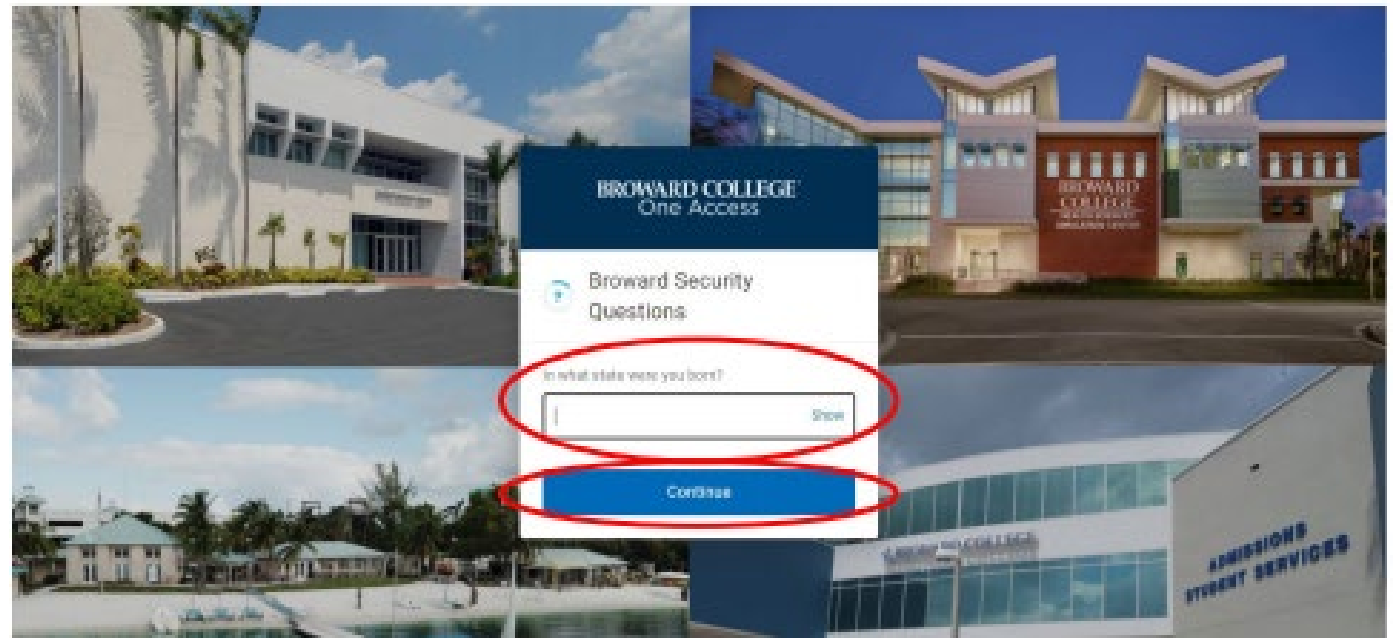
Step 4: Enter your Password and click "Continue"



GREENE INSTITUTE INTERNATIONAL EDUCATION MANUAL

- Table of Contents,
- Appendices, page 6
- Appendix 34

Step 5: Provide responses to the "Broward Security Questions," if applicable, and click "Continue"



BROWARD COLLEGE
One Access

Broward Security Questions

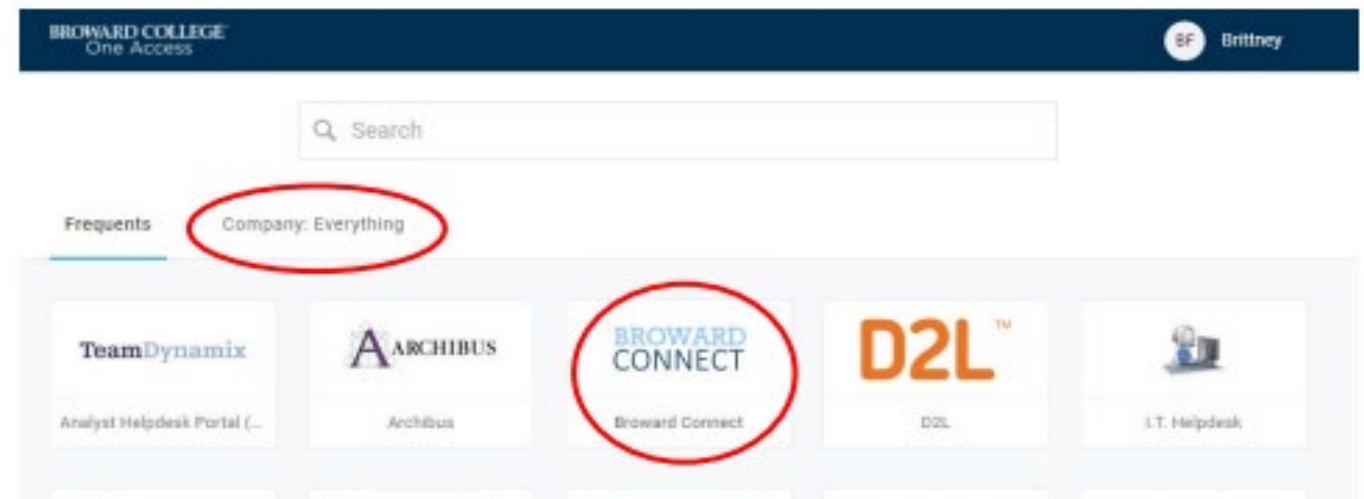
In what state were you born?

Show

Continue

Step 6: Select the Broward Connect tile

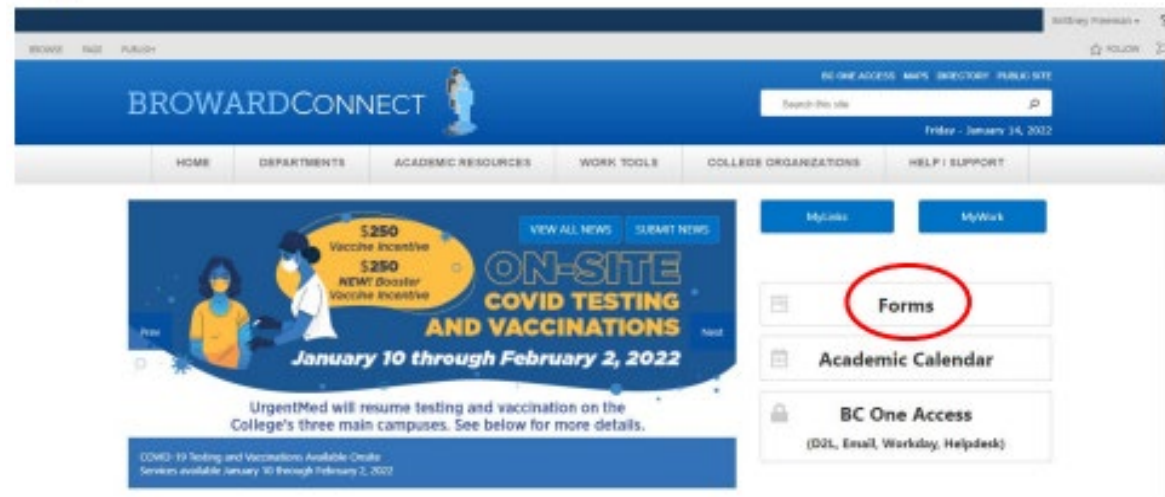
Note: If the Email tile does not appear as an option, click "Company: Everything"



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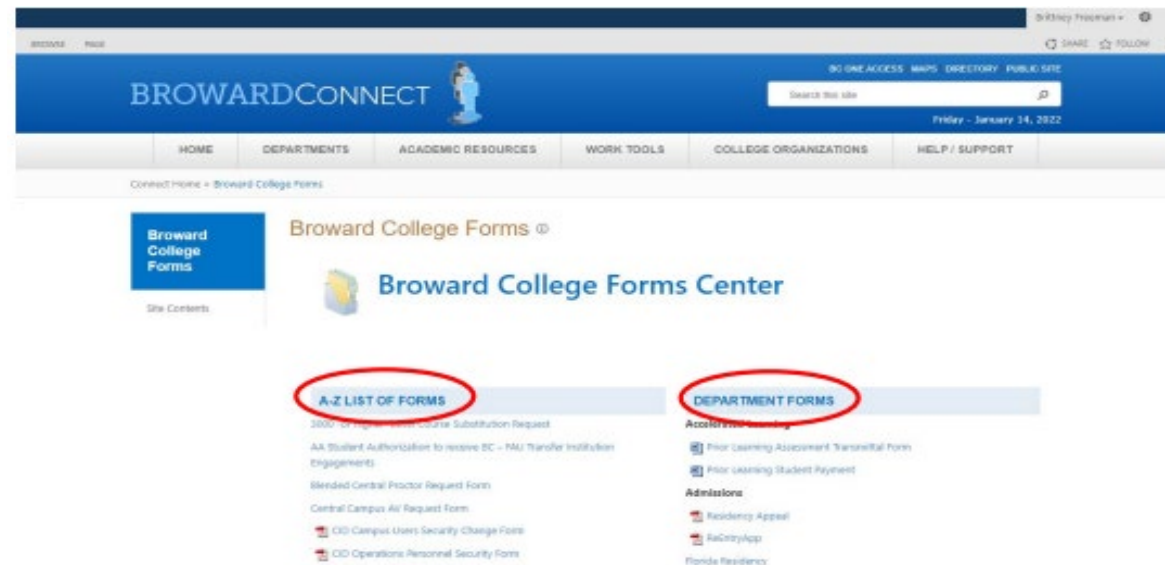
- Table of Contents,
- Appendices, page 7
- Appendix 34

Step 7: Click "Forms"



Step 8: Search for the form you intend to complete in the "A-Z List of Forms" or within the "Registrar's Office" under "Department Forms" and click on it

Note: The 'Credit for Honors by Contract for International Partners' and the 'Grade Change Request for International Partners' are the two forms available on this page.



GREENE INSTITUTE INTERNATIONAL EDUCATION MANUAL

- Table of Contents,
- Appendices, page 7
- Appendix 34

Step 9: Click on "Complete This Form"

Welcome to Dynamic Forms

Let's get started, Brittney.

The Grade Change Request for International Partners form needs to be completed.



Complete This Form

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

Step 10: Complete the form

Note: You must "click to sign" at the bottom of the form prior to submission.

Your name must be typed in the boxes as displayed in order to sign the form.

*

(click to sign)

Signature

Brittney

Freeman

Sign Electronically

DYNAMIC FORMS

- Faculty-Initiated Dynamic Forms

1. Grade Change Request
2. Credit for Honors by Contract

- Student-Initiated Dynamic Forms

1. Change of Program
2. Name Change
3. Opt-out Credit Request
4. Petition to Exceed Max Course Load
5. Duplicate of Replacement Diploma



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GREENE INSTITUTE INTERNATIONAL EDUCATION MANUAL

Student Initiated Form

- Appendix 33,
page 259

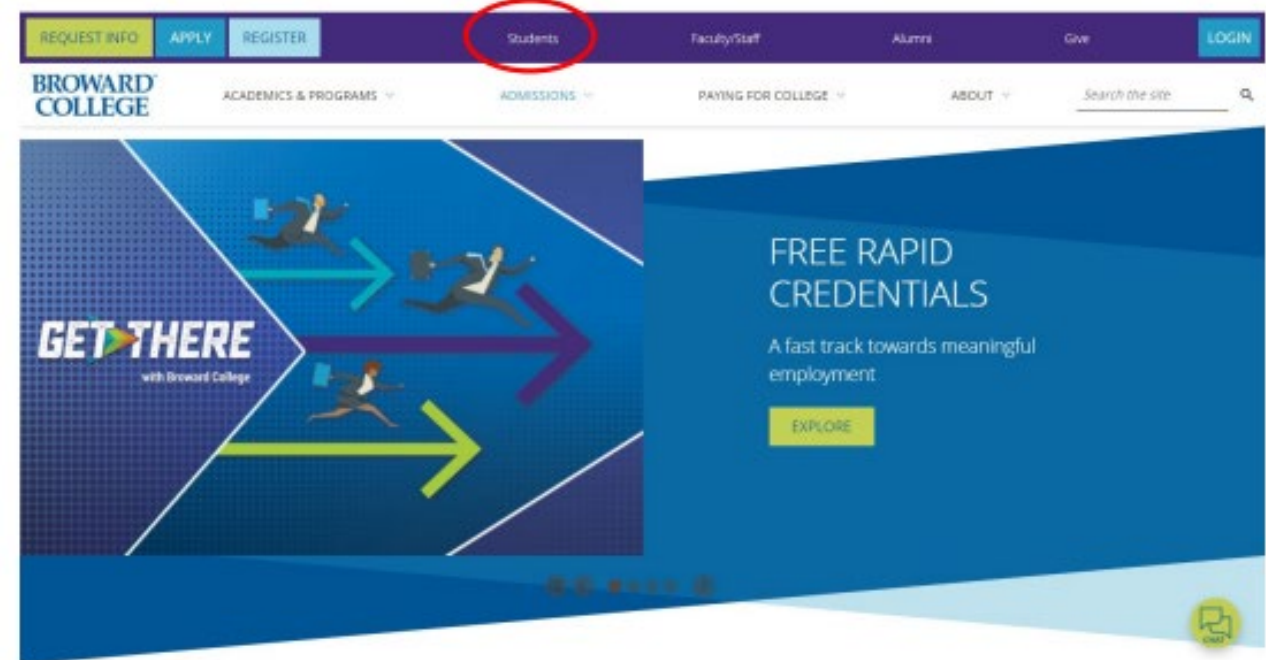
APPENDIX 33

How to: Complete a Student-Initiated Form

Student-Initiated Forms specified below are accessible as provided in this Guide.

Step 1: Go to www.broward.edu

Step 2: Click on "Students"



Step 3: Scroll down to "Academic" and click on "Student Forms"

ACADEMIC





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THANK YOU!

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